EXPEDITED TERMINATION PROCESS FOR IT ACCOUNTS

Sometimes an employee's termination/departure needs to be handled quickly. In these cases, HR and IT need to work closely together. It has created a form for supervisors to submit to facilitate this process.

Make sure you know:
- Date and time for account/s termination
- If continued access to email is needed by supervisor
- What the employee's out of office message should say
- If the employee has access to any other email accounts that need to be terminated
- If the Google Drive data should be switched to the supervisor
- If the supervisor needs access to Google Calendar
- If the supervisor needs access to Dropbox files
- The last date of employment
- If there will be a financial payout

Note:
- ID access to buildings will also be terminated through this process
- Remember to identify any other specialized access that needs to be terminated

Once you have the above information, follow this process:

Start

Is your employee only an employee?

Yes

Complete the form

No

Is your employee also a student?

Or

Does your employee hold multiple jobs?

Yes

Complete the form

HR Coordinates From Here

- The information will be sent to HR.
- HR will coordinate with the supervisor and ITS on the account termination and getting Banner information updated.
- HR will communicate impact to employee.

Form can be found at: go.uncc.edu/ftqd