



PERSONNEL RELEASE

_____ with University ID number _____ an employee in the Department of _____, has satisfied all obligations to Mississippi Valley State University and is eligible for release from his/her current contract effective _____. He/she has cleared the areas below as indicated by the proper signature.

CLEARING FACULTY OR TEACHING STAFF MEMBER

CLEARING STAFF MEMBER (NON TEACHING)

Department Head/Project Director _____ Date _____

Department Head/Project Director _____ Date _____

Department Chair _____ Date _____
() Verified Submission of Roll Book, Grades, Keys, etc.

Inventory _____ Date _____

Vice President/Provost _____ Date _____
() Verified Submission of Roll Book, Grades, Keys, etc.

Housing _____ Date _____

Student Records _____ Date _____

Library _____ Date _____

Inventory _____ Date _____

Institutional Research _____ Date _____

Housing _____ Date _____

Information Technology _____ Date _____

Library _____ Date _____

Facilities Management _____ Date _____

Institutional Research _____ Date _____

Information Technology _____ Date _____

Facilities Management _____ Date _____

Office of Business & Finance

_____ Accounts Payable _____ American Express _____ Student Accounts _____ Purchasing
_____ Travel Advance _____ Cashier _____ Bookstore

FOR THE OFFICE OF HUMAN RESOURCES USE ONLY

Human Resources _____ Date _____



Personnel Release Signature Certification Instructions

The Personnel Release Form must be completed by the exiting employee who is either resigning or retiring. The release for an employee who has been non-renewed or terminated must be completed by the department manager/director or a designee. This process must be completed within (7) seven days of the employee's last day of service.

Department Head/Project Director

Signature certifies that the clearing employee is eligible for release from his/her contract and has satisfied all obligations from his/her department. Signature certifies the clearing faculty member's Roll book and grades have been submitted.

Provost/Vice President for Academic Affairs

Signature certifies that the clearing faculty member has met all obligations pertaining to the submission of Roll Book, Grades, keys, etc

Information Technology

Signature certifies that the clearing employee's computer account has been deactivated and network access has been terminated.

Student Records

Signature certifies that the clearing Faculty member's grades have been submitted.

Library

Signature certifies that the clearing employee has no fines, returned books, and any equipment

Bookstore

Signature certifies that the clearing employee owes no debt to the bookstore.

Inventory

Signature certifies that the clearing employee's inventory has been accounted for.

Institutional Research

Signature certifies that the clearing employee has been cleared for separation

Faculty and Staff Housing

Signature certifies that the clearing employee's housing has been cleared.

Facilities Management

Signature certifies that the clearing employee's keys have returned to Facilities Management

Business and Finance (Accounts Payable, American Express, Student Accounts, Purchasing, Travel Advance, Cashier and Bookstore):

Signature certifies that the clearing employee has no outstanding debt

Human Resources

Signature certifies the clearing employee has been cleared for separation (insurance cards, keys, identification badges returned)