|  |  |  |
| --- | --- | --- |
|  |  | |
| |  | | --- | |  | |  | |  | | | | |
| Information Technology Services | | |
| Making the TransitionTechnology and Your SeparationWhat you need to know about turning in your laptop and other technology items Your last day at Deloitte is fast approaching. As you work with your Talent lead regarding the tasks you need to complete by your last day at Deloitte, the ITS organization wanted to remind you of the following steps that are required prior to turning in your laptop to your local ITS Walk-up team.  **ITS Walk-up Center Locations and hours:**  For a list of ITS Walk-up Center locations and support hours please check DeloitteNet under My Technology>Local ITS Support (drop down: select another office).  **Your required technology steps:**   * Complete and submit your final timesheet and expense report * Transfer all files, folders, e-mails, etc., to those in your functional area or on your project team * Locate all technology items assigned to you and in your possession; such as: your laptop, power adapter, cable lock and keys, USB flash drive, external mouse, laptop bag, and if applicable, air card and mobile email device. * To obtain a list of your current assignments please stop by the local ITS Walk-up Center or contact the CallCenter at 2222 (inside office) or 1 800 DELOITTE (1 800 335 6488 outside office), or submit a non-urgent [support request](https://deloittenet.deloitte.com/WT/Tech/Support/Pages/APP_CCWF.aspx) on [My HelpDesk](https://deloittenet.deloitte.com/WT/Tech/Support/Pages/MyHelpDesk.aspx). * If you have a mobile email device, you will be asked if you wish to retain your mobile phone number; if so, you will need to provide the ITS Walk-up team with your mobile number (NOTE: Policy states that you cannot retain your mobile email device)   **Returning your technology equipment:**  On or before your last day at Deloitte all technology equipment must be returned to a local ITS Walk-up Center. You must bring all technology items as listed above to the ITS Walk-up Center. An ITS technician will assist you with verifying that your inventory is up-to-date and all assigned equipment is returned, provide you with a receipt, and initial the employment termination checklist. During your exit discussion, you will be required to verify that you have turned in your equipment and that ITS have initial the employment separation checklist.  If for any reason you are unable to return your equipment to a local ITS Walk-up Center please contact your Talent lead immediately. Talent will work with ITS management to assist you with the return of your equipment.  For any questions or issues, contact the CallCenter at 2222 (inside office) or 1 800 DELOITTE (1 800 335 6488 outside office), or submit a non-urgent [support request](https://deloittenet.deloitte.com/WT/Tech/Support/Pages/APP_CCWF.aspx) on [My HelpDesk](https://deloittenet.deloitte.com/WT/Tech/Support/Pages/MyHelpDesk.aspx).  [My Technology](https://deloittenet.deloitte.com/WT/Tech/Pages/home.aspx) | [Security](http://www.deloitte.com/us/security) | [Legal](http://www.deloitte.com/us/legal) | [Privacy](http://www.deloitte.com/us/privacy)  4022 Sells Drive Hermitage, TN 37076-2930 United States  Copyright © 2011 Deloitte Development LLC. All rights reserved. Member of Deloitte Touche Tohmatsu Limited | | |