



KNOXVILLE AREA EXIT PROCESS

Human Resources Office
105 Student Services Building

Exit Process



- Applies to regular employees (faculty and staff) and graduate students who are leaving the University.
- Exiting employees are required to have the “Authorization for Release of Final Paycheck” initiated and completed prior to or on their last actual day worked.
- The exit process involves several approving departments to ensure its completion.

Exit Process



- The Authorization for Release of Final Paycheck ensures that employees have:
 1. Returned University property in their possession, including the ID card (faculty and staff only)
 2. Satisfied debts owed to the University
 3. Arranged for release of the final paycheck via direct deposit.

Employee Instructions



SAMPLE RESIGNATION LETTER

Date

Name

Street Address

City, State Zip

|

Dear Dr./Mr./Ms. Last Name:

Please accept this letter as formal notification that I am leaving the University of Tennessee XYZ department on X DATE.

Thank you for the opportunities you have provided me during my time with the department.

If I can be of any assistance during this transition, please let me know.

Sincerely,

Your signature

Your typed name

- The exiting employees start the process by informing their department of the intent to leave the University.
- The employee should submit a letter of resignation.

Employee Instructions (continued)



My IRIS Web

Back Forward History Favorites Personalize View Help

Home Inbox IRIS Applications **Employee Self-Service** Reports Shop Other PI Reporting Self-Service

Overview

Employee Self-Service > Overview

Personal Information

Back

Personal Profile

Use the links below to access your personal information.

[Personal Profile](#)

Use this link to display your personal data (for example, address information or bank details). Some information (such as Emergency Contact Address) may be updateable. Use the link below for the Personal Data Form to update information that is not available for update in ESS. The Personal Data Form should be submitted to your local Human Resource Office.

[Personal Data Form](#)

Use this link to download the Personal Data Form to change information in your Personal Profile.

[Personal Data Form Instructions](#)

Use this link to download instructions for completing the Personal Data Form to change information in your Personal Profile.

[My HR128 Training History](#)

Use this link to check your HR 128 status using the training history stored in IRIS.

Unlock IRIS User ID

Click the link below to unlock your IRIS User ID.

- The supervisor should direct the employee to visit the Employee Self-Service (ESS) portal at <https://irisweb.tennessee.edu/irj/portal> to verify and update, if necessary, their personal information, including the home address or forwarding address, and telephone number.

Initiator Instructions



UTK Human Resources Exit Process

HR Exit Form

Login:

NetID:

Password:

[Forgot Password?](#)

Please Login

Login here to authorize, complete, or initiate an HR Exit Process Form

HR Exit Form | <https://knoxareaexit.utk.edu> | Version: 1.0

Need help?

For questions about using this site,
please contact us at
checkout@utk.edu

- The employee's department will initiate the electronic process by visiting knoxareaexit.utk.edu and log in with the Net ID and password.

Initiator Instructions (continued)

The screenshot shows the 'UTK Human Resources Exit Process' web application. At the top left is the University of Tennessee Knoxville logo. The page title is 'HR Exit Form'. In the top right corner, there is a 'Logout' button with an external link icon. On the left side, there is a vertical navigation menu with several items: 'Dashboard' (highlighted in orange), 'Initiate Exit Process' (circled in red), 'My Exit Form', 'Pending Verifications', 'Review Exit Requests', 'Get Help', and 'Logout'. The main content area is titled 'Dashboard' and contains a paragraph of instructions: 'Choose an option from the lefthand menu to continue. (Facility Services is piloting the automated exit process beginning 10/24/17 until a date to be determined. All other departments continue to clear employees using the paper form).' At the bottom right of the page, there is a footer: 'HR Exit Form | <https://knoxareaexit.utk.edu> | Version: 1.0'.

- Select “Initiate Exit Process”

Initiator Instructions (continued)



UTK Human Resources Exit Process

HR Exit Form

| Logout

Dashboard

Initiate Exit Process

My Exit Form

Pending Verifications

Review Exit Requests

Get Help

Logout

Initiate Exit Process

Enter the personnel number of the employee you would like to begin the exit procedure for. Their information will be populated and you will be asked to verify before proceeding.

