

OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy & Procedure
AP 2.09

Effective Date: July 15, 2008

Supersedes AP 2.09 dated October 01, 2007

SUBJECT: Clearance of Employees Terminating Employment with the University

PURPOSE

To provide a systematic method to ensure that all University property has been returned and all financial matters such as indebtedness to the University have been identified and settled or accounted for; and to ensure that the employee is made aware of privileges pertaining to benefits such as insurance and retirement plan options.

AUTHORITY

Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of the Louisiana State University System.

OBJECTIVE

To establish a process for faculty and staff (classified or non-classified employee) terminating their employment with the University, whether voluntary resignation, retirement or termination, whereby responsibilities are defined at the employee and departmental levels. This process shall ensure the following:

- Student academic progress and records will not be adversely affected.
 - Official University business documents and records, including sponsored programs, will not be adversely affected.
 - Keys are returned and access cards deactivated.
 - Identification cards, library materials, equipment, and other University property are returned in good working condition.
 - Financial obligations are identified, and either settled by the employee prior to termination of employment, or set up as a receivable by the Bursar/Accounts Receivable Department and billed to the employee.
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DEFINITIONS

1. Access Controller—position responsible for all University mechanical keys and access card activities.
2. Certifying Department- University department included in the routing of the *Clearance Form for Employees Terminating Employment* that is required to review departmental records for outstanding obligations owed by the departing employee. The Certifying Departments are Access Controller, Accounts Payable, Accounts Receivable, Bursar, Financial Services, Library, Office of Research and Sponsored Programs (ORSP), Property Control, University of New Orleans Police Department (UNOPD), and Sponsored Programs Accounting (SPA).

3. Departmental Access Coordinator- position responsible at the departmental level for assisting employees with key and access card requests and/or replacement key and access card request forms.
 4. Departmental Equipment Custodian- position responsible at the departmental level for obtaining Equipment Entrustee Forms for all University property and equipment (including movable property) assigned to the department, as well as tracking and accounting for such equipment.
 5. Departmental Timekeeper- position responsible at the departmental level for time and leave entry.
 6. Equipment Entrustee – An employee of the University entrusted with UNO owned equipment. This individual is responsible for the safekeeping of the UNO equipment until it is returned to his/her Departmental Equipment Custodian. Each Equipment Entrustee must complete a UNO Equipment Entrustee Form and ensure that the form is delivered to the Property Control Department.
 7. Personnel Action – a form initiated within SharePoint at the department level to process changes in employee status, such as hire and termination. (Classified employees are processed on UNO 1 forms and non-classified employees are processed on 101 forms.)
 8. SharePoint - an integrated suite of applications that can help improve organizational effectiveness by providing content management including web pages, searching and blogs and document management including electronic forms and workflow.
 9. Termination of Employment – The end of employment at the University due to cancellation of appointment, expiration of appointment, termination, resignation, or retirement.
 10. University Property - All supplies, library materials, and moveable equipment purchased with University funds (including funding from grants, contracts or gifts) not permanently affixed to the University structure.
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GENERAL POLICY

Departments processing Personnel Action forms related to the termination of employment, whether resignation, retirement, or termination are required to promptly initiate a *Clearance Form for Employees Terminating Employment* for that employee via SharePoint. Certifying Departments (listed on the Clearance Form) are to review their departmental records to identify any outstanding obligation owed to the University by the departing employee. Once an outstanding obligation is identified, the departing employee should be promptly contacted and encouraged to settle the debt prior to their last day of employment.

Department Chair, Director, or Supervisor must ensure all property and equipment entrusted to the employee is returned in good working condition, as well as ensure all official University documents and records are on file within the department.

PROCEDURE

The clearance process for all faculty and staff employees terminating employment with the University is a systematic method to ensure that all University property has been returned and all financial matters, such as indebtedness to the University, have been identified and either settled or accounted for.

1. **INITIATION AT DEPARTMENT LEVEL.** The departing employee's department is responsible for initiating the *Clearance Form for Employees Terminating Employment* via SharePoint, and completing the [Departmental Clearance Checklist](#). The department should

obtain the employee's forwarding mailing address, non-UNO email address, and mobile phone number when at all possible.

A. EMPLOYEE NOTIFICATION. At the time the Clearance Form is initiated, SharePoint generates an email to the employee's UNO email account with a link to the [Departing Employee Clearance Checklist](#).

2. ROUTING OF CLEARANCE FORM. Upon initiation, the *Clearance Form for Employees Terminating Employment*, SharePoint routes the form to each Certifying Department where it is determined whether an outstanding obligation is owed to the University by the departing employee.

A. NO OBLIGATION. If there is no outstanding obligation, the Certifying Department will electronically sign the Clearance Form and SharePoint will record the date signed.

