

Employee Offboarding Access Checklist

Use this checklist before someone leaves to make sure no critical system, vendor relationship, credential, or renewal still depends on them.

How to use this Work through the checklist before the event date, assign owners for every unresolved item, and update your operating record as decisions are made.

Access and ownership

<input type="checkbox"/> List systems where the employee is business owner	<input type="checkbox"/> List systems where the employee is primary administrator
<input type="checkbox"/> Confirm backup administrator exists for each critical system	<input type="checkbox"/> Reassign owner, admin, backup admin, and billing contact fields
<input type="checkbox"/> Review shared inboxes, aliases, and notification recipients	<input type="checkbox"/> Confirm manager or replacement owner accepts responsibility

Systems and third parties

<input type="checkbox"/> Review SaaS applications and internal tools	<input type="checkbox"/> Review domains, DNS, websites, and CMS accounts
<input type="checkbox"/> Review vendor portals and agency-managed systems	<input type="checkbox"/> Review analytics, ad accounts, automations, and integrations
<input type="checkbox"/> Review API keys, OAuth apps, service accounts, and webhooks	<input type="checkbox"/> Check renewal dates tied to systems the employee owned

Verification and closeout

<input type="checkbox"/> Verify critical systems after ownership changes	<input type="checkbox"/> Document where credentials are stored outside Atlarim
<input type="checkbox"/> Confirm vendor contacts are changed where needed	<input type="checkbox"/> Export or save the final offboarding record
<input type="checkbox"/> Schedule follow-up review for unresolved gaps	<input type="checkbox"/> Remove access through IAM, password manager, and source systems

Most missed items

API credentials created by the departing employee

Vendor billing contacts

Backup admin coverage on critical tools

Domains and DNS access

Automations that fail silently

Atlariem record

Example record: departing employee -> owned assets, admin roles, vendor contacts, credential context, renewal impact, next owner.

Make it repeatable

Atlariem turns this checklist into a reusable offboarding workflow tied to real assets, owners, vendors, and renewals.