

# Position Disruption Check List

## Department Responsibilities

### Notification (in order)

- Immediate co-workers
- Department Chairs / APOs

### Physical Access (must be done immediately following meeting)

- Security Card
  - Has been turned in
- Keys
  - Have been turned in
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- One Card
  - Has been turned in at the end of the continuance/notice period

### Computer Access (must be done immediately following meeting)

- Temporary CCID suspension (48 hours)
  - Email [idadmin@ualberta.ca](mailto:idadmin@ualberta.ca) (follow up phone 2-0400) to request suspension: CCID password will be suspended while the application and services access permissions listed below are sorted out, after which the CCID and password are turned back over to the employee.
  - Application and Services Access (must be done within the next 48 hours)**
- People Soft Access
  - Fill out and submit to AIS the *Request for Administrative Application Access – PeopleSoft Delete (Word) Form*  
<http://ais-web.srv.ualberta.ca/ais-forms-cabinet/>.
- Authorized Approver Access
  - Fill out and submit to AIS the *Authorized Approver Signature File Addendum Form* removing the individual as an Authorized Approver for an existing Signature Form.  
<http://ais-web.srv.ualberta.ca/ais-forms-cabinet/>. [Required only if the terminated employee is an authorized approver, if not sure if he/she is, contact Janet Arndt at 2-9947]
- Domain Access, RTI Access, List Admin, Secondary CCIDs: Email Dept IT staff to:
  - Disable Faculty/ Department Domain access if applicable
  - Delete any special RTI access granted to the individual if applicable
  - Reassign administrative authority for mailing lists to designee: \_\_\_\_\_
  - Change the password on any secondary CCID's related to this individual, if applicable
  - Back up Email/take copy of employee's email [ to manage work related emails i.e. redirect to other employee's to answer]

- University Directory
  - Once it is clear the individual is not returning, have listing removed from Directories (i.e. TAMIS) ; reset phone; remove from web pages, posted committees, photocopier.
  
- Other Considerations:
  - Return Equipment on loan
  - Return equipment purchased via PEA funds/department funds; contact PEA and get info on what equipment the employee has purchased, then contact SMS to obtain fair market value. The employee can either purchase at fair market value or return the equipment to the department.
  - Arrangements to pick up personal items.
  - Remove name for web pages or committees
  - Remove photocopier access
  - Contact Security to remove office room code access (if applicable)

#### **ADMINISTRATIVE FUNCTION**

- Submit *Support Staff Termination Form* or *Appointment/Pay Action – Academic* form to Human Resources terminate employee