California College of the Arts
Educational Technology Services

Employee Termination Technology Checklist

Hiring Managers are responsible for completing this form following the termination of one of their employees. The form should be returned to HR with the termination CCA Personnel Form.

If access for the terminated employee should be removed immediately, please contact the Helpdesk at 510.594.5010, and fax a copy of this form to ETS at 510.594.3758. *If no form is submitted to HR, terminated employee accounts will be disabled one week from termination date. Any data in the terminated employee's network or email accounts may be removed after that time.* Please type your responses.

_____ _____ ____/____/_____
(Hiring Manager's Name) (Hiring Manager's Phone Number) (Date)

_____ _____ ____/____/_____
(Terminated Employee's Name) (Terminated Employee's Position) (Termination Date)

This section is about **Email**	_____ (CCA email username)	☐ Forward new messages to _____ on ____/____/_____ ☐ Reset password on ____/____/_____ ☐ Delete account on ____/____/_____ ☐ Other instructions _____
This section is about **Computer and Data Access**	_____ (CCA network username)	☐ Disable immediately ☐ Disable on ____/____/_____ because _____ ☐ Remove all user's files from the computer and network share immediately ☐ Remove all user's files from the computer and network share on ____/____/_____ ☐ Move all user's files from the computer and network share to _____:_____ (server) (path / folder)
This section is about **Phones**	_____ (Phone Extension)	☐ Reset the Phone Mail Password to 1111 on ____/____/_____. Once the Phone Mail password has been reset, the Hiring Manager is responsible for changing the terminated employee's recorded name and greeting. ☐ Delete all messages on ____/____/_____ ☐ Refuse new messages starting on ____/____/_____
This section is about **Calcium**	_____ (Calcium Username)	☐ Disable user's account immediately ☐ Disable user's account on ____/____/_____ because _____ _____ ☐ Remove the user's personal calendar (if applicable) on ____/____/_____
This section is about **Other Access**	Raiser's Edge	☐ Disable on ____/____/_____ ☐ Other instructions _____
	ADP / HRP	☐ Disable on ____/____/_____ ☐ Other instructions _____
	Datatel / Webadvisor	☐ Disable on ____/____/_____ ☐ Other instructions _____

_____ _____ ____/____/_____
(Signature of Hiring Manager) (Signature of HR Director) (Date Received by ETS)

This section for ETS use only. Parent ticket: [cca.edu #_____]

Email [cca.edu #_____] ☐ Computer & Data [cca.edu #_____] ☐ Phones [cca.edu #_____] ☐ Calcium [cca.edu #_____] ☐ Other Access [cca.edu #_____] ☐