Technology Offboarding Checklist For Resigning or Retiring Employees

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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, Hourly, Adjunct Faculty for example). Access includes Google Suite (email, calendar, docs, etc), all SAAS access, Network Drives and wireless network.

Manager: _____

Employee: _____

Offboarding Steps For the Employee

- ☐ Confirm that all electronic files containing University data from personally owned computers, mobile devices, storage media (hard drives/flash drives) have been migrated to a shared drive designated by your manager and removed from personal devices.
- ☐ Inform others that you will no longer available at your Adelphi email address.
- ☐ Return computer, cell phone, laptop, printer and any other University-owned equipment and keys to Public Safety.
- ☐ Removal from the directory is automatic unless you are retaining a subsequent active status (Emeritus or continuing active employment in another role at Adelphi).
- ☐ Grant access to important files and emails and transfer ownership of data and google applications.

    - ☐ Transfer ownership of Google Drive documents
    - ☐ Transfer Google Calendars or Events
    - ☐ Add an additional owner(s) to any Google Groups and Google Sites

- ☐ Reset and provide supervisor access to voicemail and forward your phone if needed.
- ☐ Review internal departmental reporting and communication to ensure any automatically generated reports are forwarded to new person. Contact the Help Desk for assistance.
- ☐ Remove or uninstall all University licensed software on personally owned computers or devices (License coincides with employment).
- ☐ Verify that your Adelphi email address is not linked to any personal websites (Facebook, Amazon, etc.).

Offboarding Steps For the Manager

☐ Confirm with the employee that all electronic files containing University data from personally owned computers, mobile devices, storage media (hard drives/flash drives) have been migrated to a shared drive and removed.

☐ If the employee is retaining another role at Adelphi, contact the Help Desk to remove access to other systems, including departmental drives, Taleo and Slate, for example. This is important especially when the employee has a status change and their account will remain active in the case of a dual role or otherwise.

☐ Ensure that the employee has returned any University-owned property including computer, cell phone, laptop, printers, and keys.

☐ Verify removal of employee from Department Webpages. Directory removal is automatic unless the employee is retaining a subsequent active status (Emeritus or continuing active employment in another role at Adelphi).

☐ Have the employee provide you with access to important documents, files and emails and transfer ownership of data and google applications. Remove them from shared drives (Adelphi Log In Required). **Approval from Human Resources is necessary if you require access to an employee's account after termination is completed.**

   ☐ Ensure that any files owned by the employee are transferred
   ☐ Ensure the Transfer of Calendars and Events
   ☐ Ensure access for any Google Groups or Google Sites that were owned by the employee
   ☐ Remove Email Delegations
   ☐ Unshare Your Calendar
   ☐ Manage Shared Drive Members (Adelphi Login Required)

☐ Review internal departmental reporting and communication to ensure any automatically generated reports are forwarded to new person

☐ Reassign direct reports a new supervisor in SAAS if necessary by contacting your HR Partner. This is important especially when the employee has a status change and their account will remain active.

☐ Update Access to AUlists. If your employee was responsible for sending emails on behalf of your department or other university groups using the AU listservs, please contact the IT Help Desk to revoke access and request access for another employee.

☐ Ensure access to employees Voicemail and have them forward their phone if needed. This can be done by contacting the Help Desk.

☐ If the employee is retaining another role at Adelphi, Revoke their Long Distance Pin Access by contacting the Help Desk.

☐ Inform others that the employee is no longer available at their Adelphi email address.