



Employee Clearance Form

Employees leaving University employment must complete this clearance form before or on the last day of employment. Employee is responsible for obtaining clearance form & necessary signatures. Employee shall be allowed up to two (2) hours administrative leave to obtain all necessary signatures before returning completed form to the Human Resource Department.

Employee Name: _____ SS# _____ Banner ID @ _____

Mailing Address: _____ Phone #: (____) _____

City: _____ State: _____ Zip Code _____

NMHU Username: _____ NMHU Office Ext. #: _____ Department _____

Last Day of Employment: _____ Insurance Coverage Ends: _____

Thank you for your service to NMHU. We would like to gain insight into your experiences while you served at New Mexico Highlands University. Your responses provide valuable feedback and are greatly appreciated. To complete the **Exit Interview Survey**, please visit the following link: <https://www.surveymonkey.com/r/NYXJHRP>

The following clearance and approvals must be obtained before Business Office clearance.

Facilities Management Clearance: _____
(Equipment/Keys) Dept. Director/Locksmith Date

Donnelly Library Clearance: _____
(Checked out Library Materials, i.e. Books, Periodicals, Art Work, ILL) Librarian Date

Information Technology Services: _____
(Computer Clearance) Authorized Signature Date

I understand that if I have a copy of the University Microsoft Office Suite software on my personal PC through the Work at Home program, I am to remove it _____. (Please initial)

Employee Department Clearance: _____
(Equipment/Other University Property) Dept. Head/Director Date

Business Office Clearance: _____
Cashier Date

I, the undersigned employee, authorized the University to deduct the full unpaid balance of all debts owed to the University from any wages or other monies owed to me by the University at the time of my separation. If the foregoing deductions are not made for whatever reason, I promise to repay the remaining balance in cash or by certified or cashier's check not later than the final day of my active employment. If I fail for any reason to make timely repayment of the debt, then I further agree and promise to pay the University the reasonable costs and fees, if any, incurred by the University in collecting the unpaid balance, including collection agency and or attorney's fees.

NOTE: If this form is not returned to Human Resources by the last day of employment, your **FINAL PAYCHECK** will not be directly deposited to your bank or financial institution. This paycheck must be picked up from the Human Resources Office, or it may be mailed upon written request to Human Resources.

Employee Signature Date

Human Resources (Clearance Form & Employee Id Returned) Date