



Employee Departure Checklist

Departing employee's name: _____

Departure date: _____

Supervisor's name: _____

Person responsible for completing this checklist: _____

Date checklist initially reviewed: _____

Date all items completed: _____ Signature: _____

Securing computers and electronic data:

- Network user ID to be *deleted or disabled* on: _____
 - Remove network rights and from network groups
- Personal files in employee's network folder
 - Copied to network folder _____ on _____
 - Backup or archived to _____ on _____
 - To be deleted on: _____
- Personal files in employee's laptop/desktop
 - Copied to network folder _____ on _____
 - Backup or archived to _____ on _____
 - To be deleted on: _____
- Disable or delete Windows login account on personal desktop/laptop

Remote access:

- Disable remote access through Web site or dial-in
- Change access to corporate wireless networks

Passwords:

- Remove access or delete other passwords
- Change Administrator passwords for all applications and accounts that departing employee had or may have had, both on his/her computer and any other computers he/she may have had access to (including employees under his/her supervision or direction)
- Obtain any special passwords unique to employee
 - Accounting software: _____
 - Power-on password on computer _____
 - Passwords on protected files _____
 - Other: _____
- Change codes on motion or intrusion alarm
- Disable building entry alarm code or swipe card on _____

E-mail related items:

- Disable or delete e-mail account on _____
- Disable remote e-mail access
- Forward personal email to _____ starting _____
- Forward general email to _____ starting _____

Phone related items:

- Delete access to telephone system on _____
- Delete voice mail message on _____
- Delete voicemail account or change voicemail password on _____
- Reroute telephone calls
- Update voicemail directory
- Update phonebook advertisements and other directories
- If employee used a smartphone to access company email, calendar and contacts, phone wiped/company data sanitized on _____

List Updates:

- Update staff and department lists
- Remove employee name from letterhead
- Remove name from time clock (if applicable)
- Remove from staff phone list
- Remove references to employee from Web sites

Documents:

- Seek return of all client files and documents
- Review calendar and tickler systems for pending deadlines
- Send notice to clients, vendors
- Reassign files, workload, clients
- Obtain final time sheets and expense reports

Return of all organization property:

- Laptop, printers, scanners
- Cell phone, PDA or pager
- Vehicles
- Tools
- Security pass (notify building security staff)
- ID badge(s)
- Building and office keys (consider changing locks)
- Desk, file cabinet or file room keys
- Credit cards and calling cards
- Parking pass
- Personnel policy manual
- Client lists
- Petty cash advances
- Software
- Uniforms, protective clothing, eyewear or helmets
- Company logo clothing
- Other office equipment (specify): _____

Employment related notifications:

- Payroll notifications
- Cancel benefits
- Notify banks and terminate signing authority
- Notify other service providers where appropriate

Give to employee:

- Termination letter
- Record of employment
- Address update form
- Personal property from desk and office

Benefits:

- Vacation pay
- Accrued sick days, if applicable
- Life insurance
- Health coverage under COBRA, if employee elects
- Dental coverage
- Retirement plan contributions stopped
- Unpaid expenses, commissions and bonuses

Review of confidentiality agreement or non-compete agreement

Complete exit interview/questionnaire

Written permission for reference checking, if applicable

Notify staff of departure

Rev. 10/12