B. OBLIGATION IDENTIFIED. If an obligation is identified, the Certifying Department will check the "outstanding obligation" box on the Clearance Form.

i. EMPLOYEE NOTIFICATION. SharePoint generates an email so that the Certifying Department can inform the departing employee of the details of the outstanding obligation, as well as to encourage settlement of the obligation prior to the employee's last day of employment.

ii. SETTLEMENT OF OBLIGATION. If the employee is unable to settle the outstanding obligation, prior to the last day of employment, the employee will be encouraged to set up a payroll deduction from their final paycheck and/or final leave payout check, for the total amount owed the University.

iii. NON-SETTLEMENT OF OBLIGATION. In incidences where the departing employee has not authorized payroll deduction, the Accounts Receivable Department will set up a receivable to bill the departing employee.

1. In cases of account delinquency or nonpayment after due diligence collection efforts have been exhausted, the Accounts Receivable Department will send the debt to a collection agency for settlement.

3. COMPLETION OF CLEARANCE FORM. The Accounts Receivable Department is responsible for updating the Clearance Form in SharePoint as "completed" after all Certifying Departments have either signed the form or communicated the resulting accounts receivable to be established. The Accounts Receivable Department is responsible for following up with the appropriate department(s) on all checked "outstanding obligation" boxes to set up any related receivable prior to finalizing the Clearance Form.

RESPONSIBILITIES

EMPLOYEE

1. Employee is responsible for ensuring the completion of applicable steps on the [Departing Employee Clearance Checklist](#).

DEPARTMENT

2. Department Chair, Director, or Supervisor is responsible for initiating the *Clearance Form for Employees Terminating Employment* via SharePoint, along with the Personnel Action form (Form 101 or UNO 1) to terminate employment. These forms are to be initiated as soon as possible. In addition, the Department Chair, Director, or Supervisor is responsible for ensuring

the completion of all applicable steps on the [Departmental Clearance Checklist](#) and should maintain the completed checklist within the departing employee's departmental file.

3. **Departmental Access Coordinator** is responsible for collecting University identification cards and deactivated access card(s) assigned to the departing employee. Such cards are to be maintained in the employee's departmental file.
4. **Departmental Equipment Custodian** is responsible for verifying and recording the condition of property returned to the department by the departing employee, as well as obtaining the appropriate signatures in the Return Property section of that particular equipment's Equipment Entrustee Form.
5. **Departmental Timekeeper** is responsible to prepare the departing employee's Final Leave Balance Reconciliation *after* the employee's termination date.

CERTIFYING DEPARTMENT

6. **Access Controller** is responsible for recovering University mechanical keys from all departing employees and deactivating access cards upon termination of employment. In cases where the keys are returned, the Access Controller electronically signs the *Clearance Form for Employees Terminating Employment*. When keys are not returned, the Access Controller is responsible for notifying the employee of the obligation, as well as checking the "outstanding obligation" box on the form. In addition, if keys are not returned prior to the termination date of employment, the Access Controller will be responsible for promptly submitting the appropriate documentation to the Bursar for set up of the related receivable. Specifically, the Access Controller is responsible for supplying adequate supporting documentation that provides sufficient evidence explaining the validity of the debt outstanding, to ensure the Accounts Receivable Department will be able to exercise the right to collect the debt on behalf of the University.
7. **Accounts Payable Department** is responsible for reviewing departmental records for obligations owed by the departing employee; electronically signing the *Clearance Form for Employees Terminating Employment* when no obligation is detected; and notifying the employee when an obligation is identified, as well as checking the "outstanding obligation" box on the form. In addition, if no payment is received prior to the termination date of employment, Accounts Payable will be responsible for promptly notifying the Accounts Receivable Department to set up the related receivable. Specifically, Accounts Payable must supply adequate supporting documentation that provides sufficient evidence explaining the validity of the debt outstanding, to ensure the Accounts Receivable Department will be able to exercise the right to collect the debt on behalf of the University.
8. **Accounts Receivable Department** is responsible for reviewing departmental records for outstanding receivables owed by the departing employee; electronically signing the *Clearance Form for Employees Terminating Employment* when no obligation is detected; and notifying the employee when a receivable is identified, as well as checking the "outstanding obligation" box on the form. In addition, the Accounts Receivable Department is responsible for following up with the appropriate department(s) on all checked "outstanding obligation" boxes to ensure timely set up of the related receivable. Lastly, the Accounts Receivable Department is

responsible for updating the Clearance Form in SharePoint as “completed” after all Certifying Departments have either signed or communicated the resulting receivable to be established.

