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IT Services So Efficient,
You'll Hardly Know We're There.

Terminated Employee Checklist

Directions for Use: Use the checklist below once the employee has been given termination notice, but before releasing the employee to leave the premises. If any assistance is needed (IT, HR, etc.), seek it out and complete the steps to their entirety before releasing the employee.

- **Tasks for IT Staff:**

- _____ Connect to user's system and shutdown computer
- _____ Disable network login
- _____ Disable email login & forward email to designee
- _____ Terminate VPN access
- _____ Terminate any in-house software access
- _____ Reset voicemail password & send new password to designee
- _____ Move user to "Terminated User" OU in Active Directory

- **Tasks for Terminated Employee's Manager:**

- _____ Retrieve Keys/Key Cards & Credit Cards/Checkbooks
- _____ Retrieve cell phone equipment and return to IT (If company owned)
- _____ Request access to cell phone equipment (if not company owned)
 - _____ If access is granted, remove corporate email from phone.
 - _____ If access is denied, notify IT to initiate remote wipe of device.
- _____ Retrieve laptop and return to IT

IMPORTANT:

Do not allow employee to run or access computer.

Do not allow employee to take storage device or discs, regardless of who owns them.

- **Tasks for Human Resources Representative:**

- _____ Disable physical access and security system codes
- _____ Disable timeclock account

Note: Incognito IT, LLC is providing this checklist as a basic "how-to" for securing your IT systems after an employee resigns or is let go. By providing such document, Incognito IT, LLC does not in any way guarantee the security of your network, even if the steps listed are followed exactly. By using this form, you agree that Incognito IT, LLC is not liable in any way for a breach of your network as a result of sharing the recommended actions above with you.



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