ADELPHI
UNIVERSITY

Technology Offboarding Checklist
For Resigning or Retiring Employees

Technology Access Termination Information

Access to University Systems is terminated at the end of the business day on the last day of employment unless paperwork is submitted to initiate a subsequent active appointment (Emeritus, Adjunct). This includes Google Suite (email, calendar, docs, etc), all SAAS access, Network Drives and wireless network

☐	Confirm with the employee that all electronic files containing University data from personally owned computers, mobile devices, storage media (flash drives) have been migrated and removed.
☐	Request to remove Access to other systems, including departmental drives. This is important especially when the employee has a status change and their account will remain active.
☐	Inform others that employee is no longer available at Adelphi email address
☐	Collect computer, cell phone, laptop, printers and any other university owned equipment and keys
☐	Removal from online Directory is automatic unless employee is retaining a subsequent active status (Emeritus or Adjunct Faculty)
☐	Verify removal of Employee from Department Webpages.
☐	Request removal of Employee from Phone system directory and Dial by name listing
☐	Have Employee provide access to documents, files and emails. Transfer ownership of data and google applications. Remove from team drives. See Google Offboarding. Ensure automatic email forwarding is turned off.
☐	Review internal departmental reporting and communication to ensure any automatically generated reports are forwarded to new person
☐	Reset and provide supervisor access to Voicemail and forward phone if needed
☐	Revoke Long Distance Pin Access
☐	Reassign Direct reports a new supervisor in SAAS if necessary. This is important especially when the employee has a status change and their account will remain active.

☐	Remove or uninstall all University licensed software on personally owned computers or devices (License coincides with employment)

* Approval from Human Resources is necessary if the Manager requires access to
an employee's account after termination is completed.