

REQUEST FOR EMPLOYEE TERMINATION CLEARANCE PROCESS

SUPERVISOR'S RESPONSIBILITY:

Before an employee's last day (the sooner the better) a Request for Employee Clearance Form is completed and emailed to TermClearance@caltech.edu.

The following departments will be notified prior to the employee's termination date:

- Athenaeum
- Bursar's Office
- Cash Management
- Credit Union
- Employee Relations
- Human Resources Records
- International Scholar Services
- Library
- Lock and Key Shop
- P-Card Services
- Petty Cash Custodian
- Telecommunications
- Travel Audit

The following departments will be notified after the employee's termination date:

- Card Office
- IMSS Security
- IMSS Network Administration
- Security

CLEARANCE DEPARTMENT'S RESPONSIBILITY:

The clearance department is to check if there are any outstanding items the employee must comply with prior to leaving Caltech; and notify the employee's manager/supervisor accordingly. If the employee is cleared, notification is not necessary.

The clearance department will notify Records Services if there are any updates to the TermClearance@caltech.edu email list.