

Electronic Termination/Transfer Processing - Department/Manager Checklist

Employee Name:

EID:

User ID:

Supervisor:

Department/Group:

Termination or Effective Date:

Definitions

Employee Termination: An individual's employment at EMU is permanently ended (either by employee or EMU)

If the terminating employee is an active EMU student, use the "Student Empl. Ends" column

Employee Transfer: Employment continues at EMU, but in a different office/department/division

Student Employment Ends: An active EMU student ends their employment, but continues their academic studies

✓ Check Appropriate Box When Item Completed

Action Item	Employee Termination	Employee Transfer	Student Empl. Ends
BUILDING/SECURITY ACCESS			
Remove building/room access from EMU ID card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMU APPLICATIONS			
Contact IT Help Desk and request deletion of user ID for Banner, BOE, Xtender, AppWorx, and Workflow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact IT Help Desk and request removal of user from department-specific applications or databases in Banner, BOE, Xtender, AppWorx, and Workflow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact IT Help Desk and request deletion of VPN access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPARTMENTAL APPLICATIONS			
Remove access from unit-specific computer systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remote access to any departmental child/family accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If administrator for departmental database or software application, transfer the passwords to the appropriate individual or manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPARTMENTAL NETWORK DRIVES			
Transfer departmental files (on desktop or personal network drive) to appropriate individual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove access to shared network drives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove access from departmental folder on W drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EAGLEMAIL			
Transfer EagleMail items (e.g. email, contacts, briefcase, calendars) to appropriate individual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set automatic email notifications to alert sender to new department contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forward incoming email to new department contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact HR and request locking of my.emich and EagleMail accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revoke access to departmental calendars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove from department email groups/lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VOICEMAIL			
Set appropriate VoiceMail greeting message, including new department contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact IT Help Desk and request change to VoiceMail password and name displayed on phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove from staff directory and phone list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMPUTER HARDWARE/SOFTWARE			
Obtain University computer property (laptop, tablet, peripherals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete or return any University owned/licensed software that is installed on a home computer or a mobile device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request reimaging of desktop computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Gray boxes are not applicable to that employee category