9. **Bursar’s Office** is responsible for reviewing departmental records for obligations owed by the departing employee; electronically signing the *Clearance Form for Employees Terminating Employment* when no obligation is detected; and notifying the employee when an obligation is identified, as well as checking the “outstanding obligation” box on the form. In addition, if no payment is received prior to the termination date of employment, the Bursar’s Office will be responsible for promptly submitting the appropriate documentation to the Accounts Receivable Department for collection of the related receivable. Specifically, the Bursar’s Office is responsible for supplying adequate supporting documentation that provides sufficient evidence explaining the validity of the debt outstanding, to ensure the Accounts Receivable Department will be able to exercise the right to collect the debt on behalf of the University.
10. **Human Resource Management (HRM)** is responsible for ensuring a *Clearance Form for Employees Terminating Employment* is initiated for all employees terminating their employment with the University, updating all personnel data (i.e. address) within PeopleSoft, and advising the departing employee of benefit privileges.
11. **Earl K. Long Library - Circulation Staff (Library)** are responsible for reviewing departmental records for obligations owed by the departing employee; electronically signing the *Clearance Form for Employees Terminating Employment* when no obligation is detected; and notifying the employee when an obligation is identified, as well as checking the “outstanding obligation” box on the form. In addition, if no payment is received prior to the termination date of employment, the Library will be responsible for promptly submitting the appropriate documentation to the Accounts Receivable Department for set up of the related receivable. Specifically, the Library is responsible for supplying adequate supporting documentation that provides sufficient evidence explaining the validity of the debt outstanding, to ensure the Accounts Receivable Department will be able to exercise the right to collect the debt on behalf of the University.
12. **Financial Services Department** is responsible for reviewing departmental records for University corporate travel cards issued to the departing employee; electronically signing the *Clearance Form for Employees Terminating Employment* when no corporate travel card has been issued; and notifying the employee to surrender the corporate travel card, as well as checking the “outstanding obligation” box on the form. In addition, the Financial Services department is responsible for cancellation of corporate travel cards through the card issuing bank.
13. **Office of Research and Sponsored Programs (ORSP)** is responsible for reviewing departmental records for obligations owed by the departing employee and electronically signing the *Clearance Form for Employees Terminating Employment* when no obligation is detected. If a non-financial obligation is identified (i.e. completion of a required report) ORSP is responsible for meeting with the employee, the Department Chair and/or College Dean to come to a mutual agreement as to how the remaining tasks are to be completed. When a financial obligation is identified, ORSP is responsible for notifying the employee, as well as checking the “outstanding obligation” box on the form. In addition, if no payment is received prior to the termination date

of employment, ORSP will be responsible for promptly submitting the appropriate documentation to the Accounts Receivable Department for set up of the related receivable. Specifically, ORSP is responsible for supplying adequate supporting documentation that provides sufficient evidence explaining the validity of the debt outstanding, to ensure the Accounts Receivable Department will be able to exercise the right to collect the debt on behalf of the University.

14. Property Control Department is responsible for reviewing departmental records for property assigned to the departing employee and electronically signing the *Clearance Form for Employees Terminating Employment* when there is no property assigned. If the review indicates the departing employee is an Equipment Entrustee, Property Control will be responsible for notifying both the employee and the Departmental Equipment Custodian of specific property item(s) to be returned, as well as the proper form to be completed. In such cases, Property Control is responsible for checking the “outstanding obligation” box on the Clearance Form.

15. Sponsored Programs Accounting (SPA) is responsible for reviewing departmental records for obligations owed by the departing employee and electronically signing the *Clearance Form for Employees Terminating Employment* when no obligation is detected. If a non-financial obligation is identified (i.e. submission of a required report) SPA is responsible for meeting with the employee, the Department Chair and/or College Dean to come to a mutual agreement as to how the remaining tasks are to be completed. When a financial obligation is identified, SPA is responsible for notifying the employee, as well as checking the “outstanding obligation” box on the form. In addition, if no payment is received prior to the termination date of employment, SPA will be responsible for promptly submitting the appropriate documentation to the Accounts Receivable Department for set up of the related receivable. Specifically, SPA is responsible for supplying adequate supporting documentation that provides sufficient evidence explaining the validity of the debt outstanding, to ensure the Accounts Receivable Department will be able to exercise the right to collect the debt on behalf of the University.

16. University of New Orleans Police Department (UNOPD) is responsible for reviewing departmental records for obligations owed by the departing employee; electronically signing the *Clearance Form for Employees Terminating Employment* when no obligation is detected; and notifying the employee when an obligation is identified, as well as checking the “outstanding obligation” box on the form. In addition, if no payment is received prior to the termination date of employment, the UNOPD will be responsible for promptly submitting the appropriate documentation to the Accounts Receivable Department for set up of the related receivable. Specifically, UNOPD is responsible for supplying adequate supporting documentation that provides sufficient evidence explaining the validity of the debt outstanding, to ensure the Accounts Receivable Department will be able to exercise the right to collect the debt on behalf of the University.

Note: Emeritus faculty members may be provided office and/or laboratory space in their department if available and approved by the Provost.