

Revoke access. Preserve the handover.

Use this record while self-service member deactivation is not available.

STAFF MEMBER

FINAL ACCESS TIME

RESPONSIBLE MANAGER

HANDOVER OWNER

- 1

SET THE HANDOVER

Record the person, final access time, responsible manager, and who will own their open matters.
- 2

REQUEST ACCESS REVOCATION

Email support@vericode.com.au with the person's work email and required removal time. Ask support to confirm completion.
- 3

REASSIGN IN-FLIGHT MATTERS

Move open verification work and client follow-ups to a current staff member. Treat later calls claiming to be the departed person as higher risk: they know the firm's procedures.
- 4

REVIEW RECENT ACTIVITY

The Owner or nominated Compliance Officer should check the compliance queue and export any relevant evidence. Preserve the support confirmation with the departure record.
- 5

CLOSE THE RECORD HONESTLY

There is no automated offboarding event in the compliance view today. Note the manual revocation and review in your existing HR or compliance record.

REVOCATION CONFIRMED BY	CONFIRMED AT
NOTES / EVIDENCE LOCATION	