



This checklist is intended to assist departments in removing access to campus services as an employee is leaving campus. This is to be used in conjunction with the [Department Responsibility for Separating Employee Process](#).

X	Access	Who / How	Website / Form / Info
<input type="checkbox"/>	Initiate Separation Clearance Process	Department Manager and Admin. Personnel	Department Responsibility for Separating Employee
<input type="checkbox"/>	Notify employee of Separating Employee Information	HR–Employment Services	Employee Notification email template
<input type="checkbox"/>	Process Separation documentation	HR–Employment Services or OAPL	Staff Action Form Academic Change Form or Planned Separation
<input type="checkbox"/>	Update Caller ID Display and Voicemail	TD Ticket - Telephone TD Ticket - Voicemail	Telephone Services
<input type="checkbox"/>	Cancel Wireless Device Allowance	HR–Payroll office	Use employee's original form and complete the Discontinuation of Plan section.
<input type="checkbox"/>	Alarm Code access if applicable	FMS	Open work request to remove access to alarm codes.
<input type="checkbox"/>	Remove Signatory Authority	HR–Payroll Finance Office Registrar's Office	Payroll Signatory Responsibilities & Form Information Finance Signature Authorization Form Registrar@csuchico.edu or call x5142
<input type="checkbox"/>	CSE Procurement Card – as needed	Card Request update Form	Chico State Enterprises – Procurement and Purchasing
<input type="checkbox"/>	CSE Project Accounts		CSE Access & Technical Support
This access may be handled through the Notice of Separation, but if employee is only leaving your department you may want to notify the respective offices to ensure access to your area is removed.			
<input type="checkbox"/>	Copier Account	May be automated based on department action – Notice of Separation or processing of separation documentation.	TD Ticket – MFP Printing Office Copier Program-MFP
<input type="checkbox"/>	Department Box Access		Department Box Administrator TD Ticket for Level 1 data
<input type="checkbox"/>	Email/Portal Account		Access to Campus Services
<input type="checkbox"/>	Card and Key Access		Card and Key Access
<input type="checkbox"/>	PeopleSoft Access – HR, CS & CFS		TD Ticket – PeopleSoft Access Application Security Access
<input type="checkbox"/>	Access to Data/Reporting (CRA)		TD Ticket – Request Access to Data/Reporting Internal Reporting
<input type="checkbox"/>	Remove access to Facilities Link – as needed	aaspace@csuchico.edu Kathleen Gentry	Facilities Link
<input type="checkbox"/>	State Procurement Card - as needed		Procurement and Contract Services

Note: When requesting Services using the Team Dynamix Ticketing system, make sure to log in prior to making the request.