



Institution/Organization Name:	KISII UNIVERSITY
Affiliations; Ministry / Department/ County/Parent Company:	MINISTRY OF EDUCATION
Economic Sector Alignment:	Education Sector (Universities)
Big 4 Alignment:	Cross cutting: Human Resource Capacity Development for all four agenda items.
Accounting Officer:	PROF. JOHN S. AKAMA, PhD VICE CHANCELLOR
Report Period: FY	FY 2021/22

PROCESS DOCUMENTATION

(For all services in the Citizen's Service Delivery Charter)

Service Name	CLEARANCE OF EXITING STUDENTS AND STAFF
Brief Description Document Purpose/Service	Clearance of students - It involves the process of clearing students who have completed studies or the ones who wish to transfer or terminate studies. Clearance of staff – It involves the exit procedure following an employee's separation from the University (Resignation, retirement, redundancy or demise)
Document Control: Change Record/ Version No.	KSU/SDCP/001/017
Process Owner: Name and Position	Registrar Administration, Human Resource and Central Services (AHRCS) Registrar Academics and Student Affairs
Process Writer (s): Name and Position	Registrar Administration, Human Resource and Central Services (AHRCS) Registrar Academics and Student Affairs (ASA) Human Resource Manager
Process Reviewer (s): Name and Position	Deputy Vice Chancellor (ARSA) Deputy Vice Chancellor (APF)

STEPS/FLOW/SEQUENCE

Step	Event/Activity/Action	Time/ No. of Days	Actor
Clearance of exiting staff			
1.	Submit intent to separate with the University	Dependable on nature of separation	Vice Chancellor
2.	Feedback from the concerned party	Dependable on nature of separation	Vice Chancellor/ Employee

3.	Handing over of the University duties and property to the immediate supervisor	Within 2 days	Departmental / Section Heads
4.	Picking, filling and submitting the duly signed clearance form to Central Registry	Within 3 days	Departmental Heads/ Sections
5.	The Human Resource Manager conducts an exit interview with the employee and the duly filled exit form is submitted Central Registry	Within 1 day	Human Resource Manager
6.	Filling the final Declaration of Income, Assets and Liabilities form and submit to the Human Resource Manager	Within 1 day	Human Resource Manager
7.	Preparation of the Certificate of Service	Within 1 day	Vice Chancellor
8.	Collect a copy of signed Certificate of Service	Within 2 days	Employee
9.	A Pay Change Advise is prepared and submitted to Finance department for payment of final dues.	Within 1 day	Registrar ARHCS
10.	Payment of the final dues is done at the Finance department	Within 1 month	Finance Officer

Clearance of exiting students

1.	Student fills departmental clearance for (KSU/RAA/CLR/001) and circulates the form to all relevant departments	During working hours	Student
2.	Signing of the departmental clearance form by authorized officers in relevant departments/ sections	During working hours	Heads of departments/ sections
3.	Verification of outstanding fees and authorizing the student to collect caution money	During working hours	Accountant - Student Finance
4.	Student returns student ID and Collect caution money	During working hours	Accountant-Cash Office
5.	Closing the student account(s) and filing the clearance form	During working hours	Registrar (AA)

