Campus Technology Department
CTD Employment Separation Form

Employee Name:_____

Last Day of Work:_____

Workstation:

When should the employee's password change (this will prevent the employee's access to their workstation and email? _____

Who should have access to the local files on the employee's workstation? _____

Phones:

When should the employee's voicemail pin change? _____

Should the voicemail greeting be changed? _____

Who should CTD provide access to the employee's voicemail box? _____

Email:

Should the employee's email be forwarded?   Yes   No

If yes, to whom_____

When should the employee's mail account be deactivated? _____

Should the email archive be saved or transferred?   Yes   No

To whom_____

Other Accounts:

| CAMS/Portal | Moodle | EMS | Raiser's Edge | Pro-class |
| Shopkeeper | Email List Management | Product Service Tracking | Help Desk | Vendini |

Supervisor:

V.P. Finance, Administration & Technology:_____

CTD Internal Use:

Separation Procedure completed by:	Received On:	Completed On:	Technician:
Employee Phone and Group Associations:			