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

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.

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 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.
The employee’s department will initiate the electronic process by visiting knoxareaexit.utk.edu and log in with the Net ID and password.
Select “Initiate Exit Process”
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).
The initiator will click to view instructions.

- 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);
- 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;
- 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.
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).
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.
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.
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)

<table>
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<tr>
<th>Item</th>
<th>Status</th>
<th>Amount Owed</th>
<th>Comments</th>
<th>Action</th>
<th>Update</th>
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</thead>
<tbody>
<tr>
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<td></td>
<td>$ 309</td>
<td></td>
<td></td>
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<td>Bursar's Office</td>
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<td>$ 0</td>
<td>Comments</td>
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<td>Update</td>
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<td>Comments</td>
<td>✗ Disapprove</td>
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<tr>
<td>FS Construction Oper (Initiating Department)</td>
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<td>$ 309.00</td>
<td>Uniforms and</td>
<td>✗ Disapprove</td>
<td>Update</td>
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<td>$</td>
<td>No litigation hold</td>
<td>✗ Disapprove</td>
<td>Update</td>
</tr>
</tbody>
</table>
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.
To finalize or reject the exit request, the initiator will log back in, select “Review Exit Requests” then select “Edit/Review Form”.

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