

UAM OPERATING PROCEDURE 410.2
RE: Termination Clearance Form

June 1, 1986

Revised: January 13, 1998

Revised: July 1, 1997

Revised: February 24, 2020

A terminating employee must complete a Termination Clearance Form and submit it to the UAM Human Resources Office. This includes all full-time faculty and staff. The immediate supervisor is responsible for informing the terminating employee of the need to complete the Termination Clearance Form. The form is obtained from the immediate supervisor and it is the responsibility of the employee to complete it. An employee's last paycheck will not be released until the completed form is received by the UAM Personnel Office.