



EMPLOYEE EXIT PROCESSING



Name of Employee: _____ UIN: _____

Departure Date: _____ Termination Date: _____

Task	Date Completed	By Whom	Initials
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Prior to Departure:

Email Forwarding Address:		Beverly	
Physical Forwarding Address:		Beverly	
Phone Number:		Beverly	
Equipment returned (laptop, satellite phone, etc.)		Beverly	
Put a tickler on calendar for day after departure		Beverly	

Day after Departure:

Re-imaged PC in official TAMUQ housing		Operations	
Removed from emergency contact list		Beverly	
Finance & HR notified if IT Equipment was not returned		Beverly	
Put a tickler on calendar for day after termination		Beverly	

Day after Termination:

Email forwarder installed		Operations	
After email forwarder installed, account disabled		Beverly	
Removed from all Security Groups		Beverly	
Hidden from internal directory & online directory		Beverly	
SIMS, FAMIS, BPP notified of termination		Beverly	
If ITS, removed from Timesheet, Helpdesk que, etc. (Reminder given at ITS Management Meeting)		Beverly	
Put a tickler on calendar for 30 days after termination		Beverly	

Seven Days after Termination:

Files from: a) home directory; b) web publishing folder; and c) mail server put on a CD		Operations	
CD put in employee's folder		Beverly	
Employee's folder moved to Former Employee file		Beverly	
This doc. scanned & linked in ImageNow		Ghalia	
TAMUQ domain account deleted		Beverly	