UT HR Exit Request 

Personnel Number:

Please enter the employee ID number for the employee you are initiating an exit form for.

Employee ID #

Submit Employee ID

HR Exit Form | <https://knoxareaexit.utk.edu> | Version: 1.0

- Select “UT HR Exit Request” and enter the exiting employee’s 6-digit ID number (additional necessary information for the employee will be pre-populated).

Initiator Instructions (continued)



Initiator Instructions

Click to view instructions

- a. 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);
- b. 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;
- c. 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.

Add Proxy

I certify that I have the authority to submit this exit request for the employee listed above.

Initiate Form

- The initiator will click to view instructions.

Initiator Instructions (continued)



« February 2018 »

Initiator Instructions

Click to view instructions

	Su	Mo	Tu	We	Th	Fr	Sa
	28	29	30	31	1	2	3
	4	5	6	7	8	9	10
Amount Owed to the Department	11	12	13	14	15	16	17
\$							0
Comments	18	19	20	21	22	23	24
Comments	25	26	27	28	1	2	3
Last Day Worked:	4	5	6	7	8	9	10

Workform Proxies [?](#)

Add Proxy

I certify that I have the authority to submit this exit request for the employee listed above.

Initiate Form

- The initiator will 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. For example, if the exiting employee is on terminal leave – a retiree – or administrative leave with or without pay, the two dates will not coincide).

Initiator Instructions (continued)



Col of Law (Test 1)

Amount Owed to the Department

\$

Comments

Last Day Worked:

Workform Proxies

Existing Proxies

I certify that I have the authority to submit this exit request for the employee listed above.

Message from webpage

A workform proxy allows another user (or users) to view and make changes with the same person as the initiator (you). This will allow them to approve or reject requests that you have initiated as well as view, update, and track the status of requests that you have initiated. Please enter a single NetID and click the Add Proxy button. You can add as many proxies as needed.

- 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.
- The initiator checks the box verifying that the proxy has the authority to submit the exit request, and then selects the “Initiate Form” box to begin the process.

Initiator Email (continued)



Important update from the HR Exit Form System. Please read the full message below for complete details.



You have successfully submitted an exit request for the employee

The form is currently being processed. Please contact checkout@utk.edu for further questions.

Human Resources
105 Student Services Building
Knoxville, Tennessee 37996-0213
Phone: 865-946-8847

Please do NOT reply to this email. This message has been sent from an unmonitored mailbox.

- The initiator will receive an email stating they have successfully submitted the exit request for the exiting employee and that the form is being processed. Proxies that were added will also receive this email.

Initiator Instructions (continued)

THE UNIVERSITY OF TENNESSEE KNOXVILLE UTK Human Resources Exit Process

Exit Form [Logout](#)

Dashboard
Initiate Exit Process
My Exit Form
Pending Verifications
Review Exit Requests
Get Help

Pending Finalizations

Finalize or reject forms you have initiated here

Show entries Search:

Form Type	Employee	Status	Created	Action
UTK HR Exit Request		Finalized	11/7/2017	Edit/Review Form
UTK HR Exit Request		Active	01/11/2018	Edit/Review Form

Showing 1 to 2 of 2 entries [Previous](#) **1** [Next](#)

HR Exit Form | <https://knoxareaexit.utk.edu> | Version: 1.0

- The employee and the 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 and selecting “Edit/Review form”.

Initiator Instructions (continued)

Search:

Item	Status	Amount Owed	Comments	Action	Update
(\$) Total Amount Owed		\$ 309			
Bursar's Office	Approved	\$ <input type="text" value="0"/>	<input type="text" value="Comments"/>	<input type="button" value="✘ Disapprove"/>	<input type="button" value="Update"/>
Central Alarm System	Approved	\$ <input type="text"/>	<input type="text" value="Comments"/>	<input type="button" value="✘ Disapprove"/>	<input type="button" value="Update"/>
FS Construction Oper (Initiating Department)	Approved	\$ <input type="text" value="309.00"/>	<input type="text" value="Uniforms and"/>	<input type="button" value="✘ Disapprove"/>	<input type="button" value="Update"/>
Library	Pending Approval	\$ <input type="text"/>	<input type="text" value="Comments"/>	<input type="button" value="✔ Approve"/>	<input type="button" value="Update"/>
Litigation Hold	Approved	\$ <input type="text"/>	<input type="text" value="No litigation hold"/>	<input type="button" value="✘ Disapprove"/>	<input type="button" value="Update"/>

Initiator Email (continued)



Important update from the HR Exit Form System. Please read the full message below for complete details.

