SEPARATION Of SERVICE
CHECK LIST

Employee Name: _____

Final Date of Employment: _____

IT & Security

Before Departure

☐ Change eMail send restriction to 1kb.

☐ Remove user access to I: drive on \\netapp1\home directory.

☐ Copy data files from users PC/Laptop to I: drive.

☐ Copy all Outlook files (.ost, .pst) to I: drive.

☐ Change voice mail password.

☐ Stop call forwarding.

☐ Add user to "Restricted User" group to prevent access to \\netapp1 data.

During Departure

☐ Reset user password.

☐ Reboot user PC/Laptop.

☐ Physically disconnect PC/Laptop from the Network.

☐ Suspend cell phone account.

☐ Remove user from ADT security system.

☐ Collect security card.

☐ Collect keys.

☐ Collect Laptop computer.

☐ Collect cell phone.

☐ Inform ex-employee of option to assume financial responsibility and transfer of cell phone number. 1-800-530-9476.

☐ Physically escort to office/cubical for removal of personal effects.

☐ Physically escort out of the building.

After Departure

☐ Redirect mail to supervisor or replacement.

☐ Remove user from company phone system.

☐ Transfer data files to supervisor or replacement.

SEPARATION Of SERVICE
CHECK LIST

- ☐ After 60 days remove ex-employee user account from domain.
- ☐ After 60 days terminate cell phone account.
- ☐ After 60 days remove user \\netapp1\home directory.
- ☐ Deselect backup option for user's email box.

Completed by: _____   Date: _____