

COLLEGE OF MEDICINE Department Separation Checklist

| Employee Name | University ID | Date of Termination |
|--|--------------------------------------|---------------------|
| ACTION | | DATE COMPLETED |
| When an employee gives their notice, please email exitinterview@drexel.edu with their name, entity that they are leaving (DU/DUCOM), University identification number, last day of employment, and email address. | | at |
| To ensure the separated employee is paid on time, please ver completed their timesheet or leave report in DrexelOne. If the mmediately at payroll@drexel.edu for assistance. | | |
| Personnel Action Form prepared and sent to Human Resources aloretter. | ng with a copy of the resignation | |
| Please explain that health benefits end on the last day of the month automatically sent. | n and that COBRA information will be | 2 |
| Accounts Payable notified for removal of signature authority | | |
| Terminate Account Access (Web*Financials, Banner, Email, Domain, Purchasing Card Security, Signature Authority). See second page fo | <u> </u> | |
| Disable employee voicemail. | | |
| Outstanding expenses reconciled | | |
| Office keys recovered | | |
| D card recovered | | |
| Purchasing cards recovered and/or cancelled | | |
| _aptop computer recovered | | |
| Cell phone recovered | | |
| Consider need to change locks | | |
| Security notified (special circumstances) | | |
| Other | | |
| | | |
| | | |
| | | |
| Checklist Completed By | | Date |

Request to Disable Accounts

Send the following email to disableaccounts@drexel.edu

Subject Line: Immediate Attention! Disable Accounts: User ID (e.g. xx12)

Body of Email:

Please disable account access for:

User ID: (e.g. xx12) Name: (e.g. John Doe)

Department: (e.g. Human Resources)

Is this employee also a student at Drexel: Yes or No Manager's Name/Title: (e.g. Jane Doe, Director)

Manager's Telephone: (e.g. 215-895-1234 (Direct Line))

Date of Termination: (e.g. 5:00pm)

Confirmation reply to: (e.g. Manager@drexel.edu)

If the Administrator of the terminating employee needs access to these accounts, add the following statement:

Accounts Office: Please contact Jane Doe (Manager's Name) at 215-895-1234 (Manager's telephone number (Direct Line)) to discuss options of forwarding email messages and gaining access to the domain account to retrieve data on John Doe's (employee's name) computer.