EMAIL TO WORKFORM PROXY:

The exit request for _____ has been completed. Click below to review and finalize this exit request. If you do not finalize this request within 3 business days, it is assumed that the request is valid and will be processed as is. Contact checkout@utk.edu for more information.

[Click Here To Review Request](#)

Human Resources
105 Student Services Building
Knoxville, Tennessee 37996-0213
Phone: 865-948-8847

Please do NOT reply to this email. This message has been sent from an unmonitored mailbox.

- After the approvers (or system) clear the exiting employee (this may take up to two work days), the initiator will receive an email stating the exit request for the exiting employee has been completed. The initiator will be directed to review and finalize the exit request (within three additional work days). Proxies that were added will also receive this email.

Initiator Instructions (continued)

THE UNIVERSITY OF TENNESSEE KNOXVILLE UTK Human Resources Exit Process

Exit Form | Logout

Review Exit Requests

Pending Finalizations

Finalize or reject forms you have initiated here

Show entries Search:

Form Type	Employee	Status	Created	Action
UTK HR Exit Request		Finalized	11/7/2017	Edit/Review Form
UTK HR Exit Request		Active	01/11/2018	Edit/Review Form

Showing 1 to 2 of 2 entries Previous **1** Next

HR Exit Form | <https://knoxareaexit.utk.edu> | Version: 1.0

- To finalize or reject the exit request, the initiator will log back in, select “Review Exit Requests” then select “Edit/Review Form”.

Initiator Instructions (continued)

The screenshot shows a web application interface for managing exit processes. At the top, there are two buttons: a green 'Finalize' button and a red 'Reject' button. Below these is a table with the following columns: Item, Status, Amount Owed, Comments, Action, and Update. The first row of the table is highlighted with a red border and contains the following data:

Item	Status	Amount Owed	Comments	Action	Update
HR-East Reg Svc Ctr-Talen (Initiating Department)	Approved	\$ [input field]	Comments [input field]	✘ Disapprove	Update [button]
VolShop	Approved	\$ [input field] 0	Comments [input field]	✘ Disapprove	Update [button]
Bursar's Office	Approved	\$ [input field]	Comments [input field]	✘ Disapprove	Update [button]

Below the table, there are several rows of data, each with its own 'Action' and 'Update' buttons. A callout box with the text 'Choose either Finalize or Reject' has arrows pointing to the 'Finalize' and 'Reject' buttons at the bottom of the interface. The 'Finalize' button is highlighted in green, and the 'Reject' button is highlighted in red.

The initiating department will finalize or reject the exit process by selecting “Finalize” (green) or “Reject” (red).

Initiator Email (continued)



Important update from the HR Exit Form System. Please read the full message below for complete details.



The exit request for _____ has been finalized. If you have any questions about this request please contact checkout@utk.edu.

