

Texas A&M AgriLife Extension Service Procedures

21.99.99.X0.02 | Employee Out-Processing Checklist

Approved: July 21, 2001

Revised: April 11, 2008

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Next Scheduled Review: September 16, 2019



PROCEDURE STATEMENT

The unit head is responsible for ensuring that all Texas A&M AgriLife Extension Service (AgriLife Extension) property is obtained from terminating employees, and that access to all computer networks, information/computer resources, and buildings have been removed. Texas A&M AgriLife (AgriLife) Form AG-442, *Employee Out-Processing Checklist*, will be used to document return of property and removal of access.

REASON FOR PROCEDURE

This procedure establishes the guidelines for ensuring property issued to an employee is returned, and that access to information technology (IT) resources is removed for individuals terminating employment with AgriLife Extension.

PROCEDURES AND RESPONSIBILITIES

- 1.0 Units must keep accurate records of all property, including items such as keys, credit cards, and computers, which are issued to and returned from AgriLife Extension employees. In addition, units must keep records of all access provided to employees, including special key cards, network, e-mail accounts, and access to other computer-based systems.
- 2.0 Removal of access to IT resources must be in accordance with AgriLife Extension Procedure 29.01.99.X0.05, *Information Technology Account Management Procedures*.
- 3.0 When an employee terminates employment, the unit must document the return of property and deactivation of access on AG-442, *Employee Out-Processing Checklist*. The completed AG-442 must be submitted to AgriLife Human Resources via Laserfiche, Work-In-Progress Payroll file for inclusion in the employee's payroll file within 30 days of termination.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[AgriLife Extension Procedure 29.01.99.X0.05](#), *Information Technology Account Management*

CONTACT OFFICE

For questions on property management issues, contact the AgriLife Property Manager at 979-845-4791.

For questions on IT issues, contact AgriLife IT at 979-845-6989.

For other questions concerning this procedure, contact AgriLife Human Resources at 979-845-2423.