



New Employee Authorization Form

Employee Name: _____ SS#: _____ Banner ID: @_____

Mailing Address: _____ Phone #: _____

City: _____ State: _____ Zip Code: _____

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

Employees leaving University employment must submit a completed clearance form **before** or **on the last day** of employment. The employee is responsible for obtaining a clearance form and the required signatures. The employee may be allowed up to two (2) hours of administrative leave to obtain all required signatures and to return the completed form to Human Resources.

I, _____, authorize the University to deduct in accordance with applicable state and federal law the full unpaid balance of all of my debts owed to the University from any wages or other monies owed to me by the University at the time of my separation. My debts include but are not limited to: loans made to me by the University; the cost of repairing or replacing any University equipment, materials, supplies, or other property that I may damage, lose, fail to return, or take without appropriate authorization; an overpayment of wages; and the value of any time off for absences to which paid leave was not applied. 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: Final Paycheck from New Mexico Highlands University will not be directly deposited to your bank or financial institution; unless, the employee has submitted a completed clearance form to Human Resources. This paycheck must be picked up from the Human Resources Office, or it can be mailed upon written request to Human Resources.

Date form returned to
Human Resources

Employee Signature

Human Resources Signature

Date

Date