**Self-Assessment**

Self-assessment is a valuable tool to help identify internal control deficiencies and assist in departmental management and audit preparation. The self-assessment consists of a series of “yes” or “no” questions. “Yes” indicates adequate controls in an area, while “no” indicates control deficiencies. Additional control related information is provided below each question to aid in resolving control deficiencies. Links to relevant policies are also included for each section.

The self-assessment can be accessed [here](#). For questions not addressed in the self-assessment, please feel free to contact us at 662-915-7017 or [auditing@olemiss.edu](mailto:auditing@olemiss.edu).

**University Terminations Policy**

It is the responsibility of the department chair or head to initiate papers for terminating employment of those members leaving the department; otherwise, persons leaving the University may receive salary checks after employment is terminated. In the event recovery of overpayment involves expenditures of funds or is impossible to accomplish, the department/unit chair or head is financially liable for such overpayment. Terminations of all employees are submitted on HR Form 3.

**University Terminal Interviews Policy**

A number of situations may deem it necessary for an employee to finalize issues with their department or Human Resources. Examples could include returning university equipment, keys, gas cards and/or procurement cards, resolving petty cash custodianships, etc. Therefore, individuals are normally expected to be present at their duty station on their last day of employment.
Anytime a petty cash custodian terminates employment with the University, an audit must be requested by the custodian’s supervisor to either change the custodian or close the account. This must be done prior to the employee leaving the University. Terminating Employees and their department must complete the Exit Checklist Form prior to exiting the University. This form can be found on the Human Resources website. See paragraph below regarding Exit Checklists.

Employee Exit Checklists

Per the Terminal Interviews Policy (above),

“Terminating Employees and their department must complete the Exit Checklist Form prior to exiting the University.”

The University’s Employee Exit Checklist must be used consistently within departments. Specifically:

- The Employee Exit Checklist must be completed anytime an employee terminates from the University or transfers departments within the University.
- The checklist can be accessed through the Human Resources website.
- Completed checklists must be forwarded to Human Resources.
- A non-mandatory Student Exit Checklist is also available on the Human Resources website for departmental use. These should not be forwarded to Human Resources.
- Checklists help ensure that all appropriate actions are taken in a timely manner in the event of employee turnover.

Additionally, if there are items within your department that are not addressed on the Employee Exit Checklist and need to be considered when an employee separates employment, the department could create an “internal” Exit Checklist that could be used within the department. You can find the required Employee Exit Checklist on the Human Resources website [here](#).