

**THE UNIVERSITY OF TENNESSEE**  
**AUTHORIZATION FOR RELEASE OF FINAL PAYCHECK**

NAME: _____ NetID: _____ PERSONNEL NUMBER: _____				
DEPARTMENT NAME: _____		COST CENTER: _____ <small>(Dept. Account Number)</small>		
EMPLOYMENT DATE: _____		TERMINATION OR RETIREMENT DATE: _____		
<b>ARE YOU RETIRING?   Y   N</b>				
POSITION HELD:    ___ Faculty    ___ Staff Exempt    ___ Staff Non-Exempt    ___ *Graduate Student <small>(*Student employee must have made arrangements for removal of all incomplete grades and for the completion of other academic assignments, theses and dissertations.)</small>				
<b>FORWARDING ADDRESS:</b> _____				
	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
HOME TELEPHONE: (    ) _____		DAYTIME TELEPHONE: (    ) _____		

\_\_\_\_\_  
\*Signature of Dean/Director/Department Head

\_\_\_\_\_  
Date

**TO DEPARTMENT:**

Please complete the employee/departmental information above. The Department may telephone the respective area(s) and enter the representative's name for clearance on items 1 through 12 (see reverse side). **ALL AREAS MUST BE CONTACTED.**

***IMPORTANT: If the employee owes funds to any area, it is the responsibility of the Department to notify the Payroll Office and instruct that the employee's final check be held pending payment. The Payroll Office will then forward the final paycheck to Human Resources at the address below.***

**TO TERMINATING OR RETIRING EMPLOYEE:**

Please read and insure that both sides of this form have been completed for clearance. **To be cleared on items 13 (if applicable; laboratory chemical uses only), 14 and 15 on the reverse side, you must have an authorized person in the respective area verify your account status and sign in the space provided.** When all accounts have been properly cleared, please return this form (in person or by mail) along with your UT identification card to:

**UT HUMAN RESOURCES – EMPLOYEE RELATIONS  
232 CONFERENCE CENTER BUILDING, 600 HENLEY STREET  
THE UNIVERSITY OF TENNESSEE  
KNOXVILLE, TN 37996-4125  
PHONE: (865) 974-6018      FAX: (865) 974-6066**

**Please verify that the address above is accurate.** Your final paycheck will include all regular payroll deductions unless you have made arrangements to cancel deductions with your department.

You may, if you wish, complete a confidential Exit Interview Questionnaire to provide us with information about your employment while working at the University. An optional personal Exit Interview may also be scheduled by calling (865) 974-6018, or you may complete an Exit Interview Form.

If you are a member of the UT Federal Credit Union, call (865) 971-1971 for information.

**If you have questions or need additional information, please call HR Employee Relations at (865) 974-6018.**

**(OVER)**

**NAME:** \_\_\_\_\_ **PERSONNEL NUMBER:** \_\_\_\_\_

**TO RESPONSIBLE DEPARTMENT:** You may telephone the areas below (Items 1-12) and enter the representative's name. **ALL AREAS MUST BE CLEARED BY THE REPRESENTATIVE'S NAME. "NA" IS NOT AN ACCEPTABLE ENTRY.**

	ACTION	AUTHORIZED REPRESENTATIVE NAME	DATE	CLEAR (YES / NO)	AMOUNT OWED (AND OTHER NOTES)
1	American Express (Exempt & Academic only) 974-2302 (Card returned)				
2	Book & Supply Store 974-3361 (Charges paid)				
3	Bursar's Office 974-4495 (Charges paid)				
4	Central Alarm System 974-0808 (Security codes cleared)				
5	Dining Club 974-3430 (Charges paid)				
6	Library 974-4351 (Books returned, fines paid)				
7	Procurement Charge Card 974-2302 (Card returned, any debt cleared)				
8	Responsible Department (Uniforms, tools, equip, computer codes)				
9	Student Health Clinic 946-3135 (Charges/fees paid)				
10	University Housing 974-2571/1421/1871 (Charges paid)				
11	Vol Connection Telephone Service and/or UT Calling Card 974-3121 (Charges paid, card returned)				
12	Veterinary Hospital 974-5661 / 974-5665 (Charges paid)				

**TO EMPLOYEE:** To be cleared on Item 13, if applicable, arrange for a representative from Environmental Health & Safety to visit your work site; if no lab/chemical, skip to #14. For Items 14 and 15, you are required to make a personal visit to Lock & Key Services, and to Parking Services.

13	Environmental Health & Safety 974-5084 (Lab chemical check out) <b>Inst of Ag Campus employees, call 974-1153</b>				
14	Lock & Key Services 804 Volunteer Blvd. 974-4371 (Keys returned)				
15	Parking Services 2121 Stephenson Dr. 974-6031 (Tag <b>must</b> be returned to avoid future charges)				

**HUMAN RESOURCES OFFICE USE ONLY**

ID RETURNED: \_\_\_\_\_ ID LOST: \_\_\_\_\_ USDA ID RETURNED\*: \_\_\_\_\_ USDA ID LOST\*: \_\_\_\_\_  
 (\*Institute of Agriculture Campus employees only)

CHECK #: \_\_\_\_\_ CHECK AMOUNT: \$ \_\_\_\_\_

DATE CHECK MAILED: \_\_\_\_\_ DATE CHECK PICKED UP: \_\_\_\_\_

DATE CHECK RETURNED TO PAYROLL OFFICE: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_