

# HR Change Form - Departing Employees

## Instructions

Use this form to notify us of any departing employees. Email the completed form to support@aaronmarks.com.

Please submit **48 hours** in advance of the date and time for which the change is requested. Additional consulting charges may be assessed for urgent HR change requests.

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Today's Date

Change requested by (your name):

Your phone number:

Your email address:

Names of all managers / other employees authorized to discuss this change:

*All HR requests are completely confidential; information will not be shared with any employee other than those listed above.*

*Please note that all emailed requests will be visible to your IT Point of Contact staffmember in our ticket portal. For more sensitive requests, please contact us by phone rather than by email.*

Employee first and last name:

Date and time access should be terminated:

## Handling of Email

Does a current employee need access to the departing employee's past and incoming email messages?

Yes          No

*\* For Windows users, the old employee's mail will be shown in an additional mailbox in Outlook. Macintosh users will be given permissions to log in to the employee's email account via Outlook Web Access.*

Names of current employees who need email access:

Does a current employee need to receive the departing employee's new mail in their own email inbox (email forwarding)? This can be done in addition to or instead of the above option. It does not give access to past messages.

Yes          No

Names of current employees who would like email forwarding:

Instructions on eventual archiving or deletion of mailbox:

Archive now and delete later	Archive later and delete later
Archive later and never delete	Archive now and never delete
Delete now	

Date to archive:

Date to delete:

*We will always contact you to confirm before deleting any data.*

**Approval:** Name of manager who has signed off authorizing access and archiving/deletion. Action cannot be taken without approval.

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## Handling of Files

Does a current employee need access to the files on departing employee's hard drive or user drive?

Yes          No

*If yes, these files will be moved to network location where only selected current employees may access them.*

Names of employees who need access:

Instructions on eventual archiving or deletion of files:

Archive now and delete later

Archive later and delete later

Archive later and never delete

Archive now and never delete

Delete now

Date to archive:

Date to delete:

*We will always contact you to confirm before deleting any data.*

**Approval:** Name of manager who has signed off authorizing access and archiving/deletion. Action cannot be taken without approval.

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Did departing employee use software that should be transferred to another user's computer?

Yes

No

If yes, name(s) of employee(s) and software:

Any other special considerations or requests regarding the processes this employee managed: