SOP: How to handle network accounts for employees being terminated.

Purpose:

To ensure that network accounts for terminated employees are handled in a secure and timely manner to prevent unauthorized access to company data and systems.

Scope:

The IT department and HR representatives will be affected by this standard operating procedure.
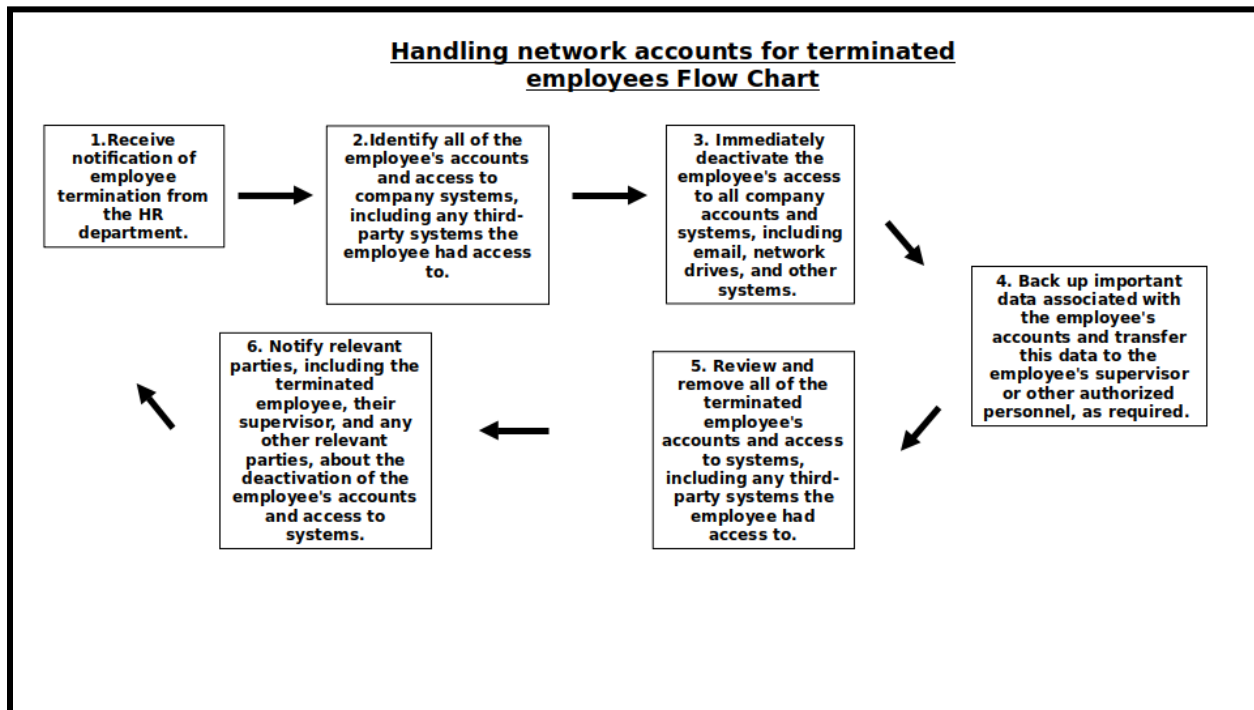
Responsibilities:

Responsibility for implementing, following, reviewing, maintaining, and updating network accounts for employees being terminated falls to the IT department and HR representatives.

See: Damion Nowak

Prerequisites:

the IT department will have access to the necessary information, tools, permissions, policies, and training to manage network accounts for terminated employees effectively and securely.

Procedure:

Handling network accounts for terminated employees Flow Chart

1.Receive notification of employee termination from the HR department.	2.Identify all of the employee's accounts and access to company systems, including any third-party systems the employee had access to.	3. Immediately deactivate the employee's access to all company accounts and systems, including email, network drives, and other systems.

4. Back up important data associated with the employee's accounts and transfer this data to the employee's supervisor or other authorized personnel, as required.

6. Notify relevant parties, including the terminated employee, their supervisor, and any other relevant parties, about the deactivation of the employee's accounts and access to systems.	5. Review and remove all of the terminated employee's accounts and access to systems, including any third-party systems the employee had access to.

- **Step 1: Confirm documentation of employees termination and effective termination date.**
    - Verify that the necessary documents of the employee's termination and termination date are available and accurate.
- **Step 2: Identify employee's network accounts, email accounts, and access permissions to be updated**
    - Determine which user accounts, email accounts, and access permissions belong to the terminated employee
    - Create a list of these accounts and permissions to be updated

- **Step 3: Use network management tools to remove user accounts, email accounts, and access permissions**
    - Access the network management tools to remove the identified user accounts, email accounts, and access permissions
    - Ensure that all accounts and permissions have been removed

- **Step 4: Access HR system to update employee records.**
  - Use access permissions to the HR system to update the employee records, including termination date and reason

- **Step 5: Confirm all updates have been completed and finalized**
  - Verify that all updates have been completed and finalized in both the network system and the HR system
  - Announce the completion of updates to the appropriate teams

References:

- [So, You Want to Write an SOP?](#)
- [37 Best Standard Operating Procedure (SOP) Templates](#)
- https://chat.openai.com/chat

Definitions:

- Damion Nowak- IT Specialist

Revision History:

04/04/2023– "employee off-boarding SOP" Created by Anthony Wall