

DEPARTING EMPLOYEE INFORMATION TECHNOLOGY FORM

To Be Completed By VP, Dean, Director, Manager or Department Head:

NOTE: This form should be sent or faxed (x2027) to the Information Technology Department to process, preferably BEFORE the person departs.

Press TAB to advance to the next field.

Name		Depart Date		Phone #	386-
Job Title		Department			
Office Location		Logon Name			

Item	Special Instructions:
Departing employee's computer/monitor needs to: <input type="checkbox"/> Keep in existing place. <input type="checkbox"/> Move to new place. (Indicate location in Special Instructions) <input type="checkbox"/> Move to IT to re-distribute.	
Backing data up from departing employee: <input type="checkbox"/> No need to back up data. Machine can be re-imaged, wiping out all data. <input type="checkbox"/> Needs data backed up and then re-imaged. <input type="checkbox"/> Needs to share data (Indicate who needs to see data in Special Instructions.)	
Other computer equipment assigned to this employee (printers, scanners, cell phones, and beepers, other. If they do not have this equipment, indicate with N/A) <input type="checkbox"/> Printer: Does the person have an individual printer? Will it stay or be moved? <input type="checkbox"/> Scanner: Does the person have an individual printer? Will it stay or be moved? <input type="checkbox"/> Cell Phones: Return it to the IT Department <input type="checkbox"/> Beeper: Return it to the IT Department <input type="checkbox"/> Other:	

Item	Action	Instructions
Phone Number: Indicate what action is to be taken: If Other, indicate what action you want us to take under Instructions	<input type="checkbox"/> Inactivate (Indicate under Instructions for how long. After that period, it will be deleted.) <input type="checkbox"/> Delete	
Voice Mail: Indicate what action is to be taken: If Other, indicate what action you want us to take under Instructions	<input type="checkbox"/> Inactivate (Indicate under Instructions for how long. After that period, it will be deleted.) <input type="checkbox"/> Delete (This will delete the person's voice mail.)	
Long Distance: Indicate what action is to be taken: If Other, indicate what action you want us to take under Instructions	<input type="checkbox"/> Inactivate (Indicate under Instructions for how long. After that period, it will be deleted.) <input type="checkbox"/> Delete	
Network Access: Indicate what action is to be taken: If Other, indicate what action you want us to take under Instructions	<input type="checkbox"/> Inactivate (Indicate under Instructions for how long. After that period, it will be deleted.) <input type="checkbox"/> Delete	
Mainframe: Indicate what action is to be taken: If Other, indicate what action you want us to take under Instructions	<input type="checkbox"/> Inactivate (Indicate under Instructions for how long. After that period, it will be deleted.) <input type="checkbox"/> Delete	
Email: Indicate what action is to be taken: If Other, indicate what action you want us to take under Instructions	<input type="checkbox"/> Inactivate (Indicate under Instructions for how long. After that period, it will be deleted.) <input type="checkbox"/> Delete (this will delete the person's email.)	

Manager/Department Head (Type or print)

Signature

Date

Divisional Manager (Type or print)

Signature

Date