

## I.T. Employee Termination Checklist

### Employee Information

(This form must be completed by the Supervisor and submitted to IT Department ONE week ahead of time for a planned exit and same day for unscheduled leave.)

Name: \_\_\_\_\_

Location: \_\_\_\_\_ Department: \_\_\_\_\_

### Employment Status Information

Employee Termination Date: \_\_\_\_\_

### Network

#### Cancel:

Computer access  Cancel email  Preserve Email Files YES  NO  Forward Email To: \_\_\_\_\_

Back-up desktop computer information  **I.T. Staff Note: When canceling e-mail, notify backups administrator**

User Name: \_\_\_\_\_ Computer Name: \_\_\_\_\_

### Equipment

(Please check all equipment employee has been issued for personal use)

#### Collect if applicable:

Cellular Telephone (chargers, case, batteries, etc)  Beeper (chargers, case, batteries, etc)

Radio (chargers, batteries, etc)  Laptop (chargers, case, batteries, cables, etc)

PDA (chargers, batteries, cables etc)  Office/Car Keys  Camera (chargers, case, batteries, cables, etc)

Tools  Department Charge Cards  Key fob  ID Card

### Software

#### Collect if applicable:

Any software  Any Manuals  Drawings  CDs  DVDs  Files

#### NOTES:

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