

TERMINATION CLEARANCE

- I.** Members of the faculty or staff who are terminating employment with the University must fulfill certain check-out requirements before authorization will be given for final salary payment.
- II.** Faculty and staff members who are terminating should inform (by memo or phone) the Personnel Department as soon as possible.
- III.** Personnel Department is responsible for:
 - A. Preparation of clearance form and forwarding to faculty or staff member concerned.
 - B. Notification of Payroll Department of personnel terminating.