MEMPHIS COMMUNICATIONS CORPORATION

-MEMO-

Date: 2/3/2020
From: Josh Berry
To: All Management & Resignation email recipients
Subject: Exit Checklist Procedures

Please use this form as a guide of action steps in your respective area to handle an employee who has resigned.

Manager/Supervisor of departing employee

- Obtained signed resignation letter and send to Human Resources
- Send email to Resignations team with at least 48 hours notice advising of:
    1. Employee's last day
    2. Where to direct any emails and voicemails
- Review list of assigned items in employee warehouse obtained from Materials Management. Assist warehouse in reconciling any unaccounted for items after final count is conducted.
- If applicable, confirm in writing any outstanding sales commissions due to sales rep after employment. Last paycheck will be mailed.
- Collect company vehicle keys and return to Fleet supervisor
- Collect company cell phone/charger and return to warehouse
- Collect employee access badge (card or key fob) and return to Marketing/Communications Coordinator
- Have employee sign page 4 below, CFAA Declaration. Turn into HR.
- Escort employee out of building after exit interview

Human Resources

- Prepare and file separation notice in SAP employee master
- Attach resignation letter in SAP employee master
- If applicable, send COBRA paper work to medical insurance provider
- If applicable, notify other insurance of termination
- If applicable have accountants stop insurance deductions on payroll and refund any excess deductions already made
- Turn in PSC showing termination date in employee file
- Delete any drivers from insurance
- Update ex-employee spreadsheet
- Delete or make inactive in SAP Human Resources module

- Check for Education Expense Notes. Email General Manager with info.
- Fill out PSC for all employees who leave

Accounts Receivable

- Check SAP to see if any open A/R balances on employee's account. Email General Manager with info.

Fleet Management

- If applicable, update vehicle records in access database
- Walkthrough inspection of vehicle, obtain key(s)
- Update vehicle settings in US Fleet Tracking

Administrative

- Make employee inactive on the MCC BP customer account
- If applicable, setup new customer for departing employees with a promissory note to invoice

Accounts Payable

- Repossess gas card
- Deactivate employee from Exxon website
- Repossess outstanding Home Depot gift cards

Warehousing/Materials Management

- Conduct final inventory counts
- Present updated listing of variances with item costs to General Manager
- Transfer remaining items out of employee warehouse accordingly

Telecom

- Reset voicemail password to 4771901 for departing employee's manager to retrieve existing message
- Redirect inbound calls of former employee's extension as directed by manager

Marketing/Communications

- Remove employee name from mailbox

- Obtain employee key/access card

Purchasing/Facilities

- Send cancellation to TN Alarm Contractors Board for any employee that is registered with state. This will be done by Qualifying Agent.

Telecom

- Retrieve open service calls from departing technician's phone, and reassign them to a new technician through FORZA.

Information Technology (IT)

- Verify effective date and time of resignation if not included in the email.
- Verify who emails and files should be directed to if not included in the email
- Verify what laptop/computer inventory and accessories will need to be returned and remind the manager to have them brought to me when the employee leaves
- Run a script on the email server to move the employees current email mailbox to their manager or whoever is supposed to receive it.
- Forward all new emails to the correct individual
- Transfer any rights/permissions in Active Directory and the K drive to the replacement or manager
- Transfer any subordinates to their new supervisor in Active Directory
- Disable or delete the users account depending on the person
- Disable or delete user from D-tools if applicable
- Give necessary access to the user's folder on the server to the correct person/people
- If necessary, move any NextCloud files to the user folder on the server
- If necessary regarding laptop/computer, copy all files stored locally on the device to their user folder on the server so the necessary people have access to them
- Inform warehouse if IT takes possession of the device and that it can be transferred to the computer room

General Manager

- Conduct exit interview after steps above have been completed

Computer Fraud and Abuse Act
Declaration and
Confidential and Corporate information

I am not in possession of any, but not limited to, Memphis Communications Corporation, MCC Jackson, MCC Mississippi, MCC Nashville related data or computer files in any format digital, hard drive, flash drive or printed copy, digital data files, PDF files, spreadsheets, excel files, word documents, PowerPoint, customer lists, forms, documented processes, price lists, or likewise or have access to any other Memphis Communications Corporation related data or information at another location. If I discover that I have omitted returning any such material to Memphis Communications Corporation, I will immediately notify an officer of the company and will follow their request to delete, destroy, or return such material to Memphis Communications Corporation at my expense upon their request.

_____
Departing Employee's Name (Legibly Written, Please)

_____
Signature

_____
Date