



### Manager's Off Boarding Checklist

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	<a href="#">Department Responsibility for Separating Employee</a>
<input type="checkbox"/>	Notify employee of Separating Employee Information	HR–Employment Services	<a href="#">Employee Notification email template</a>
<input type="checkbox"/>	Process Separation documentation	HR–Employment Services or OAPL	<a href="#">Staff Action Form</a> <a href="#">Academic Change Form or Planned Separation</a>
<input type="checkbox"/>	Update Campus Directory	Department Directory Maintainer	<a href="#">Campus Directory</a>
<input type="checkbox"/>	Update Caller ID Display and Voicemail	<a href="#">TD Ticket - Telephone</a> <a href="#">TD Ticket - Voicemail</a>	<a href="#">Telephone Services</a>
<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	<a href="#">Open work request to remove access to alarm codes.</a>
<input type="checkbox"/>	Remove Signatory Authority	HR–Payroll  Finance Office Registrar's Office	<a href="#">Payroll Signatory Responsibilities &amp; Form Information</a> <a href="#">Finance Signature Authorization Form</a> <a href="mailto:Registrar@csuchico.edu">Registrar@csuchico.edu</a> or Call X5142
<input type="checkbox"/>	CSE Procurement Card – as needed	<a href="#">Card Request update Form</a>	<a href="#">Chico State Enterprises – Procurement and Purchasing</a>
<input type="checkbox"/>	CSE Project Accounts		<a href="#">CSE Access &amp; Technical Support</a>
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.	<a href="#">TD Ticket – MFP Printing</a> <a href="#">Office Copier Program-MFP</a>
<input type="checkbox"/>	Department Box Access		Department Box Administrator <a href="#">TD Ticket for Level 1 data</a>
<input type="checkbox"/>	Email/Portal Account		<a href="#">Access to Campus Services</a>
<input type="checkbox"/>	Card and Key Access		<a href="#">Card and Key Access</a>
<input type="checkbox"/>	PeopleSoft Access – HR, CS & CFS		<a href="#">TD Ticket – PeopleSoft Access</a> <a href="#">Application Security Access</a>
<input type="checkbox"/>	Access to Data/Reporting (CRA)		<a href="#">TD Ticket – Request Access to Data/Reporting</a> <a href="#">Internal Reporting</a>
<input type="checkbox"/>	Remove access to Facilities Link – as needed	<a href="mailto:aaspace@csuchico.edu">aaspace@csuchico.edu</a> Kathleen Gentry	<a href="#">Facilities Link</a>
<input type="checkbox"/>	State Procurement Card - as needed		<a href="#">Procurement and Contract Services</a>

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