

## Employee Off-Boarding Form – Instructions

When a department is made aware that a regular faculty or staff employee is leaving the university, **in addition to submitting the ZPTERM000 – Termination Request in IRIS**, completion of the electronic [Employee Off-Boarding Form](#) is also required.

The Employee Off-Boarding Form provides electronic 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 [Employee Off-Boarding Form](#) may be completed by the Departmental Administrative Assistant and/or the Departmental Supervisor.

1. Go to the [Employee Off-Boarding Form](#)
2. Sign in with your UTC email and single sign-on password, if needed.
3. You should automatically be routed to the **“Identity”** tab on the Virtual Off-Boarding Process Form (see red arrow below).
4. Complete as much information as possible. Red asterisks \* denote required fields.

NOTE: When entering email addresses, please enter **last name, first name** or select the **“People Picker”** icon to ensure the appropriate contact e-mail is recognized. If an incorrect email address is provided, this may prevent you from being able to submit this form.

5. Per UT System Policy [HR0160-Termination of Employment](#), a resignation notice is required to notify HR of terminations. Please upload employee resignation letter or e-mail, and acceptance of resignation, if available.
6. Click **“Submit/Start Process”** button to submit and close form.

**UTC Employee Off-Boarding Form**

Please have your **Department's Administrative Support Specialist** complete this tab. This tab begins the Off-Boarding Process Form.

Identity | Department | HR | Records | Banner | Library | Parking | Bursar | IT | Mocs Card | Facilities | Housing | Safety | OPCS | Child | Summary

Employee's Name:  \*

UTC ID:  Personnel Number:  \*

Last Day To Be Paid:  \*  Off-Boarding Action: Termination

Employee's Department:  \*

Employee's Email:   \*

**Email needs to be exact, please use people picker icon above.**

Department Head / Supervisor Email:   \*

**Email needs to be exact, please use people picker icon above.**

Supervisor Proxy/Secondary Contact:   \*

**Email needs to be exact, please use people picker icon above.**

Separation Reason: Termination

Please Attach Termination Letter Here:

(Required)