

REQUIRED PROCEDURES FOR EMPLOYEE TERMINATIONS

In accordance with UT System 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.”

UT System audits have identified inconsistent compliance with proper and timely termination notifications across campus, which could put the responsible campus department and the University at great risk. **Effective immediately, campus department heads must ensure that all terminations are (1) fully processed in the IRIS system, (2) critical off-boarding notifications are completed and (3) final time records are processed in a timely manner for all employees separating from the University.**

1. Timely Notice of Terminations in IRIS (All Employees)

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.

- Involuntary terminations must be fully processed in IRIS with banner access discontinued **ON OR BEFORE the employee’s last date paid/worked**. This requires all IRIS e-termination workflows are fully processed ON OR BEFORE the employee’s last date paid/worked. It is recommended that department heads, or their designee, initiate the IRIS e-termination form no less than 5 business days prior to the employee’s last date paid/worked to ensure compliance.
- Voluntary terminations must be finalized in IRIS with banner access discontinued **NO LATER THAN 3 business days following the employees last date paid/worked**. This requires all IRIS e-termination workflows are fully processed NO LATER THAN 3 business days following the employee’s last date paid/worked. It is recommended that department heads, or their designee, initiate the IRIS e-termination form no less than 5 business days prior to the employee’s last date paid/worked to ensure compliance.

The campus department of the separating employee is responsible for ensuring compliance with the termination deadlines outlined above by submitting IRIS e-termination forms in a timely manner and monitoring workflow progress via *ZWF_HISTORY - Workflow History by Object*.

Temporary or Student Employees Employed in Multiple Departments: If a temporary or student employee separating from your campus department will continue employment with the University in another campus department, IRIS e-terminations should not be submitted and

fully processed. Instead, a [Personnel Change e-form](#) should be initiated in IRIS to transfer the employee to the responsible cost center associated with their continued employment. The campus department of the separating employee is responsible for confirming continued employment and ensuring the personnel change e-form is processed by the new responsible department.

2. Timely Off-Boarding Notifications (Regular Faculty and Staff ONLY) NEW PROCESS!

Completion of the electronic [Employee Off-Boarding Form](#) is also required for regular faculty and staff terminations to ensure all off-boarding items have been addressed **ON OR BEFORE the employee's last date paid/worked**. It is recommended that department heads, or their designee, initiate the off-boarding notification no less than 5 business days prior to a regular employee's last day paid/worked.

The Employee Off-Boarding Form triggers 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 campus department of the separating employee is responsible for ensuring compliance with the off-boarding deadlines outlined above and responding to all off-boarding notifications to address outstanding issues.

In addition to University-wide off-boarding procedures, campus departments must ensure all departmental property is returned by the employee's last date paid/worked (e.g., laptops, equipment, uniforms, keys, etc.). Timely discontinuation of other sensitive access is also critical and may be necessary prior to the last date paid/worked in some instances (e.g., shared drive, website editing, listservs, etc.).

[Employee Off-Boarding Form - Instructions](#)

Questions regarding the employee off-boarding process may be directed to terminations@utc.edu.

3. Timely Processing of Final Time Records (All Employees)

All time keeping and reporting requirements outlined in UT System Policy [FI0930 – Payroll](#) must be processed in a timely manner for separating employees. Final time sheets/records (either hard copy or electronic) should be finalized for separating employees on their last day paid/worked and then submitted promptly in the IRIS system to ensure accurate time/leave records upon termination.

In addition, it is critical that all approvers execute IRIS time approvals when prompted for each bi-weekly and monthly [payroll deadline](#).

Thank you for your assistance in ensuring compliance with established requirements for termination of employment with the University.

UTC Office of Human Resources