

INFORMATION TECHNOLOGY EMPLOYEE EXIT CHECKLIST

UF College of Engineering
Finance & Personnel Office
Management Information Systems Section

Employee Name: _____ **Last Day:** _____

Gatorlink Username: _____ **UFID:** _____

Purpose: The following checklist is provided to assist Engineering Administration (EG-ADM) supervisors and employees with the exit process by making them aware of various decisions they must make and access which must be removed. If the employee is leaving EG-ADM any access approved by EG-ADM supervisors and granted to the employee should be revoked. If continued access is needed because the employee will still be at the University of Florida, access to UF computer resources should be reestablished by their new supervisor.

This checklist should only be used in the event of a voluntary departure. In the case of an involuntary departure all items on this checklist should be accelerated and, potentially, done without the employee’s knowledge to avoid the possibility of harm to University computer resources and data.

DESCRIPTION	DATE REQUESTED	DATE COMPLETED
<p>PeopleSoft Roles Email the employee’s name and UFID to either the Director of Finance and Personnel or the manager of Personnel and Payroll and request that unnecessary PeopleSoft roles be removed from the employee’s Gatorlink account.</p>		
<p>EG-ADM IT Hardware Recovery Recover any computer hardware assigned to the employee. This includes computer laptops, docking stations, PDAs, USB hard drives/flash drives, cell phones, or any other type of electronic device.</p>		
<p>EG-ADM File Server Access and Storage on H:\ Notify MIS (ext 2010 or mis@eng.ufl.edu) of the employee’s departure to remove the employee’s access to EG-ADM file servers and make arrangements for the employee’s home directory (H:\). Be sure to discuss with the employee the contents of their personal H:\ drive to determine the following:</p> <p style="padding-left: 40px;">Are there files of a business nature that either must be retained or concern current University/College business that should be available to current staff?</p> <p style="padding-left: 40px;">Does the employee wish, and have permission, to obtain an archive of the home directory (H:\)?</p> <p>Default MIS procedure is to archive the home directories of departing employees to CD/DVD and supply a copy to the employee’s supervisor. This same archive can be supplied to the employee at the supervisor’s discretion. The supervisor is responsible for proper retention.</p>		
<p>EG-ADM Mailbox Notify MIS (ext 2010 or mis@eng.ufl.edu) of the employee’s departure in order to make arrangements concerning the contents of the employee’s mailbox. Consider the following:</p> <p style="padding-left: 40px;">Are there files of a business nature that either must be retained or concern current University / College business that should be available to current staff?</p> <p style="padding-left: 40px;">Does the employee wish, and have permission, to obtain an archive of their mailbox?</p> <p>Default MIS procedure is to archive the contents of the employee’s mailbox to CD/DVD and supply a copy to the employee’s supervisor. This same archive can be supplied to the employee at the supervisor’s discretion. The supervisor is responsible for proper retention.</p>		
<p>EG-ADM Email Address and Email Aliases/Lists Notify MIS (ext 2010 or mis@eng.ufl.edu) of the employee’s departure in order to make arrangements concerning forwarding of the employee’s email address and removal from various EG-ADM and College email lists/aliases.</p> <p>Default MIS procedure is to allow forwarding of an employee’s email to a new address supplied by the employee after supervisory approval is obtained. Supervisors may wish, instead, to forward email to another employee to insure business email is not lost. Forwarding is done for six months.</p> <p>The supervisor should also consider, and potentially discuss with the employee, the following:</p> <p style="padding-left: 40px;">Membership in Additional @ENG.UFL.EDU Email Aliases/Lists: The employee will be removed from any @ENG.UFL.EDU email aliases/lists by MIS. The supervisor may want to assign a replacement employee to some of these aliases.</p> <p style="padding-left: 40px;">Exchange Calendar Sharing: The employee’s access to shared calendars will be removed by MIS.</p> <p style="padding-left: 40px;">Shared / Delegate Mailbox Access: The supervisor should notify the mailbox owner of any mailboxes that the employee was assigned delegate access to so that this access can be removed.</p>		

<p>LISTSERV Owners / Editors: MIS should be notified if the employee was designated as a list owner/editor of any @LISTS.UFLE.EDU email lists so that access can be removed.</p>		
<p>Weil Hall Phone System Changes Configuration of the Weil Hall phone system must be changed to remove the employee. This involves several changes:</p> <p>Handset Names/Voicemail Password: Notify MIS (Ext 2010 / mis@eng.ufl.edu) to update the phone handset and directory name to TBA. Have the employee tell you the current voicemail password or have MIS reset the password so that voicemail can be checked on an ongoing basis.</p> <p>Auto-attendant Recording: Notify the Dean's Office (Ext 1000 / all-deans-office@eng.ufl.edu) to re-record your unit's auto-attendant in order to remove the employee's name.</p> <p>Voicemail Directory Name /Greeting: Enter the voicemail system and record a greeting and directory name that indicates the position is vacant.</p> <p>Handset Forwarding: Forward the handset to another extension to avoid missed calls.</p>		
<p>College of Engineering Online Directory</p> <p>Engineering Online Directory: Notify the Office of Communications & Marketing (Ext 2005 / all-pubs@eng.ufl.edu) to deactivate the employee in the directory.</p> <p>Unit's Staff Webpage: Notify the Office of Communication & Marketing (Ext 2005 / all-pubs@eng.ufl.edu) to remove the employee from your unit's staff webpage.</p>		
<p>Weil Hall Card-Swipe Door Access Provide Services and Facilities (Ext 2002 / all-services@eng.ufl.edu) with the employee's name and UFID to remove the employee's access to the Weil Hall card swipe door system.</p>		
<p>Research Administration and Accounting Database Access The managers of the Office of Engineering Research (OER) and Contracts and Grants Accounting Section should deactivate the database accounts and remove any assigned roles in the database system which is in use in these offices.</p>		
<p>Online Student Records Access If the employee had access to online student records systems notify the responsible unit to remove this access:</p> <p>GATA and ISIS Admin: Send a written letter to the Office of the University Registrar containing the employee's Gatorlink username and UFID requesting access to GATA and ISIS Admin be removed.</p> <p>Graduate Student Information Management System (GIMS): Contact the Graduate School (2-6622) and let them know the employee's Gatorlink username and UFID to be removed from GIMS access.</p>		