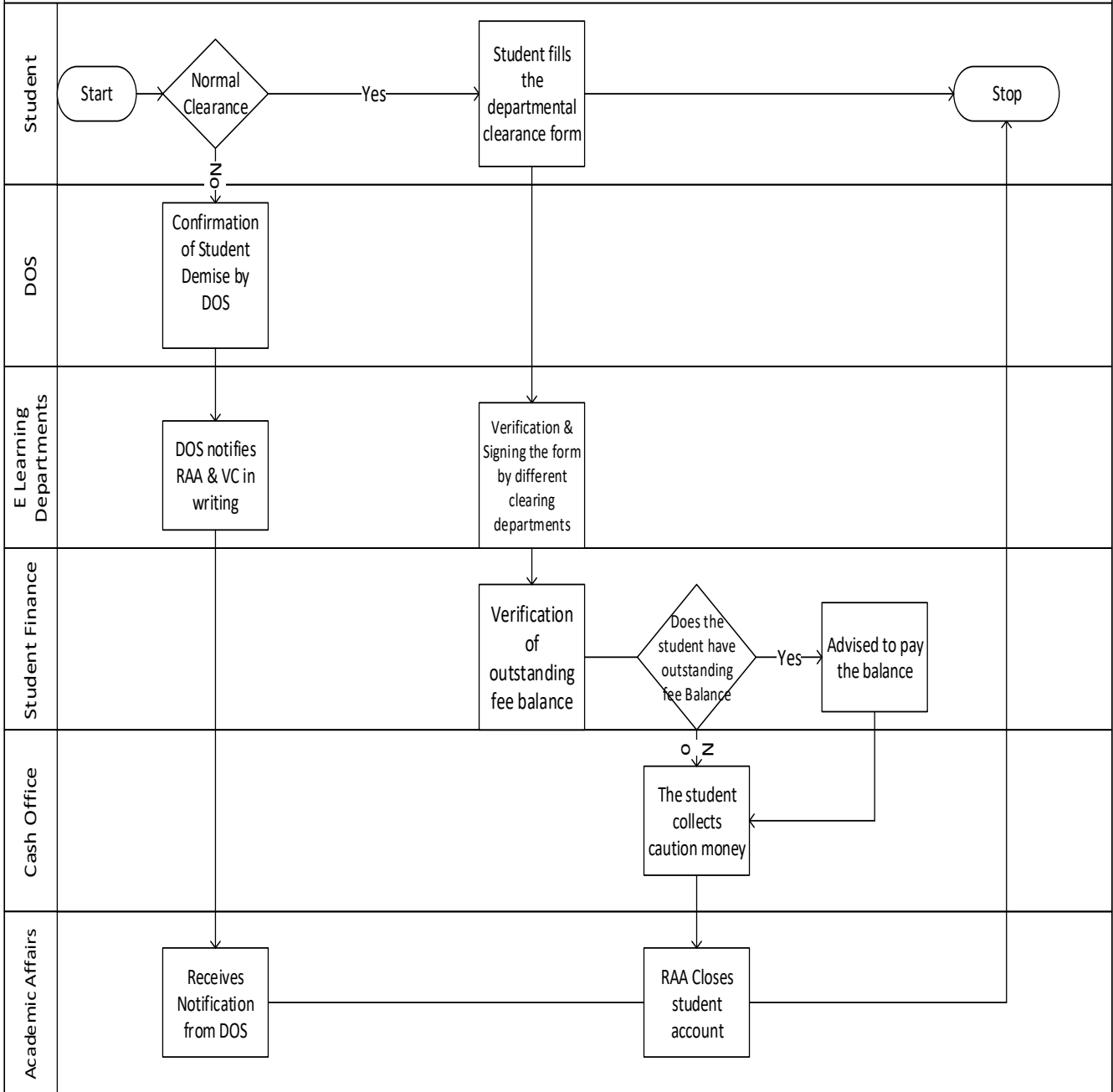
EXCEPTIONS TO THE NORMAL FLOWS

Title (Triger)		No.	Description	Time	Actor
1.	Demise of an employee	1.	Every employee is required to fill and submit a Personal Data form at the point of employment, indicating next of kin.	On reporting day	Registrar Administration, Human Resource and Central Services
		2.	Upon demise of the employee, the office of the Registrar AHRCS is notified and receives a copy of the dead certificate/ notification.	Immediately	Registrar AHRCS
		3.	The defined benefits in the Human Resource Manual/CBA shall be made available to the deceased employee's next of kin.	Within 4 days	R(AHRCS) Finance Officer In – Charge Pension Scheme
2.	Demise of a student	1.	Dean of Students (DOS) receives notification of a student's demise.	Within 5 working days	Dean of Students
		2.	DOS notifies the VC and the R (AA) in writing.	Within 1 working days	Dean of Students
		3.	DOS liaises with the bereaved family on funeral arrangements.	During working hours	Dean of Students

3.	Student or staff has lost university items		The student or staff is supposed to make necessary payment before progressing with clearance	During working hours	Student or Staff
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Process Maps/Visuals

Process Map for Clearance of Exiting Student



Process Map for Clearance of Exiting Staff

