

**QWEST EXIT CHECKLIST
FOR DEPARTING EMPLOYEES
(MANAGEMENT & OCCUPATIONAL)**

This form must be completed by the supervisor of the exiting/terminating employee and forwarded to Human Resources prior to an employee's final exit from Qwest

Employee Name	SSN:
Job Title:	Department:
Work Address:	
Emp ID:	Employee Last Day Worked:
Supervisor Name:	Employee Termination Date:
Supervisor Title:	Phone:
Retain in Personnel File After Completion	

“X” Indicates Completed	OBTAIN ALL	DISPOSITION OF RETURNED ASSETS**
<input type="checkbox"/>	Qwest photo identification.	Return to local ID unit or security office.
<input type="checkbox"/>	Qwest calling cards, credit cards, cash advances, field drafts.	Return to the issuing unit, e.g., Finance, Corporate Credit Cards, Accounts Payable.
<input type="checkbox"/>	Copies of keys issued to the employee, e.g., for doors, cabinets, desks, tool lockers, equipment vehicles.	Return to appropriate function, e.g. building manager, security manager.
<input type="checkbox"/>	Computer-controlled building access card devices issued to the employee, e.g., magnetic strip, proximity, combination photo/ID card.	Return to appropriate function, e.g. building manager, security manager.
<input type="checkbox"/>	Any entity/organization-unique property of assets in the possession* of the employee.	Return to the appropriate management function for the asset involved.
<input type="checkbox"/>	Qwest-owned equipment assets issued to, or in the possession of the employee, e.g., Pagers, computers, modems, printers, fax machines, copiers, calculators, test equipment, tools. NOTE: PCS phones can be retained by the ex-employee at their expense. Complete the attached Departing Employee PCS Conversion Form.	Follow your department-specific process for turning in these assets. For Arch pagers, refer to your Authorized Ordering Rep (AOR) or call (800) 676-2980 to turn in or reassign pagers. NOTE: Unless this number is called, departments will continue to be billed for pagers assigned to them even when they are turned off.
<input type="checkbox"/>	Copyrighted, licensed or otherwise protected information assets in the employee's possession*, e.g., commercial computer software products and related documentation regardless of age or currency of use, video tapes, third-party owned information assets entrusted to Qwest, training materials.	Manager arranges retrieval and forwards to either the departing employee's replacement, to the office assistant, to IT, or to third-party owner.
<input type="checkbox"/>	All records and notes belonging to Qwest in the employee's possession. This includes all recorded information for Qwest, regardless of medium or characteristics, including paper, computer hard disk, electronic mail, diskette, or other media. Such records have been reviewed and retained, archived, or destroyed in accordance with the Qwest Records Retention Compliance Plan.	Manager oversees the records review process and ensures records are properly labeled, filed, archived, or disposed of securely if they have fulfilled corporate retention requirements.
<input type="checkbox"/>	Computer and network access IDs. Also, any special devices, e.g., Security ID issued to facilitate remote computer access via dial-up.	Provide the system and network access information and IDs to the appropriate system/network security administrator or, if unknown, to Qwest Security

**"Possession" should be construed to include any Qwest-owned assets that the employee may have in his or her home or vehicle.

**QWEST ASSET ACCOUNTABILITY ACKNOWLEDGMENT FOR
DEPARTING EMPLOYEES (MANAGEMENT & OCCUPATIONAL)**

I certify that all Qwest property in my possession will be returned by the designated date. I understand that Qwest will use appropriate legal processes to obtain any Qwest property I do not return.

I further understand that I may no longer access Qwest assets or disclose Qwest information after my departure date. This includes but is not limited to, voicemail, E-mail, computer systems, networks and Qwest information assets.

Employee's Signature:

Date:

Supervisor's Signature:

Date:

List Qwest property not returned by the employee:

Follow-up assigned to:

Date:

SUPERVISOR NOTE: *In the event that the employee declines to sign this acknowledgment form, read the acknowledgment statements to the employee aloud, in the presence of another management witness and mark the statement below:*

- The above employee declined to sign this acknowledgment form. The above statements were read aloud to the employee in the presence of the witness named below.

Witness Name:

Date

Witness Signature:

Departing Employee PCS Conversion

You have been identified as an individual who has a company-owned cellular phone for business purposes. We would like to make this telephone available for you to keep and use after your term of employment has ended. In order to keep your wireless phone, you must sign up for Qwest wireless service and satisfy the terms of that service.

Please complete this form *prior to your departure*:

Employee Name: _____
Social Security #: _____
Business PCS #: _____

NO – I am not interested in keeping my business PCS phone for personal use. I will return it to my supervisor when I leave.

YES – I would like to keep my business PCS phone for personal use. Please change my billing information to reflect the following:

Effective Date: _____

Billing address: _____

Billing telephone number: (_____)
(for credit reference)

Contact telephone number: (_____)
(OTHER than PCS and only if different than BTN)

E-mail address (if available): _____

Do you want the same PCS phone number, or would you prefer to have it changed?

Keep it.

Change it (you will be notified of new number)

➤ **FAX this completed form to: (720) 947-4000**

You will need to sign up for one of the existing Qwest consumer price plans and any additional services (MessagePak, Home/Office Link, Call Waiting, etc.). These may be found online at:

<http://www.uswestwireless.com/advancedpcs/learn/plans/plans.shtml>

Please refer to the following website for additional information:

<http://enterprise.uswc.uswest.com/wip/ocstransfer/>