**Exit Process Approving Units Instructions**

1. The approving units will receive an email requesting them to clear the departing employee by visiting [knoxareaexit.utk.edu](https://knoxareaexit.utk.edu).
2. Within two work days, clear the employee by verifying any amount owed, adding comments, and approving the request (weekends, holidays and scheduled administrative closing days are non-work days).
3. If the request is not completed within the first 24 hours, a system generated email requesting clearance will be sent. Should the approving unit fail to respond within the additional 24 hours, the employee will be automatically cleared.
4. Approving units that enter an amount owed and/or comments and approved within the first two work days may update/change the amount entered and/or comments entered until the initiating department finalizes or rejects the request (up to three additional work days).
5. Respond to the employee’s request to settle any debt incurred by the employee.