

# The University of Southern Mississippi Faculty and Staff Clearance Record

Completion of this form is the responsibility of the terminating employee and direct supervisor.  
**Required for the release of the final paycheck.**

Employee Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Department Name: \_\_\_\_\_ Last day worked: \_\_\_\_\_

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**Direct Supervisor (signature required)**

**Signature:** \_\_\_\_\_

## **Prior to Employee's Last Day**

- Resignation letter received
- Complete PAF
  - Send to HR Box 5111 prior to last day of employment
  - Attach resignation letter (required for all resigning or retiring employees)
- Office has been cleaned out or arrangements have been made to do so.
- If grant funded position, PI should make sure all reports are complete for ORA
- An audit for all labs with residuals has been completed to ensure ChemTracker compliance
- Transfer all login and password information for University websites and accounts
- An exit audit completed by Property Accounting (Donnie Robbins or George Bailey) of all property associated with Schools/Disciplines/Departments of the employee. (For Directors/Department Heads Only)
- Give a copy of the "Things to Know When Leaving USM" document to the terminating employee

## **Last Day of Employment**

- Monthly paid employee has all time and attendance records complete and manager has approved (required before payment of unused leave time)
- Collect all keys, any university property issued to employee and photo id card
- Complete this form and submit to HR with employee's photo id card attached
- Collect P-Card if applicable and destroy. Card will be canceled with Procurement.
- If immediate access needs to be terminated to all university systems including but not limited to SOAR, SOARHR, SOARFIN, Cash Net, AssetWorks, etc., contact [Kameron.Dale@usm.edu](mailto:Kameron.Dale@usm.edu) or call 6-4056.

**Forwarding address for final check to be mailed:** \_\_\_\_\_