What happens to a Google account if an employee changes roles or leaves the University?

Tell Me

1. Below is a table that outlines details shown in the image above regarding what happens, or should happen, with a University Google Drive data if an employee leaves or changes roles.

<table>
<thead>
<tr>
<th>Employee Leaves</th>
<th>Employee Changes Department</th>
<th>Employee Changes to Student</th>
<th>Other Change?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Data is not deleted; employee loses access based on grace period.</td>
<td>1. Gmail: Forwarding can be setup by employee; use Takeout to copy any email needed by old department. 2. Calendar: Manually recreate any needed meetings. 3. Drive: Employee should change ownership of department data before departure; sharing permissions remain the same. 4. Groups: Group manager can be changed to another employee.</td>
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<td>1. Contact the IT Service Desk.</td>
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Related FAQs
What Google Apps are available at UNC Charlotte?

How do I request a Google Consumer App be made available to UNC Charlotte?

How do I add the G Suite Training Extension for Chrome to my browser?

How do I update my password for my UNC Charlotte Google account on my Android device?

What is G Suite (formerly Google Apps) and how do I log in?