SKS114 - Checklist for Removing Employees

Purpose - Remove employees from the SKS systems

Procedure

Office - Accounting, Inside Sales, Purchasing

- [ ] Remove user in Active Directory Users and Computers
- [ ] Remove user in Google Apps (Ask the manager if he/she would like the emails to be forwarded to him/her)
- [ ] Un-associate the user's keyfob

Office - Outside Sales

- [ ] Disable user in Active Directory Users and Computers
- [ ] Remove user in Google Apps (Ask the manager if he/she would like the emails to be forwarded to him/her)
- [ ] Un-associate the user's keyfob
- [ ] Un-assign iPhone (Ask the manager if he/she would like the phone calls to be forwarded to him/her)
- [ ] Un-assign iPad

Office - Web

- [ ] Disable user in Active Directory Users and Computers
- [ ] Remove user in Google Apps (Ask the manager if he/she would like the emails to be forwarded to him/her)
- [ ] Un-associate the user's keyfob
- [ ] Remove local development environment

Office - Information Technology

- [ ] Disable user in Active Directory Users and Computers
- [ ] Remove user in Google Apps (Ask the manager if he/she would like the emails to be forwarded to him/her)
- [ ] Un-associate the user's keyfob

Warehouse - Receiving, Kitroom, Shipping, and Common Carrier

- [ ] Remove user in Active Directory Users and Computers
- [ ] Remove user in Google Apps
- [ ] Un-associate the user's keyfob