

**Employee Termination and Badge Deactivation for Employee Deactivation Procedure:**  
Updated 1/5/2023

1. Manager sends email to notify HR of termination
  - a. Includes contractors or other resources from UniFi that work for NFS - but are not on direct payroll
  - b. Email: [peopleteam@nationalfloodservices.com](mailto:peopleteam@nationalfloodservices.com)
  - c. Subject Line: <Employee Name> Termination on <Date> and <Time>
  - d. Body of Email: Indicate if Email Box should be transferred to another resource/manager
2. HR sends email to start ticketing process
  - a. Email address:
    - i. Distribution Group: [dg-ars-us-nfs-employeesetup@nationalfloodservices.com](mailto:dg-ars-us-nfs-employeesetup@nationalfloodservices.com)
      1. Includes IT Audit Email, Help Desk, HR, Security Officers, and Finance
    - ii. CC: manager of term employee
  - b. Subject Line: <Employee Name> Termination on <Date> and <Time>
  - c. Time Sent:
    - i. Planned termination:
      1. Send the morning 8 am of the employee's last day (email is scheduled).
    - ii. Not Planned (last min termination):
      1. Will send email ASAP when notified by manager
      2. HR will also slack one HD resource for the HD to acknowledge the termination request/ticket
3. HR saves off a copy of the email and delete form sent to help desk
  - a. Stored as part of the personnel file
4. HD monitors the track it queue Monday to Friday 6 am MST to 5 pm MST
5. Termination ticket received and reviewed by HD
6. HD runs a script (user decommission scripts) to removing all access within 24 business hours of notification (3 days)
7. HD makes specific notes within the Track it ticket
  - a. Date/Time when Active Directory access is removed
8. HD closes tickets

Resource List:	
Human Resources (HR)	Tracy Scott Krista Pluid
Help Desk (HD)	Ray Peterson Marlin Stoebner Manager: Steve Yogodzinski
Finance	Michael Gilberg Kirk Carlson