

AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:02:07 DATE: October 3, 1983  
SUPERSEDES POLICY NO.: IV:02:07 DATED: January 13, 1983  
SUBJECT: Clearance Procedures for Administrative and Classified Personnel  
APPROVED: Robert O. Riggs, President *Robert O. Riggs*

The purpose of this policy is to provide information, outline procedures, and assign responsibility for insuring that all University property has been returned and no debts are outstanding when a person leaves the University's employ. The procedures given protect both the University and the employee from disputes after the employment relationship has ended. All administrative and classified personnel and non-instructional graduate assistants must complete all the steps in the clearance procedure before receiving their final paycheck.

PROCEDURES

1. When employees are leaving the University because of resignation, termination, or leave of absence of more than six months, the supervisor will send them to the Personnel Office for a Clearance Form (PPM Form IV:02:07:a).
2. The employees will follow the instruction given on the back of the form for returning keys, I.D. cards, library books, and for paying fines and other debts owed the University.
3. When the form has been stamped and initialed by the Physical Plant (Fort Campbell Center Director, where appropriate), Woodward Library, Business Office, and Personnel Office, the clearance procedure is complete and employees may pick up their paychecks at the regular time.
4. No final paycheck will be issued to an employee until the clearance procedure is complete.

AUSTIN PEAY STATE UNIVERSITY  
CLEARANCE FORM  
ADMINISTRATIVE AND CLASSIFIED PERSONNEL

SEE BACK OF FORM FOR INSTRUCTIONS

NAME: \_\_\_\_\_ SOCIAL SECURITY NO.: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

KEYS	DATE	STAMP & INITIAL
Physical Plant  FCC Director (where appropriate)		

BOOKS & FINES	DATE	STAMP & INITIAL
Circulation Woodward Library		

DEBTS	DATE	STAMP & INITIAL
Cashier Business Office		

I.D. CARD	DATE	STAMP & INITIAL
Personnel Office		

## INSTRUCTIONS

Before you are due to receive your last paycheck, please:

1. Turn in your keys to the Director of Physical Plant in the Shasteen Building and have this form stamped and initialed.
2. Turn in library books and pay overdue fines at the Circulation desk in the Woodward Library and have this form stamped and initialed.
3. Pay any debts owed the university to the cashier in the Business Office in the Browning Building and have this form stamped and initialed.
4. After you have completed Steps 1 through 3, bring this form to the Personnel Office in the Browning Building where it will be stamped and initialed when you turn in your I.D. card.

When you have completed the above four steps

1. Physical Plant (or FCC Director, where appropriate) - keys
2. Library - books and fines
3. Business Office - debts
4. Personnel Office - I.D. card

you have finished the clearance procedure and may pick up your paycheck when it is scheduled to be issued.

NOTE: YOUR FINAL PAYCHECK WILL BE HELD UNTIL YOU TURN IN THIS COMPLETED FORM TO THE PERSONNEL OFFICE. YOU MUST OBTAIN CLEARANCE FROM THE LIBRARY EVEN IF YOU HAVE NOT CHECKED OUT ANY BOOKS AND FROM THE BUSINESS OFFICE EVEN IF YOU DO NOT OWE THE UNIVERSITY ANY MONEY.