



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Clearance Requirements

Policy:

When an employee leaves employment with Alcorn State University, he/she must complete the electronic Exit Clearance and Release process. The terminating employee's department is responsible for electronically submitting final pay to the payroll office. Paperwork should be submitted to the Office of Human Resources prior to the payroll cut-off for that month so that outstanding debts to the University may potentially be recovered.

The Office of Human Resources will be available to discuss questions the terminating employee has concerning retirement refunds, continuation of insurance coverage, forwarding address, or other matters. All Alcorn State University property in the terminating employee's possession must be returned to University on or before the employee's last day of work, or as shortly thereafter as is practical.

Exit surveys are completed electronically by the terminating employee. Completed interviews are forwarded electronically to the Director of Human Resources for review and record retention. The terminating employee is advised by Human Resources personnel to complete the electronic exit survey on, or prior to, his/her last day of work.