



# CUNY SCHOOL OF LABOR AND URBAN STUDIES

THE CITY UNIVERSITY OF NEW YORK

SLU Service Desk | Phone 646 313-8440 | Fax 646 313-8302 | [ServiceDesk@slu.cuny.edu](mailto:ServiceDesk@slu.cuny.edu)

Ticket #

To be filled by SLU IT Service Desk

## Staff & Faculty Exit Staff Form

Name: \_\_\_\_\_

EMPLID: \_\_\_\_\_

Employee Status:  
*\*Please check with the HR Department\**

Manager: \_\_\_\_\_

Manager Email: \_\_\_\_\_

Employee had a desk phone:

Manager Telephone: \_\_\_\_\_

Department: \_\_\_\_\_

Employee had a Tech Device:  
*\*Please check with the IT Service Desk\**

Desk Location: \_\_\_\_\_

Expected End Date: \_\_\_\_\_

-----NOTICE----- Please have manager authorize each removal access -----NOTICE-----

<b>Shared Mailbox Access:</b> <input type="checkbox"/>	<b>Shared Drive Access:</b> <input type="checkbox"/>
Which mailbox did they have access to:  AUTHORIZED BY: _____	Which Drive did they have access to:  AUTHORIZED BY: _____
<b>Sharepoint Site Access:</b> <input type="checkbox"/>	<b>Additional Software and Access:</b> <input type="checkbox"/>
Which Sharepoint site did they have access to:  AUTHORIZED BY: _____	Did the employee have access to additional software or special software? Please let us know:  AUTHORIZED BY: _____

<b>CUNYFIRST Access:</b>	<b>Computer Sharing</b>
If the employee has special privileges or access to CUNYFIRST please go to <b>CUNYFIRST Security</b> fill out the relevant form and send us a copy of the form requesting to Delete All Access.	If employee was part time did they share a computer: <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Comments:</b>
_____  _____  _____

\*\*\*PLEASE SAVE A COPY OF THIS DOCUMENT FOR YOUR RECORDS\*\*\*

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