



Clearance Procedure for Terminating Employees (6.8)

PURPOSE

The purpose of the employee clearance policy is to establish and maintain procedures for terminating personnel to satisfy pending non-financial and financial obligations. Clearance forms are used to control this process:

[Supervisor Clearance Form](#)
[Benefits Clearance Checklist](#) (Human Resources Use Only)

Termination can be defined as Dismissal, Resignation or Retirement.

POLICY

It is the policy of Tennessee State University that persons leaving the University shall relinquish and/or return all University property and satisfy any and all financial obligations.

PROCEDURE

- A. Each terminating employee shall submit a resignation in the form of a letter to his/her immediate supervisor. The resignation letter will be uploaded into [PeopleAdmin](#) with the necessary paperwork to the Office of Human Resources.
- B. The supervisor will initiate the processing of the Supervisor Clearance Form. Signatures from the listed departments are required for clearance *or* the supervisor may confirm with the listed departments as to whether there is an outstanding obligation and sign the form. This form must be completed *before* the employee schedules a meeting with Human Resources and *before* the employee's final paycheck is issued.
- C. When it is determined that an employee is terminating (retirement, resignation or dismissal), the department is responsible for contacting Human Resources with the name or the employee. The employee must contact Human Resources to schedule a Clearance

Meeting. Employees should be advised to bring identification card, keys, credit/gas cards, etc., to be turned into the Human Resources representative.

- D. Final paychecks will be direct deposited. If the determination is made that the employee is not clear on his/her accounts, the check can be distributed to Payroll for proper distribution.

REFERENCE

Supersedes "Check-Out Procedures for Terminating Employee" Policy No. 5:16 in the University-Wide Policy Manual

Updated 4/2014