

The University of Tennessee Authorization for Release of Final Paycheck Instruction Page



Department Instructions:

1. Complete employee information, Section 1.
2. Complete steps 1-12 of the check-out process, Section 2. Record the date, amount due (if applicable), any notes, and write *yes* or *no* in the cleared box, as appropriate.
3. Do NOT leave a section blank. If an item does not apply to the exiting employee, state *does not apply* in the notes' column and state *yes* in the cleared column.
4. Call The OIT Help Desk at 974-9900 to determine if litigation hold is in place. If "yes," the department should preserve the computer and information on the hard drive and call the Office of the General Counsel at 974-3245.
5. Provide signature of Supervisor, Dean, or Department Head, Section 3.
6. Provide form to employee to complete steps 13-16, in-person. These steps require the employee to visit the department for check-out.

***Note:** If the employee owes fees/equipment/uniforms/etc. to any area, it is the responsibility of the employee's department to notify the Payroll Office to send the employee's final paycheck to Human Resources (HR), suite 105 Student Services Building.

Exiting Employee Instructions:

1. Complete steps 13-16 (15-16 only if applicable, if not mark NA) of the check-out process, Section 2. These steps require you to visit the department for check-out on or before the last day of employment.
2. Do NOT leave a section blank. If an item does not apply to you, state *does not apply* in the notes' column and state *yes* in the cleared column.
3. Provide correct forwarding address, Section 3.
4. Provide signature upon completion, Section 3.
5. If you owe fees/equipment/uniforms/etc. to the university and wish to have the item amount(s) deducted from your final paycheck, contact Human Resources at (865) 946-8847. Otherwise you must clear all debts and provide proof of payment upon picking up your final paycheck from HR.

***Note:** Proof of payment (receipt) and a valid photo ID will be required to pick up your final paycheck from Human Resources, suite 105 Student Services Building.

If all areas are cleared for checkout, submit your completed form to Human Resources on or before your last day of employment to ensure your final paycheck will be direct deposited into your account on your next scheduled direct deposit.

To complete an optional, confidential Exit Interview Questionnaire, visit <http://hr.utk.edu/forms/>, or call (865) 946-8847 to schedule an optional Exit Interview with a Human Resources representative.

Send completed *Authorization for Release of Final Paycheck* form to:

Human Resources
105 Student Services Building
Knoxville, TN 37996-0213
Phone: (865) 946-8847
Fax: (865) 974-6066

The University of Tennessee
Authorization for Release of Final Paycheck

Section One

Employee Name: _____ UT Identification Number (6 digits): _____

Department Name: _____ Cost Center Number: _____

Hire Date: _____ Termination or Retirement Date: _____

Reason for Separation: _____

Position Held ____ Faculty ____ Staff Exempt ____ Staff Non-Exempt ____ Graduate Student

Section Two	Action	Date	Cleared: Yes or No	Amount/Items Due and Notes
1 – Dept.	Responsible Department: Collect uniform, tools, cell phones, laptops, tablets, etc.			
2 – Dept.	VolShop: 974-1057 Verify charges paid.			
3 – Dept.	Bursar's Office: 974-1393 Verify charges paid.			
4 – Dept.	Central Alarm System: 974-0808 Verify security codes cleared.			
5 – Dept.	Vol Card Office: 974-3430 Dining Club - verify charges paid.			
6 – Dept.	Library: 974-4351 Verify fines paid and books returned.			
7 – Dept.	Procurement Card: 974-2302 Verify debts cleared and card returned.			
8 – Dept.	RecSports/T-Recs Center: 974-0492 Cancel Membership			
9 – Dept.	Telephone Services: 974-6648 UT cell phone, calling card, and other svcs.			
10 – Dept.	Veterinary Medical Center: Verify charges paid. cvmbusiness@utk.edu			
11 – Dept.	Student Health Center: pryan1@utk.edu Verify charges paid.			
12 – Dept.	Litigation Hold: (See #4 on instruction page) The OIT Help Desk at 974-9900. If there is a hold, Office of General Counsel at 974-3245.			
13 – Employee	Parking & Transit Services: 974-6031 MUST return tag to avoid future charges.			
14 – Employee	Lock & Key Services: 974-4371 MUST return keys.			
15 – Employee	Environmental Health & Safety: 974-5084 <i>If applicable</i> , lab chemicals check out. UTIA employees, call 974-7144.			
16 – Employee	Biological Safety: 974-1938 <i>If applicable</i> , biological hazards check out.			

Section Three

Forwarding Address: _____
(Street) (City) (State) (Zip Code)

Phone Numbers: Cell _____ Home _____ Work _____

 (Employee Signature) (Date)

 (Supervisor/Dean/Dept. Head Signature) (Date)

 (HR Representative Signature) (Date)