# 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 Nothing  Who 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 Nothing  Who 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 email  Who 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 |