



An employee is leaving my department and I want to start the process of restricting access to their technology resources.

The process of offboarding an employee from your department is an important step to ensure the security of computers and technology in our division and for the entire university. When FIT is notified that an employee is leaving, the supervisor or business coordinator can submit a notification ASAP via the [Finance IT Employee Offboarding](#) request link.

How do I ensure that the employees access is being removed to the fullest extent possible?

FIT has a checklist of tasks that will be completed and once FIT has received the request, we will diligently work to ensure that all steps are taken to maintain the security of the VPF area. The requester will be notified when all of the tasks are completed. This will include access to hardware, software, SharePoint sites, access to departmental email accounts and Security Groups.

Who is responsible for ensuring home use computers and equipment are returned.

Equipment returns will be the responsibility of the the supervisor and the Business Coordinator. This is managed VIA the Home Use Agreement Form found in the link below.
<https://www.controller.vt.edu/fixedassets/EquipmentHomeAuthorization.html>

What happens with the offboarding request before the employee leaves your department at Virginia Tech?

Once we receive your request, FIT will ensure that the exit date is recored and the assigned Computer Support Specialist is assigned the Trquest.The computer will be imaged in InTune following the FIT Computer Deployment checklist. After the baseline software is installed, FIT will install any requested non-standard or special use applications.

Will the exiting user's computer needs to be re-imaged?

This will be at the discretion of the supervisor. If there is no immediate need to wipe the computer and it is current with Operating System and Security patches, it may not have to be re-imaged.

We need to get the employee signed into the computer and have the software configured.

At the set appointment time, a FIT team member will meet with the new hire, configure their computer and software following the onboarding checklist, as well as answer any IT questions the user might have.

What if we thought of something else that we need from FIT?

after, the Offboarding process is complete, the FIT team member who offboarded the employee will be happy to address any additional needs or concerns the supervisor may have and if necessary, take care of those requests related to the Offboard process.



Offboarding Finance Employees

