

## IT Separation Request Form

Use this form to request IT support services in the Employee Separation Process. Please download the form, fill out the fields below and save. Send the completed form as an attachment to [stevencz@unr.edu](mailto:stevencz@unr.edu) or print and send via campus mail to Dr. Steven Zink, MS 322

Employee Name	Supervisor Name
Employee ID Number (Enumber)	Supervisor Email Address
Employee UNR NetID	Retirement or Termination Date
Employee Email Address	Employee Department
Additional Contact Information (support staff, alternate phone or email contacts)	

### Features of the IT Separation Service – PLEASE SELECT ALL THAT APPLY

<p><b>Accounts and Access Management</b> This feature will cover the employee's access to digital resources such as network shares, databases, web pages, and other digital infrastructure access. Proper transition dates are chosen for transfer of responsibilities if necessary.</p>	<input type="checkbox"/> I am interested in this feature
<p><b>Communication Management</b> This feature will assess e-mail, voicemail, and University-owned cell phone accounts. Time is spent with the employee to separate departmental communication from personal communication if possible. Relevant communication is transferred to the appropriate parties and the employee is given a copy of their own personal communications.</p>	<input type="checkbox"/> I am interested in this feature
<p><b>Information Management</b> This feature relays all University files, documents, records, etc. to the employee's administrator or designated replacement. It also provides the employee with a chance to extract their own non-University related personal files, music, photos, etc. to a storage method of their choice. Once all files have been transferred, the employee's profile space is deleted to avoid duplication and accidental improper information access.</p>	<input type="checkbox"/> I am interested in this feature
<p><b>Sensitive Equipment and Licensing Management</b> This feature will perform an inventory of all University-owned hardware such as desktop or laptop computers, printers, and department purchased software licenses. Loaned equipment is recovered or reported stolen, and any software agreements, such as the Microsoft Work at Home agreement for Microsoft Office products, are enforced.</p>	<input type="checkbox"/> I am interested in this feature

**Please include any questions or specific requests below:**

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Mail completed form to Dr. Steven Zink, MS 322, or attach and email to [stevencz@unr.edu](mailto:stevencz@unr.edu)