

IT CHECKLIST

This form is designed to assist in the IT - exit procedure - to ensure that the e-mails are transferred to a replacement person, files are deleted and log-on addresses are deleted. Please have this checklist signed by your Manager to confirm that the actions are completed by IT.

It is your responsibility to ensure that this form is completed and returned by **9 am** on your final day. Please note that your final pay will not be prepared until this form has been received by IT.

Name: _____

Exit Date: _____

Is another person immediately filling
this position?

- Yes If yes, name of the person _____
- No If no, answer the following.

I.T. please delete (✓):

- Log in password - **on**/...../.....
- E-Mail Group List &
Global Address - **on**/...../.....
- All files on personal drive eg. H:\ or M:\ drive -
on/...../..... (all other files have been transferred to
the Group common Drive)
- Remote Access Server **on**/...../.....

I.T. Please transfer (✓):

- In-bound E-mails to _____
until/...../.....

Checklist should be completed and returned to IT

Employee signature: _____ Manager: _____

Date: _____