# Home

# Off-Boarding

# Employee Access Removal Form

Complete this form for Staff only. Return completed form to Finance & Administration GH403

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| Requestors Information |
| First and Last Name |  |
| Email address:  |  |
| Extension number:  |  |

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| EMPLOYEE INFORMATION |
| First and Last Name: |  |
| Identification (N#): |  |
| Employee Number: |  |
| School and/or Department  |  [ ]  Guelph [ ]  Humber  |
| Employment Status: |  [ ]  Full Time [ ]  Part Time [ ]  Contract |
| End Date  |  |  |
| Position Title: |  |
| Phone Extension: |  |
| Office/Room Number: |  |
| E-mail Address: |

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| SERVICES |
| Campus Directory: |  [ ]  Would you like the employee removed from the campus directory? |
| Telephony/Unified Communications:  |  What would you like to do with the employee’s voice mail? [ ]  Provision access to another person  [ ]  Permanently deleted the voice mail the email [ ]  Do NothingWho should be provided with access to this individual’s voice mail?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_When should the voice message be permanently deleted?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Campus Directory: |  [ ]  Remove from Guelph-Humber directory.  |
| I Drive Access:  |  [ ]  Remove I drive access. |
| H Drive Access:  | What would you like to do with the employee’s H-drive data? [ ]  Provision access to another person and continue receiving email [ ]  Reject all incoming mail and permanently delete the email [ ]  Do NothingWho should be provisioned with view access to this individual’s H-drive?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_When should the files be permanently deleted?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**WARNING: Deleted files cannot be undeleted.** |
| Gryph Mail Access:  | What would you like to do with the employee’s email? [ ]  Provision access to another person and continue receiving email [ ]  Reject all incoming mail and permanently delete the emailWho should be provisioned with view access to this individual’s email?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_When should the email be permanently deleted?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Banner Access:  |  [ ]  Revoke Banner access |
| Mastercard |  [ ]  Cancel Mastercard Mastercard Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| List of devices returned from employee ( Media cage equipment, library materials, laptops, cell phones) |
| Type of Device: | Name of Device: | Serial #: |
| Type of Device: | Name of Device: | Serial #: |
| Type of Device: | Name of Device: | Serial #: |
| Type of Device: | Name of Device: | Serial #: |

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| DEVICES |