

 <p><b>UPPER IOWA</b> UNIVERSITY EDUCATION BUILT FOR LIFE</p>	<b>Information Technology Department</b>  <b>University-Wide</b>	<b>SOP #</b>	IT_107
		<b>Revision #</b>	1.0
		<b>Implementation Date</b>	10/2/2014
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<b>SOP Owner: UIU Information Technology</b>		<b>Approval</b>	10/1/2014

## **Upper Iowa University Information Technology Separating Employee Procedure**

### ***1. Purpose***

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The purpose of this document is to provide definition and expectations for UIU employees regarding the closure of technology accounts after the employer/employee relationship ends.

### ***2. Scope***

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This Upper Iowa University Information Technology Separating Employee Procedure document is relevant to all university staff and faculty. This document will include procedure(s) for closing and / or removing access to technology accounts (ie. domain, email, myUIU portal, Jenzabar EX, etc.) for supervisors to initiate when an employee is no longer employed by the university. Also included in this document is a screen print of the “Employee Termination & Resignation Form”.

### ***3. Responsibilities***

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It shall be the responsibility of the immediate supervisor of the separating employee to complete the “Employee Termination & Resignation Form” located within the I.T. Services portal. This can be found at <https://itservices.uiu.edu/itservices> after logging in with current domain credentials. This form should be submitted within one week of the employee’s last day of work in the case of termination or, one week prior to the employee’s last day of work in the case of resignation/retirement. It is also the responsibility of the separating employee’s supervisor to account for all Upper Iowa University-owned technology equipment.

It shall be the responsibility of the UIU I.T. department to make available the required form and once completed and submitted by the supervisor, to follow the instructions provided on the form by the supervisor.

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### 4. Form

Main Menu
Sign Out

Resigning Employee Form

Person Issuing Request:

Request Date: 6/3/2014

Employee Stop Date:

First Name:

Middle Initial:

Last Name:

Department:

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NOTE: It is the responsibility of the resigning employee's department to account for Upper Iowa-owned equipment.

**E-mail:**  
E-mail accounts will be available for up to 30 days after the employee leaves. If you would like to have the e-mail forwarded to another account, please enter that here:  
@uiu.edu

**Voice mail:**  
If you would like the voice mail password reset click the box below. The password will be reset to the default.  
 VM password reset  
(The default is 1 and the extension.)

Please enter any issues or concerns below:

All other UIU accounts will be disabled and removed within 30 days.

Reset
Submit

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### 5. References

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- UIU I.T. Services webpage
- www.thefreedictionary.com
- Cambridge Dictionaries Online

### 7. Definitions

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Item	Definition
Standard Operating Procedure (SOP)	Established procedure to be followed in carrying out a given operation or in a given situation
SOP Owner	Person or department that possesses or controls the SOP
Stakeholder	One who has a share or interest in the SOP
Procedure	A set of established forms or methods for conducting the affairs of an organized body
Process	A series of actions, changes, or functions bringing about a result
Scope	The area covered by an activity, topic, etc