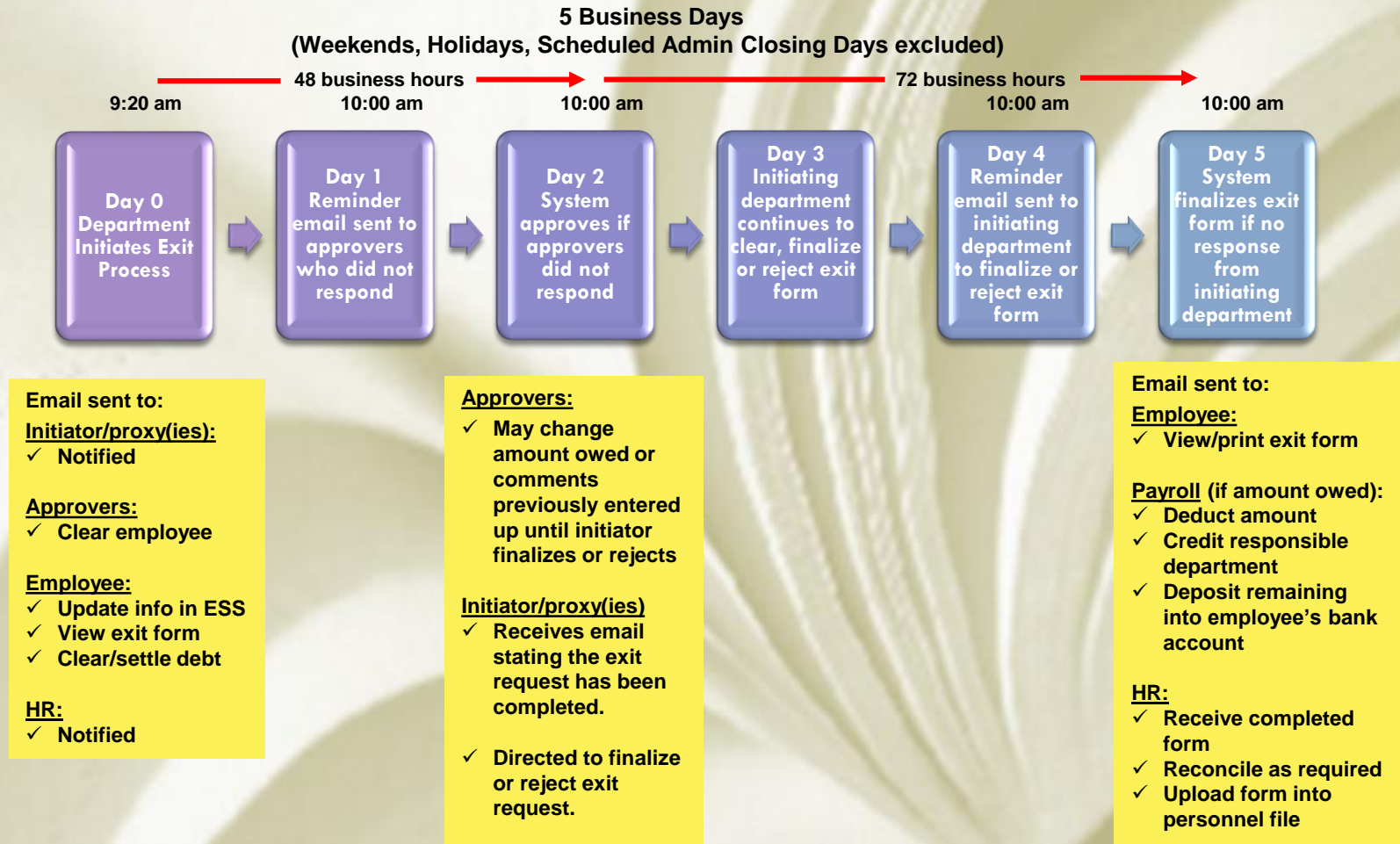
Human Resources
105 Student Services Building
Knoxville, Tennessee 37996-0213
Phone: 865-946-8847

Please do NOT reply to this email. This message has been sent from an unmonitored mailbox.

- After the initiator (or system) finalizes the request, the initiator will receive an email stating the exit request for the exiting employee has been finalized. Proxies that were added will also receive this email.

Exit Process Workflow

(Based on Last Day Worked or Date Initiated Whichever is Later)



Exit process initiated more than five business days before the employee's last day worked – exit process workflow will go into a que and will be released five business days before the last day worked.

Exit process initiated within five day window or after last day worked – exit process workflow will begin when initiated and follow the five business day workflow. Example: if employee departs March 2nd and the form is initiated on March 5th the exiting process will begin on March 5th and will be finalized or rejected within five business days. In this case, the initiator should notify payroll via phone/email to hold the final paycheck until the exit process is complete.