

Employee termination

Overview

This document covers actions which must be taken when an employee ends their employment with this company.

Timing

The optimum time to complete these tasks will depend on the nature of the termination of the employment. If the termination is amicable then the day of employment end is acceptable. If, however, the termination is more hostile (on either side) then care must be taken to remove all access as early as law, decency and practicality will allow.

Computer access

Computer access covers many services, including local accounts on our network and third part access. This list is to be kept up to date as much as possible

Hardware

Any hardware signed over to the individual must be returned. HR have a list of all assigned hardware

Accounts

All computer accounts and service accounts related to the user must either be deleted, revoked or have the password modified where appropriate.

Service Description	How to terminate	Priority to terminate
Rocks.local domain	Inform CITS, disable user in AD	Top
Email access	Covered by rocks.local domain	Low
Amber.local domain	Inform Amber support, disable user in AD	Top
Colo.jade.ws domain	Inform Amber support, disable user in AD	Top
Nodeping	Delete account from Nodeping	Medium
Creative Cloud	Remove user from Team management	Medium
Amber web login	Deactivate user in amber	Top
Jade web login	Deactivate user in jade	Top
JWPlayer	Delete user from Website	Medium
Barclaycard Smartpay	Delete user from Backoffice	Top

Service Description	How to terminate	Priority to terminate
PayPal	Delete user from master account	Top

Change Log

Name	Change	Date
Andrew Smith	Document created	16th May 2016
Andrew Smith	Added Payment gateways	30th June 2016

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