**TCU Departing Employee Technology Checklist**

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| **TCU Data (check when completed or N/A)** | |
|  | Transition ownership of all **Box.com files** to another employee. (See [departing employees](http://it.tcu.edu/departingemployees) site for instructions) |
|  | Transition your important **local computer data** over to a Commonfile share or to another employee. |
|  | Transition important **Homefile (M: Drive)** data over to a Commonfile share. |
|  | Assign ownership of any **Commonfile shares** over to other employees. |
|  | Transition ownership of **Qualtrics surveys and data** over to another employee. (See [departing employees](http://it.tcu.edu/departingemployees) site for instructions) |
|  | Transition over access and/or ownership of **non-standard data** that might not be listed above (videos, social media, etc.). |
|  | Save any **personal data** before you leave the university. |
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| **TCU Email (check when completed or N/A)** | |
|  | Forward over **important business emails** to others or create a shared mailbox through IT to share email communication |
|  | Set up a **note in your signature** in advance so people are aware that you won’t be a contact going forward. |
|  | Set up an **OOO auto-reply** on your last few days to direct people on who to contact. (See [departing employees](http://it.tcu.edu/departingemployees) site for instructions) |
|  | Transition over **access/ownership of generic mailboxes and email distribution lists** to others. |
|  | **Add a note to your signature** days/weeks in advance to let people know who to contact in the future. |
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| **TCU-Owned Equipment (check when completed or N/A)** | |
|  | Bring all **TCU-Owned equipment** to your supervisor before your last day (tablets, phones and computers). |
|  | **Remove any personal data** from your devices before turning in your equipment. |
|  | **Release iOS devices** (iPads and iPhones) from your iCloud account. (See [departing employees](http://it.tcu.edu/departingemployees) site for instructions) |
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| **Other Technology Exit Activities (check when completed or N/A)** | |
|  | Develop a **quick operational guide** on the processes that you handle on a regular basis. |
|  | **Train others** on how to take over your regular technological processes. |
|  | Transition your **phone calls and voicemail** over to another person. (See [departing employees](http://it.tcu.edu/departingemployees) site for instructions) |
|  | Transition over your **PeopleSoft financials, budget approval and data review access** to others. |
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| --- | --- |
| DEPARTING EMPLOYEE NAME | EMPLOYEE ID |
|  |  |
| DEPARTING EMPLOYEE SIGNATURE | DATE |
|  |  |

\*Turn in to your supervisor on or before your last day of work.