

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUALPOLICY NO.: IV:02:07 DATE: February 26, 1986SUPERSEDES POLICY NO.: IV:02:07 DATED: October 3, 1983SUBJECT: Clearance Procedures for Administrative and
Classified PersonnelAPPROVED: 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 must complete all the steps in the clearance procedure before receiving their final paycheck.

PROCEDURES

1. When employees are leaving the University because of retirement, 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, credit cards, library books, and for paying fines and other debts owed the University. Employees will indicate whether they wish to be paid in lump sum for their annual leave or to receive terminal leave, and they should give a forwarding address.
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: _____ LAST WORKING DAY: _____

1.

KEYS	DATE	STAMP & INITIAL
Physical Plant or Ft.C.C. Director (if applicable)		

2.

BOOKS & FINES	DATE	STAMP & INITIAL
Circulation Woodward Library		

3.

DEBTS	DATE	STAMP & INITIAL
Supervisor A/R Business Office		

4.

ANNUAL LEAVE/TERMINAL LEAVE
<p>Please indicate one of the following:</p> <p>_____ I request lump sum payment of my annual leave balance.</p> <p>_____ I request my annual leave balance to be treated as terminal leave until exhausted.</p> <p style="text-align: right;">_____ Employee's signature/Date</p> <p style="text-align: right;">_____ Supervisor's signature/Date</p>

5.

FORWARDING ADDRESS:	_____

6.

CARDS	DATE	STAMP & INITIAL
APSU I.D. State of TN I.D. Credit Cards (if applicable)		
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. If you work at the Ft. Campbell Center, you may turn in your keys to the Director of the Center.
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 Supervisor of Accounts Receivable in the Business Office in the Browning Building and have this form stamped and initialed.
4. Check whether you want to receive any accrued annual leave in a lump sum payment or as terminal leave, sign, and get your supervisor's signature.
5. Enter a forwarding address.
6. After you have completed Steps 1 through 5, 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. cards and credit card (if you were issued one).

When you have completed the above six steps

1. Physical Plant (or FCC Director, where appropriate) - Keys
2. Library - Books and Fines
3. Business Office - Debts
4. Annual Leave Option
5. Forwarding Address
6. Personnel Office - I.D. Card and Credit 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.