

Emp. Offboarding and Assets

Supervisor Training 5/2024

- Policies that apply
- Offboarding process
- Why the process is the way it is.
- What devices do we apply the process to.
- A discussion on good organizational hygiene.

What are we going to cover?

Responsibility of Supervisors

It is the responsibility of the supervisor of the offboarding employee to collect assets assigned to the employee prior to the completion of the offboarding process.

How to Obtain an Asset Manifest:

- Email at Time of Offboarding
- Help Desk Request
- Human Resources (last resort)

Why?

City Policy

Employee Handbook

Acceptable Use Policy

Employee Handbook

1. Prohibited uses of e-mail, voice mail, Internet and other electronic systems include, but are not limited to the following:
 - a. Political endorsements
 - b. Commercial or business activities not related to the City.
 - c. **Personal use of systems during employee's work time other than brief incidental use...**

Acceptable Use Policy

3.4. Acceptable Usage

- 3.4.1. Use of city technology resources is solely for business purposes related to the city. **Personal use is discouraged.** Personal use for profit is prohibited.

3.5. Unacceptable Usage

- 3.5.2.2. Engaging in online gambling, gaming, or other non-business activities (eg. Using your work issued computer for school, using your work issued computer for your home business, using your work issued computer to manage your social club or religious responsibilities).

WHY? - Saved Personal Access

WELLS FARGO

ATM Locations Help About Us Español Sign On

Personal

Investing & Wealth Management
Checking Savings & CDs Credit Cards Home Loans Personal Loans Auto Loans Premier Education & Tools
Small Business
Commercial Banking
Corporate & Investment Banking

Good morning
Sign on to manage your accounts.

Username
WillyWonka

Password
.....

Save username

Sign On

Enroll

Forgot username or password?
Security Center
Privacy, Cookies, and Legal

\$300 checking bonus on us

New customers open an eligible checking account with qualifying electronic deposits

Get started >>

Enjoy

\$300

PERSONAL BUSINESS LEARN

CUCCU

Checking & Savings
Mortgages
Loans
Credit Cards

Rates
Locations

Search

Apply Now

Open an Account

Live Chat

Routing Number: 324377920
Member Login

Jean-LucPecard

.....

Sign In

NEW USER

Sign In

facebook

Connect with friends and the world around you on Facebook.

HDThoreau@email.com

.....

Log In

Forgot password?

Create new account

Create a Page for a celebrity, brand or business.

Sign in

to continue to Gmail

Email or phone
SherlockHolmes@email.com

Forgot email?

Create account

Next

Not your computer? Use Guest mode to sign in privately.
Learn more about using Guest mode

English (United States)

Help
Privacy
Terms

WHY? - Personal Data

Pictures



Finance / Taxes



Video Clips



Church Membership Record Spreadsheet

Name	Address	City	State	Zip	Phone	Email	Birthday	Date Joined	Date Rejoined
John Doe	123 Church Street	New York	NY	11224	(123) 456-7890	john.doe@gmail.com	11/11/89	3/15/2021	4/12/2021
Jane Smith	456 Main Street	Los Angeles	CA	90210	(123) 456-7890	jane.smith@gmail.com	5/28/1985	3/22/2021	4/12/2021
Mike Johnson	789 Main Street	Los Angeles	CA	90210	(123) 456-7890	mike.johnson@gmail.com	12/15/1980	3/22/2021	4/12/2021
Patricia Garcia	101 Main Street	Los Angeles	CA	90210	(123) 456-7890	patricia.garcia@gmail.com	2/14/1988	3/22/2021	4/12/2021
David Jones	123 Main Street	Los Angeles	CA	90210	(123) 456-7890	david.jones@gmail.com	9/10/1991	3/22/2021	4/12/2021
Christina Baker	135 Main Street	Los Angeles	CA	90210	(123) 456-7890	christina.baker@gmail.com	6/10/2001	3/17/2021	3/15/2021
Robert King	151 Main Street	Los Angeles	CA	90210	(123) 456-7890	robert.king@gmail.com	5/28/1985	4/21/2021	5/5/2021
Anna Martin	173 Main Street	Los Angeles	CA	90210	(123) 456-7890	anna.martin@gmail.com	2/14/1988	4/4/2021	5/5/2021
Chris Taylor	195 Main Street	Los Angeles	CA	90210	(123) 456-7890	chris.taylor@gmail.com	3/10/1997	4/5/2021	5/5/2021
Amy Williams	217 Main Street	Los Angeles	CA	90210	(123) 456-7890	amy.williams@gmail.com	2/15/1972	4/21/2021	5/5/2021
Thomas Wilson	239 Main Street	Los Angeles	CA	90210	(123) 456-7890	thomas.wilson@gmail.com	5/28/1985	4/5/2021	5/5/2021
Michelle Moore	261 Main Street	Los Angeles	CA	90210	(123) 456-7890	michelle.moore@gmail.com	11/15/1980	4/21/2021	5/5/2021

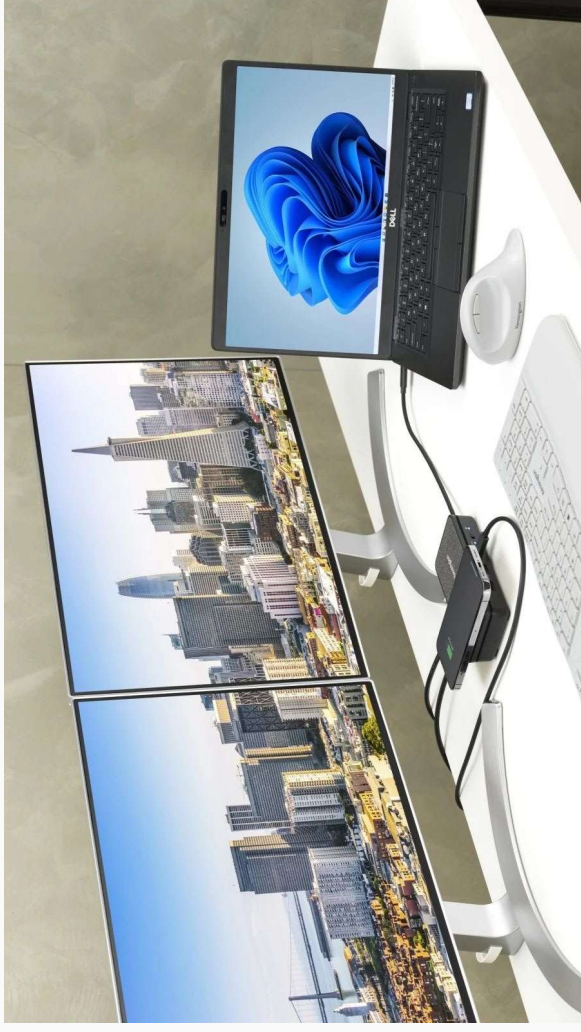
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WHY? - Unknown State or Configuration



Software Licenses / Configurations

- Antivirus
- Support / Management Software
- Operating Systems



Remember Apple ID!



Who is Responsible for Security?

