

REVOKING COMPUTER ACCESS AND PRIVILEGES RELATED TO EMPLOYEE DEPARTURE

Rev. March 9, 2005

This list is provided as a guideline of actions that must be taken when an employee separates from the University or transfers to a different department. This list updates the Computer Access and Software De-Installation items covered on the Departure Check List form provided by Human Resources. Please review the following Web Pages for specific University Business Policies:

<http://www.system.missouri.edu/uminfo/bpm/108.htm>
<http://www.system.missouri.edu/uminfo/bpm/902.htm>
<http://www.system.missouri.edu/uminfo/bpm/911.htm>

(Once employee information is entered on this form, it becomes a confidential departmental document.)

Department: _____ **Phone Number:** _____ **Date:** _____

Departing Employee Name: _____ **Employee ID Number:** _____

Is departing employee a currently enrolled UMKC student?** **YES -or- NO**

Supervisor Name (print): _____ **Supervisor Signature:** _____

	Item	Contact	
1	Electronic Mail	Call Center (ext. 2000 or Fax 6503 or Mail/Hand Carry to 4825 Troost, Room 102)	
2	Network Access (Active Directory, Single Sign On, Shared Files/Folders, Web Pages, etc)	Call Center	
3	WebCT, Blackboard and other eLearning systems	Call Center	
4	CCTR (Academic Research Computing System)	Call Center	
5	Removal or recovery of software and files from University owned computers. Supervisors should keep computer power-on and file passwords in a safe place.	Call Center	
6	CICS all regions, PeopleSoft and Data Warehouses	Budget - John Morrissey (1350) Finance** - Bob Crutsinger (1349) Financial Aid - Mike Passer (1240) Grants - Joy Loesch (1302) Human Resources*** - Carol Fitzpatrick (5677) Procurement - Cathy Barker (1375) Student Information - Wilson Berry (1213) Student Loans - Sheryl Schmidt (1347)	
7	Departmental systems, servers, remote databases, etc	Departmental IT Support Staff	

* If the employee is also a student of UMKC, then some access must continue. If in doubt of student status of a departing employee, please contact the Records office. Special cases should be forwarded to Student Affairs or Campus Police for recommended action.

** Written notification is required.

*** The PAF for the terminated employee must be processed in an expeditious manner in order to update the employee status within the HR database.