**Exit Process Employee Instructions**

1. Notify the employing department in writing of the intent to terminate.
2. The terminating employee will receive an email informing them their exit request is being processed and to follow the instructions.
3. The terminating employee has five work days or until the form has been finalized, whichever is earlier, to settle debts incurred during their employment at the University. If there are debts, the employee should contact the specific approving unit and make arrangements to settle the debt or the money will be deducted from the final paycheck or annual leave check as required by law.
4. The terminating employee should follow the steps outlined below to complete the release of final paycheck process.
5. Return University equipment to the department, including tools, phones, uniforms, laptops, tablets, UT ID Card (graduate students may keep their ID card), and any other equipment;
6. Return University parking permit to the Parking & Transit Services Office located at 2121 Stephenson Drive. The parking office may issue a temporary permit that will expire on the last day worked;
	1. Return University keys to the Lock & Key Services located in Greve Hall Room G15. If the employee has lost any keys, a lost key report, signed by the department head, should be taken, faxed (974-1933) or emailed (keyshop@utk.edu) to Lock & Key Services. The lost key report can be found at the Lock & Key Services home page at <http://fs.utk.edu/Units/facop/lock-key.html> (see Subunit Resources, Report a Lost Key);
	2. Cancel RecSports memberships by visiting RecSports;
	3. If the employee is on a computer purchase plan from the VolShop, please note that when the final payoff for a computer purchase is given during check-out process, the amount quoted before the 15th of the month will be the total payoff. Payroll deductions cannot be stopped after the 15th of the month. Therefore, a payoff given after the 15th will be the amount less that month’s payment;
	4. If a balance is owed to the Bursar’s office, the employee must contact the Bursar’s office by email or phone at utkcollections@utk.edu or 865-974-2896;
	5. If a balance is owed to the library, the employee must contact the library at 946-2100. If the employee is leaving the University, the employee must return all books and pay all fines of five dollars or more. If the employee is retiring or will be enrolled as a student, the library privilege may be retained.

5. The employee’s final paycheck or annual leave check will be deposited into the bank account on file or will be mailed to the address on file with the University.