

# DEPARTMENTAL CLEARANCE CHECKLIST

## ADMINISTRATIVE POLICY 2.09

### CLEARANCE FORM FOR EMPLOYEES TERMINATING EMPLOYMENT WITH THE UNIVERSITY

**Department Chair, Director, or Supervisor** is responsible for completing the following steps, prior to the departing employee's last day of employment. For each item below, certify the completion of the step by dating and initialing. For those items that are not applicable, check the N/A box.

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Last Day of Employment: \_\_\_\_\_

	DATE	INITIALS	N/A	<b>DEPARTMENTAL CHECKLIST FOR DEPARTING EMPLOYEE</b>	COMMENTS
1				Inform the departing employee to settle all outstanding University debts and obligations.	
2				Inform the departing employee to return the University-authorized corporate travel card to the Office of Financial Services.	
3				Ensure the departing employee verifies and signs the appropriate attendance leave records with Departmental Timekeeper.  In addition, inform the Departmental Timekeeper to prepare the employee's Final Leave Balance Reconciliation <u>after</u> the last day of employment.	
4				Inform the departing employee to return all library materials to Earl K. Long Library.	
5				Inform departing employee that all University property (moveable equipment - i.e. notebook computer) must be returned to the Departmental Equipment Custodian, as well as the proper form to be completed.	
6				Verify that all computer software computer discs owned by the University were returned to the department.	
7				Verify that all supplies and any other property purchased with University funds were returned to the department.	
8				Verify that all equipment and supplies, including books and journals, purchased by or for an employee with money from <u>grants, contracts, or gifts</u> were returned to the department.	
9				Verify that all University project work, along with appropriate documentation, has been turned in to the department.	

				<b>DEPARTMENTAL CHECKLIST FOR DEPARTING EMPLOYEE</b>	<b>COMMENTS</b>
	DATE	INITIALS	N/A		
10				Verify that all reports and documentation, required for sponsored programs, as well as all research notebooks, have been submitted to the Office of Research and Sponsored Programs.	
11				Turn in all financial documentation, such as cost sharing or PAR certification to Sponsored Programs Accounting (SPA).	
12				Inform the departing employee to contact Human Resource Management regarding privileges pertaining to benefits such as insurance and retirement plan options.	
13				Ensure the departing employee removes all personal belongings from the workplace.	
14				Ensure the departing employee returns all University keys to Access Controller <a href="mailto:access@uno.edu">access@uno.edu</a> .	
15				Ensure the departing employee returns their University Identification Card and/or access card to Departmental Access Coordinator who will file the deactivated card within the employee's departmental file.	
<b>ACADEMIC EMPLOYEE ONLY</b>					
16				Ensure the departing employee turns in all student grade and attendance records for the last five years to the department.	
17				Ensure the departing employee turns in all examinations and other student papers or projects for the last calendar year, with instructions for the interpretation of grade entries to the department.	
18				Ensure that in cases when students have not yet finished the work in a course, the departing employee provides written instructions for administering and grading examinations and requirements for the removal of incomplete (I) grades.	
19				Inform departing employee that grade records and examinations will be returned to the departing employee after one year if a written request is made within that time.	

Completed By:

Name & Date: \_\_\_\_\_

*The completed Departmental Clearance Checklist should be maintained within the employee's departmental file.*