
RIF and Last Day Checkout

Article Purpose

This article will provide information about the exit checklist used in the RIF process, what to do with company property, devices, and credit cards, and how to change your home address for a variety of services. Questions included are:

- How should I submit my final timesheet?
- What is the exit checklist document?
- What do I do with any company property that needs to be returned?
- What do I do with my company-owned wireless device?
- What do I do with my corporate credit cards and expenses?
- What if the data security controls prevent me from doing my job?
- I have personal files stored on my computer or in OneDrive. How can I take that data with me?

How should I submit my final timesheet?

If you are a Non-Exempt Employee, please complete your timesheet for the current period through SuccessFactors or other time entry systems and update all PTO taken through your last day physically worked.

If you are not able to submit your timesheet, your supervisor should submit a time adjustment in SuccessFactors to add that time.

What is the exit checklist document?

The exit checklist is a document that your manager will walk through with you on or prior to your last day of work with Lumen. It includes all the tasks that should be completed as part of your exit.

What do I do with any company property that needs to be returned?

Supervisors of departing employees are responsible for coordinating the collection of all the following items:

- Computing devices (desktop, laptop, and MacBook computers)
- Tablets (iPads)
- Peripherals (monitors, keyboards, mice, docking stations, cords, and locks)

Departing employees should leave their assets at their assigned work location, or if they were officially assigned to “Work at Home,” supervisors must ensure they have the departing employee’s best contact address, email, and phone number for coordinating asset return. Assuming Lumen has the correct contact information, remote employees can expect to receive a box and a return shipping label in the mail within 60 days of the departure.

What do I do with my company-owned wireless device?

If you were issued a company-owned wireless device, and are not on a corporate mobile device stipend, your manager will initiate the required steps to return your company-owned wireless device. Please contact wirelessrequests@lumen.com with any questions.

What do I do with my corporate credit cards and expenses?

You are responsible for ensuring all outstanding expenses have been added to an expense report, submitted, processed, and approved for payment within [Concur](#).

Provide your corporate credit card(s) to your manager, and the card will be cancelled and destroyed.

What if the data security controls prevent me from doing my job?

Although the security controls should not impact your job in most situations, please utilize the following exception processes if you find this is not the case. Your request will be reviewed by Security and/or your management chain to ensure that sufficient justification exists:

- If you have a business need to download and remove Lumen data from your computer or SharePoint, or if you have a business need to perform something else that is now blocked, you must submit a Security Request exception in the Employee Service Center/My Support Desk. (Request type = Exception; Exception type = Non-Standard)
 - Security Review Request - Employee Center ([service-now.com](#))
 - Please submit a detailed description of what operation is being blocked and what your business need is to restore that functionality. Please attach an email from your supervisor/manager confirming your need for an exception.
 - Downloading personal files will not be considered a valid need for exception but see the process outlined below for obtaining any personal data.

I have personal files stored on my computer or in OneDrive. How can I take that data with me?

To the extent you have personal data on your computer or in OneDrive that you want to retain, you have a few options:

- If the number and size of the files are relatively small, forward them to your supervisor and they should be able to email them to your personal email address.
- If the number and size of the files are large, create a folder in Lumen OneDrive and transfer your personal files to that folder. Clearly mark the folder as personal and share it with your supervisor. Also create a personal cloud storage account (e.g., Google Drive, DropBox, personal OneDrive, iCloud) and grant your supervisor access to it. Then request your supervisor to upload your personal data in your Lumen OneDrive to your personal cloud storage account. Your supervisor will review the files before uploading to ensure they do not contain any sensitive or proprietary Lumen information.
 - If you were notified and released the same day and didn't have time to make the above arrangements, request that your manager provide you with the personal data once they gain access to your OneDrive files, typically two weeks after your departure.

If you are attempting to retain copies of your W2s or paystubs, you should submit a request to HR in [ServiceNow](#). Former employees can email their request to HRconnect-NA@lumen.com.

You should have no expectation of privacy regarding your use of Company assets or data stored on your Lumen computer or in computer files including company email, instant messaging, etc.