

Financial & Business Services Termination Checklist

As soon as an employee is terminated, either voluntarily or non-voluntarily, their department is responsible for:

Voluntary Termination

- Notifying the **FBS LAN Manager** with the employee's name, termination date, department email address, and the office location. Once the **FBS LAN Manager** is notified he will deactivate network access.
- Notifying the **Administrative Assistant** to the AVP with the employee's name and position title. The terminated employee will then be removed from the organizational chart and FBS-All email distribution list.

Non-Voluntary Termination

- Notifying the **FBS LAN Manager** with the employee's name, termination date, department email address, and the office location prior to terminating employee. Coordination between the department and the **FBS LAN Manager** is essential for deactivating network access to ensure no retaliation occurs.
- Notifying the **Administrative Assistant** to the AVP with the employee's name and position title. The terminated employee will then be removed from the organizational chart and FBS-All email distribution list.

If you have any questions please contact either the **FBS LAN Manager** or the **Administrative Assistant** to the AVP.