

UT - Martin Procedure: HR0125-M Exit Interviews	
Version: 1	Effective Date: 09/10/2019

1. PROCEDURE

When an employee notifies the department of a resignation, retirement, or when an employee is terminated, the employee's department is responsible for advising the employee of the exit clearance procedure and for promptly initiating a Termination Request in IRIS and other termination documents.

The employee will contact the Office of Human Resources to schedule an exit interview.

The Payroll Coordinator in the Office of Human Resources will determine if any outstanding balance remains and notifies employee of the balance to be paid.