FORM: Employee Onboarding and Offboarding

Employees come and go in an organization. Procedures for exit and entry keep us secure and efficient when an employee change occurs.

Employee Onboarding

User start date:

What Computer (note
ID) will the user be at:

What is the full name the new user:

User will be: onsite or offsite or both

Does user need VPN access: Yes or No

User cell:
User current email:

Setup email account: Yes or No	Yes	No
Email from a previous user: Yes or No	Yes	No
Setup File Server Access: Yes or No	Yes	No

What Shares should user have access to:
Software: Quickbooks   Filemaker   Email Only   Autocad   Office 365 & Email
Acrobat Software   Adobe CS

Voice setup: Yes or No
Phone extension:
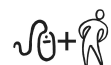
Special Instructions:

Employee Offboarding

User end date:
Cutoff time of user access:

Forward user email to:

Archive user email: Yes or No

Did user have VPN Access: Yes or No

Special Instructions: