

Information Technology
University Employee Separation Form Checklist
Please complete the appropriate column on this form and forward to:
Laura Nowacki MS 202
Or email: Laura.Nowacki@utoledo.edu

Employee Name: _____	Last five digits of employee ID: _____
For Employee Separation:	For Employee Transfer:
<input type="checkbox"/> Network access <ul style="list-style-type: none"> • Terminate effective _____ <input type="checkbox"/> Dial-up (modem) access <ul style="list-style-type: none"> • Terminate effective _____ <input type="checkbox"/> Systems access removed <ul style="list-style-type: none"> • Student effective _____ • Human Resource effective _____ • Finance effective _____ • Data Warehouse effective _____ <input type="checkbox"/> Email mailbox access <ul style="list-style-type: none"> • Forward to _____ • Grant access to _____ • Copy to CD (may be a charge) • Enable out-of-office reply redirect to _____ • Make accessible to _____ • Move to another server _____ • Terminate access effective _____ <input type="checkbox"/> Remove name from all group listings <ul style="list-style-type: none"> • Effective _____ <input type="checkbox"/> Backup / copy home directory content (H drive) <ul style="list-style-type: none"> • Effective _____ • Give to _____ <input type="checkbox"/> Home use software returned/uninstalled?	New supervisor (name, PCN) <div style="display: flex; justify-content: space-between; width: 100%;"> <div style="border: 1px solid black; width: 60%; height: 20px;"></div> <div style="border: 1px solid black; width: 30%; height: 20px;"></div> </div> Old supervisor (name, PCN) <div style="display: flex; justify-content: space-between; width: 100%;"> <div style="border: 1px solid black; width: 60%; height: 20px;"></div> <div style="border: 1px solid black; width: 30%; height: 20px;"></div> </div> Security/mail groups permission changes <div style="border: 1px solid black; width: 100%; height: 40px; margin-top: 5px;"></div> Application permissions reviewed? ____ Student ____ HR ____ Finance ____ DataWarehouse

Manager/Supervisor: _____ Date: _____