

Exit Clearance Procedures for Employees

Employees (faculty and staff) who are terminating from the University for any reason (Resignation, Retirement, Layoffs, Etc.) will need to follow these steps:

1. Notify your department (supervisor and/or business manager) immediately of your pending termination in writing giving the appropriate notice. (Two weeks for non-exempt employees and one month for exempt employees.)
2. On or before your last day, return all departmental issued items including, but not limited to laptops, palm pilots, digital cameras, beepers/pagers, etc.
3. Your business manager will start the clearance process which will clear you from each of the following departments:
 - a. Library
 - b. Parking Services (**Keys will have to be physically returned to this office.**)
 - c. Campus Police (**ID's will have to be physically returned to this office.**)
 - d. Cashier's Office
 - e. Human Resources
 - f. Payroll (**American Express Corporate Cards must be returned to this office.**)
4. There are no additional steps for employees; however, you can check your clearance status online:
 - a. Link to www.utmem.edu
 - b. Click **iLogin**
 - c. Select the **Administration** folder
 - d. Select the **Employee Exit Clearance** folder
 - e. Click the **Employee Exit Clearance** link
 - f. Select the Departmental Clearance tab
 - g. Type your Personnel Number
 - h. Click **SUBMIT**
 - i. This will display your clearance status for each of the departments listed above.