

Employee Departure IT Checklist

Please review these procedures for *employees who are leaving their positions temporarily or permanently*.
If you have any exceptions to these procedures, please fill out the form on the second page.

Department Head

Employee Name

Department

Check box to accept standard procedure for deactivating accounts. For exceptions, fill out the second page.

1) The Employee's Windows Account will be disabled

2) The Employee's Email will be deactivated

a) Employees email will be forwarded to the Department Head for 90 days.

b) An automatic reply will be set:

"This email address is no longer valid with the Town of Lincoln. Please contact the department for current contact information."

c) The Employees email will be removed from all distribution lists

d) The Department Head will be provided access to former employee's email box

3) IT Assets must be returned - please confirm the following:

a) The Employee has returned any town equipment

b) The Employee understands they must cease using any software that is licensed to the town

c) Do any department/vendor accounts or passwords need to be changed?

4) The Employee's program access will be disabled to the following applications:

a) Munis

b) Town Website

c) Permiteyes Permit Tracking

d) System SCADA

e) FOIA Direct

5) Phones (Town Hall and Water Dept only) extensions will be renamed to a generic position or department

6) Physical Access - Department / building /vehicle keys or door fobs must be returned. Fob access will be disabled.

Employee Departure IT Checklist

If you have any exceptions to the procedures listed on the previous page, please check the appropriate boxes below and/or fill out the relevant fields.

1) Keep **Windows Account** Active?

2) Keep **Email** Active?

Custom email autoreply

3) **IT Assets:** Employee will continue to use the following equipment and/or software licenses

4) **Program access:** Do not disable access to the following accounts:

Munis

Town Website

Permiteyes Permit Tracking System

SCADA

FOIA Direct

5) **Phones:** Employee phone line should remain

6) **Physical access:** Do not disable door fob