



6. Deductions will be made from the last payment to satisfy all obligations to the university for benefits received, accounts owed, overpayments previously made to the employee, or charges resulting from not returning keys, equipment or library materials.
7. Final paychecks will not be issued until the Termination Report Form and all Clearance Procedures are completed.

**Lack of or Delayed Termination Notice** - If the submission of the Termination Report Form to the Office of Human Resources is delayed until after a payment has been made to an employee for time beyond the last day worked, the employee will be required to refund to the university an amount equal to the total of excess salary and the related benefits paid by the university on behalf of the employee. Such benefits include, but are not limited to, social insurance premiums, dental premiums, and disability premiums.

Contact for Interpretation: Chief Financial Officer

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This policy statement supersedes all previous policy statements on this subject.

Revisions:

- 08/14/2017 Revision-title changes
- 12/18/2008 Title changes
- 08/01/2004 Layout changes
- 09/01/2003 Reissued as 2.9.4