**Exit Process Initiator Instructions**

The employee’s department will initiate the electronic process by visiting [knoxareaexit.utk.edu](https://knoxareaexit.utk.edu) and follow the instructions outlined below:

1. Visit [knoxareaexit.utk.edu](https://knoxareaexit.utk.edu) and log in with the Net ID and password.
2. Select “Initiate Exit Process” then “UT HR Exit Request” and enter the departing employee’s personnel number (additional necessary information for the employee will be pre-populated).
3. The initiator will view instructions, enter any amount owed to the department, add comments, and enter the employee’s last day worked. (This date may or may not be the termination date. If the terminating employee is on terminal leave – a retiree – or administrative leave with or without pay, the two dates will not coincide).
4. The initiator may also add work form proxies. A work form proxy allows another user (or users) to view and make changes with the same person as the initiator. This will allow them to approve or reject requests as well as view, update, and track the status of requests.
5. The initiator checks the box verifying that he/she has the authority to submit the exit request, and then clicks the “Initiate Form” box to begin the process.
	1. If the last actual work day is more than five working days out, the request will be put in a holding que. HR, the initiating department and proxies will receive an email informing them the request has been initiated and will be processed at the appropriate time. Then five working days before the last actual day worked, the notices will be sent to the approving units and the employee;
	2. If the last actual work day is less than five work days from the initiating date or after the employee’s termination date, the notices will immediately be sent to the initiating department, employee, approving units, and HR;
6. The initiating department will be responsible to:
	1. Collect University property in the employee’s possession, including, but not limited to: uniforms, tools, cell phones, radios, lap tops, tablets and ID cards (return faculty and staff ID cards to VolCard Office via inter-departmental mail; do not return graduate student ID cards);
	2. If the employee has a University parking permit, instruct the employee to go to the Parking & Transit Services Office located at 2121 Stephenson Drive to turn in their hang tag and cancel their parking;
	3. If the employee has University issued keys, instruct the employee to go to the Lock & Key Services located in Greve Hall Room G15 and return the keys.
7. The employee and the initiating department will be afforded the opportunity to check on the status of the form at any time by selecting “Review Exit Requests” on the dashboard, Edit/Review Form.
8. Each of the approving units will be notified by e-mail and asked to clear the employee by responding to the request. If the employee owes money, the amounts owed will be noted.
9. Once the approving units have responded (this may take up to two work days), the initiating department will be required to either finalize or reject the exit process (within three additional work days). If the initiating department does not finalize the request by the second additional work day, a system generated email requesting clearance will be sent. Should the initiating department fail to finalize the form within five work days of being initiated, the document will automatically be finalized.
	1. If finalized, the employee and HR receive notification that the exit process has been completed and approved. If the employee has active litigation holds, the department should preserve the hard drive then call the Office of the General Counsel at 974-3245;
	2. If the employee decides not to leave the University or the process was initiated in error, the process can be canceled by rejecting the process. If rejected, the employee, HR, the initiating department, and approvers will receive notification that the employee has elected to remain at the University and debts will not be satisfied by deduction from the employee’s paycheck.
10. Should the employee have unsettled debts incurred while employed, the Payroll Department will be informed. The money owed to the University will be deducted from the employee’s final paycheck and/or annual leave check.
	1. The amount remaining after the debts are deducted will be deposited by direct deposit into the employee’s bank account;
	2. In rare circumstances, the Payroll Department may print a paper check. Should this occur, the paper check will be mailed to the employee’s address designated in the ESS.