



Roll Off Form

Complete the following information and e-mail the form to: UMSOrolloff@umassp.edu

In accordance with the University's Data and Computing Standards, **ALL University system accounts** and access will be **DELETED** for **terminated employees**. Effective date is roll-off date defined by manager.

Submitted By	
Submit Date	

EMPLOYEE/CONSULTANT INFORMATION

Last Name		First		M.I.	
Department		ROLL OFF Date			
ROLL OFF Time		Required Date for Follow up:			

TYPE OF ROLL OFF

EMERGENCY Roll-Off Notification; perform roll-off tasks immediately

Standard Roll-Off Notification; there are no emergency security issues involved. (example: resignation)

Change of Employment Status; do not remove or deactivate security unless indicated below

Leave of Absence

Transfer of Position (to maintain previous position's security for a transitional period. Complete/send a ROLL-ON form)

Employee Retired

Consultant Term Date: _____

Unless specifically requested and approved ALL accounts and access will be removed upon rolloff.

EXCEPTION (Manager may request with UMSO HR Approval) to maintain the following:

Account (please indicate follow-up date)

Email account UMassP Domain Account Copy of .PST File Other

Application Production Accounts Required (Specify): _____

OFFICE INFORMATION

Cubicle / Office #:		Pole Area:	
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<p>Office Equipment</p> <p><input type="checkbox"/> Please have phone number disconnected</p> <p><input type="checkbox"/> Keep phone active/change name on Caller ID to:</p> <p><input type="checkbox"/> Set voicemail so that messages cannot be left in mailbox</p> <p><input type="checkbox"/> Remove voicemail form extension</p> <p><input type="checkbox"/> Cancel cell phone service – Cell Number: _____</p> <p><input type="checkbox"/> Desktop/Laptop Loaner –RETURN to The Service Center</p>	<p>Administrative Service Center (items to be returned/updated)</p> <p><input type="checkbox"/> Signage</p> <p><input type="checkbox"/> Email distribution lists</p> <p><input type="checkbox"/> Phone lists (example: UMSO Contact, etc.)</p> <p><input type="checkbox"/> Keys (return to Kim Medeiros)</p> <p><input type="checkbox"/> Badge and Parking Tag (return to Kim Medeiros)</p> <p><input type="checkbox"/> Cell phone (return to Julie Kenny)</p>
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Manager to direct departing staff to complete the following:

Update, complete hand-off documentation & tasks

Direct employee to organize work area

Forward regular mail / specify forwarding mailing address/contact: _____

Handle confidential materials (destroy, turn over to Manager, secure as directed by Manager)

Comments/Notes: