



## REQUIRED NOTIFICATION OF ALL EMPLOYEE TERMINATIONS

Aligned with the ongoing need to ensure compliance with UT system policy and IT system security best practices, **notification of all employee terminations must be sent to Human Resources at least 24 hours prior to the employee's last date worked.** University audit procedures have identified inconsistent compliance with proper termination notifications across campus, which could put the responsible work unit and the University at great risk. As such, all employee terminations must be immediately reported to Human Resources according to the process outlined below.

Per policy [HR0160-Termination of Employment](#), "Termination from the University of Tennessee shall be officially documented in such a manner as to establish a clear record of action, both as a service to the terminating employee and to the university."

Submission of Form **ZPTERM000 – Termination Request** in IRIS is required for all employees separating from the University without continued employment in another campus work unit. This includes all regular or temporary faculty and staff, as well as student employees.

Additionally, notification of all **regular or temporary faculty and staff** terminations should be sent to Human Resources at [terminations@utc.edu](mailto:terminations@utc.edu) with the subject line: **TERMINATION NOTIFICATION**

Please include the following information for each termination notification:

- Employee Name,
- Employee Personnel Number or UTC ID,
- Termination Date (Last Date Worked),
- Contact Information for Supervisor of Terminating Employee,
- Name of Department,
- Termination Category (as defined above in HR0160).

Human Resources will coordinate termination notification to critical off-boarding units to ensure University debts are resolved, UTC Library property is returned, and access to University systems, software and programs is discontinued in a timely manner to protect the legal and fiscal interests of the University.

The home department of terminating employees will be responsible for ensuring all departmental property is returned prior to the employee's termination date (e.g., laptops, equipment, uniforms, keys, etc.).

Please assist in this critical effort by ensuring that all terminating employees in your work unit are reported to HR as requested. Questions regarding the employee terminations process may be directed to [terminations@utc.edu](mailto:terminations@utc.edu).