

Rice Business Technology Offboarding Checklist

As members of Rice Business transition from their role as staff, visitors, contractors, or retirees, or transition from one department to another, it is important that departments and the Office of Technology work together to ensure all Rice-owned resources and equipment are recovered.

Our goal is to mitigate the risk of loss, update our inventory, ensure business continuity, and make sure that the equipment is ready to be assigned to incoming employees.

If you have an employee transitioning out of their role, please notify the OOT department as soon as possible using the form below.

http://jonesgsm.rice.edu/applications/room_management/offboarding_request.aspx

Procurement and IT will contact the supervisor/employee to assist with the process. Please see the off-boarding responsibilities checklist below for more information on this process.

Employee Off-boarding Responsibilities

- Confirm that all electronic files containing University data from computers, mobile devices, storage media (hard drives/flash drives) have been migrated to a shared drive designated by your manager.
- Inform others that you will no longer be available at your Rice University email address by setting up an auto reply message.
- Return devices and any other University-owned equipment to your supervisor or the OOT department.
- Grant Box access and transfer ownership of important files/folders to whomever your supervisor deems appropriate. Contact Solution Services for assistance at jgshelp@rice.edu.

Supervisors Off-boarding Responsibilities

- Confirm with the employee that all electronic files containing University data from personally owned computers, mobile devices, storage media (hard drives/flash drives) have been migrated to a shared drive and removed.
- Ensure that the employee has returned all University-owned devices and equipment.
- Ensure the employee has provided you with access to important documents, files, and emails.

Note:

Email access will end upon termination or departure date and the mailbox will be disabled.

- To request an auto reply message set up after the employee's departure and to extend the removal of the account, please submit a request along with the desired verbiage to jgshelp@rice.edu.
- Request for continued access or departmental access must be approved by HR.