

ORC: _____
OAC: _____
COA: _____
CFSR: _____
Board: _____
Other: _____

Review Date: 12/16

Review Responsibility: Director of Information Technology

FCCS PROCEDURE

NO.: 12D.03

SUBJECT: EMPLOYEE SEPARATIONS

Approved by: Executive Council

Effective Date: February 25, 2010

Date(s) of Revision: Dec 9, 2013

Responsible for Implementation: All Staff

Employee Terminations

When employees terminate, IT must revoke their access to FCCS systems.

IT also must be notified in advance of any employee terminations to allow sufficient time to shut down and revoke access to FCCS systems.

Procedures:

- 1) The worker's supervisor fills out the IT Enrollment form online.
 - a) Checks the Employee Termination box
 - b) Fills out all the required fields that will be displayed based on the Employee Termination selection
- 2) Press submit
- 3) The form will be routed to the IT Service Desk where they will open a service desk ticket and fulfill your request.