

Employee Exit Clearance Workflow Cheat Sheet

1. Start Employee Clearance Request Workflow

- Access **Workflow** from the **Banner Single Sign-On** page
- Access **My Processes**
- Select **Employee Exit Clearance Approval Workflow**
- Type **"Clearance for <type your name>"** in the **Workflow Name** area
- Select **Attach File** to attach your Resignation Letter
- **Start Workflow**
- Click **OK**

- Select your **"Clearance for <type your name>"** from the **Worklist**

2. Enter Employee Clearance Information

Fields with * are Required

- **Date, Employee Name, Employee ID#, and Department** will default
- Type your **Phone Number**
- Select your **Classification** from the pull-down list
- Select/Type the **Effective Date** of your exit (dd-mon-yyyy)
- Select your **Reason** from the pull-down list
- Type **Other Reason**, if applicable
- **Employee Campus Email Address** will default
- Type **Email Address to use after leaving campus**
- Type your **Supervisor's Name**
- Type your **Supervisor's Email address**
- Type your **Supervisor's Phone Number**
- **Attach** your Letter of Resignation or other documents
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- Select **Complete** to submit your clearance request to your supervisor for approval.
- Select **Cancel** to cancel your request