



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 1, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-60
Delivered via Campus Email

To: Faculty and Staff

From: Mary Lee Hodge,
Vice President for Business Affairs

Re: University Employee Clearance Procedure

Please note that the University's Employee Clearance Procedures have been updated. The key feature regarding the new clearance procedure is all clearance processes will now be done centrally by the Office of Human Resources.

- All employees (including grad assistants) terminating employment, or retiring from the University, or transferring from one department to another will be asked to complete the employee clearance process.
- The Employee Clearance procedure is designed to ensure that all University property and any outstanding debts owed to the University are cleared prior to the employee's departure by the Central Leave Coordinator. However, should an employee depart without completing the Employee Clearance Form, the University may choose to take all appropriate steps required to ensure the return of all University property and/or the collection of any debts owed to the University.
- Supervisors will be required to schedule an appointment on behalf of the departing employee with the Central Leave Coordinator at least 5 days prior to the employee's departure.

Please read the "Employee Clearance Procedures" in its entirety, so that you are familiar with the changes. An electronic copy of the new clearance procedures is available on the Business Affairs web page at <http://www.pvamu.edu/pages/1359.asp>, the new clearance form is available at http://www.pvamu.edu/files/human_resources/docs/Employee%20Clearance%20Form.pdf. If you have any questions regarding this update you may contact Ms. Kim Spacek by email at kaspacek@pvamu.edu or at (936) 261-1728 or (936) 261-1730.

xc: President George C. Wright