



# SAINT LOUIS UNIVERSITY EMPLOYEE CLEARANCE FORM

Name \_\_\_\_\_ Banner ID Number \_\_\_\_\_  
 Department \_\_\_\_\_ Position \_\_\_\_\_  
 Last Day \_\_\_\_\_ Payroll:  Monthly  Bi-Weekly \_\_\_\_\_

**Department Head:** Please initiate this form once an employee has submitted a letter of resignation. This form is required in order to expedite the processing of the final paycheck to the employee.

## Department Checklist

- | <u>Yes</u>               | <u>No</u>                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The employee has returned keys, ID badge, university equipment, uniforms, etc.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The employee has been scheduled for an exit interview. *  |
| <input type="checkbox"/> | <input type="checkbox"/> | The department has notified Information Technology Services (ITS) to:   |
| <input type="checkbox"/> | <input type="checkbox"/> | disable all telephone services and/or changed voicemail   |
| <input type="checkbox"/> | <input type="checkbox"/> | disable Banner, Server and email account access   |
| <input type="checkbox"/> | <input type="checkbox"/> | disable VPN and/or Dial-Up remote access  |
| <input type="checkbox"/> | <input type="checkbox"/> | disable ID badge card-swipe access  |
| <input type="checkbox"/> | <input type="checkbox"/> | contact security personnel of all employee access to Tenet and SSM HealthCare systems   |
| <input type="checkbox"/> | <input type="checkbox"/> | disable EPIC/Citrix access  |
|                          |                          | <i>(ITS- Service Desk can be contacted at 977-4000 or helpdesk@slu.edu)</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | The department has notified Practice Management Office to disable IDX access (SLUCare only)   |
| <input type="checkbox"/> | <input type="checkbox"/> | The department has notified program manager with the Office of Research and Innovation to deactivate eRS account and electronic comparative medicine PI and staff account |
| <input type="checkbox"/> | <input type="checkbox"/> | The department has submitted the termination EPAF and resignation letter to HR  |

\* If the employee has not yet been scheduled for an exit interview, please ask staff employees to contact human resources at 314-977-2360. Please instruct the employee to bring this form and photo ID badge to the exit interview. Faculty members who wish to schedule an exit interview may contact the office of their respective Dean. Questions regarding benefit coverage or continuation of health insurance may be directed to the benefits office at 314-977-2304.

\_\_\_\_\_  
 Department Head (please print) Telephone or email address

\_\_\_\_\_  
 Department Head Signature Date

## Employee Checklist

- | <u>Yes</u>               | <u>No</u>                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Parking card and hang tag returned to Parking and Card Services (DuBourg Hall room 33 or Salus Center, room 1063).  |
| <input type="checkbox"/> | <input type="checkbox"/> | I have verified that my permanent address in Banner Self Service is accurate.   |
| <input type="checkbox"/> | <input type="checkbox"/> | I have saved my SLU Net ID and password, as I will have indefinite access to my employee records in Banner Self Serve via URL <a href="http://banner.slu.edu">http://banner.slu.edu</a> . |
| <input type="checkbox"/> | <input type="checkbox"/> | Either I and/or my dependents are presently enrolled at Saint Louis University and using Tuition Remission.   |
| <input type="checkbox"/> | <input type="checkbox"/> | During my employment I purchased and installed Microsoft campus software from the University ITS department for a home computer.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I am presently making payments through payroll deduction for items purchased through Saint Louis University, such as computers, etc.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I have outstanding travel advances or loans from the University.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I currently have books on loan from the University or Medical Center Library  |

\_\_\_\_\_  
 Employee Signature Date