

EMPLOYEE INFORMATION -- Fields in Blue and marked with a * below are Mandatory and must be filled in. (Mandatory fields subject to change based on information entered.)

* Choose a Type: Termination	* Manager/Supervisor: Donovan, Thomas
* Domain: ATG - Attorney General's Office	* Effective Date (mm/dd/yyyy): 02/22/2017
Employee ID: 86543	Type of Employee:
Billing Code:	Transfer from Department:
* Department: AGO - Administration	* Office 365 License Requested:
* Phone Number (xxx)xxx-xxxx: +1 8028283174	
* Physical Address: 109 State St	
*Town/City: Montpelier	

Request Details

* Summary: Please archive Bill Sorrell's email as he no longer works for the AGO

Description:

Current Assignment Details

Analyst: Hannett, Timothy Group: ADExchange

Ticket Information

Lifecycle: ADExchange

Status: Closed

Created: February 22 2017 12:37:45 PM By: Bailey, Jay

Updated: February 23 2017 04:02:33 PM By: Hannett, Timothy

Breach Time:

Notes Parents Email Account Closures

Serial Number	Text	Created By	Created On
1	Please rename the account.	Hannett, Timothy	2/22/2017 08:07:53 PM
2	All set. Thanks Jay IT Manager Vermont Attorney General 109 State Street, Montpelier, VT 05609-1001 P (802) 828-2718 -----Original Message----- From: DII - Landesk Request Sent: Wednesday, February 22, 2017 8:09 PM To: Bailey, Jay <Jay.Bailey@vermont.gov> Subject: UAR Request# 129997: An ADExchange Termination Account Request has been updated. Note Created By: Hannett, Timothy Please rename the account. --Original Details of Ticket-- User: Bill Sorrell Sorrell bill.sorrell@vermont.gov	Bailey, Jay	2/23/2017 08:11:54 AM

EMPLOYEE INFORMATION -- Fields in Blue and marked with a * below are Mandatory and must be filled in. (Mandatory fields subject to change based on information entered.)

* Choose a Type: Termination	* Manager/Supervisor: Young, Susanne
* Domain: ATG - Attorney General's Office	* Effective Date (mm/dd/yyyy): 09/23/2016
Employee ID:	Type of Employee: Permanent
Billing Code:	Transfer from Department:
* Department: AGO - Environmental	* Office 365 License Requested: AD Only
* Phone Number (xxx)xxx-xxxx: 802-828-0033	
* Physical Address: 109 State St	
*Town/City: Montpelier	

Request Details

* Summary: eff 9/24 Please archive Scot Kline's email account at the close of business on Friday the 23rd
 Description: Scot is transferring to DFR, starting Monday the 26th.

Current Assignment Details

Analyst: Rose, Dan Group: ADExchange

Ticket Information

Lifecycle: ADExchange
 Status: Closed
 Created: September 21 2016 08:32:15 AM By: Bailey, Jay
 Updated: September 27 2016 07:59:29 AM By: Rose, Dan
 Breach Time:

Notes Parents Email Account Closures

Serial Number	Text	Created By	Created On
1	** Please rename local AD account to 'fist.last-Dept' to complete Termination request. ** Do not move the account to a non-sync OU or disable it because it will not sync to O365 then. Thank you.	Rose, Dan	9/26/2016 11:46:17 AM
2	Dan, All set. Thanks Jay Technology Manager Vermont Attorney General 109 State Street, Montpelier, VT 05609-1001 P (802) 828-2718 jay.bailey@vermont.gov -----Original Message----- From: DII - Landesk Request Sent: Monday, September 26, 2016 11:48 AM To: Bailey, Jay <Jay.Bailey@vermont.gov> Subject: UAR Request# 105672: More Information Needed regarding ADExchange Termination Account Request Note Created By: Rose, Dan ** Please rename local AD account to 'fist.last-Dept' to complete Termination request. ** Do not move the account to a non-sync OU or disable it because it will not sync to O365 then. Thank you. --Original Details of Ticket-- User: scot.kline@vermont.gov	Bailey, Jay	9/26/2016 11:54:03 AM
3	email placed on hold, user mailbox removed, mail archived *** Please have your IT people remove this account from the local domain. Licensing fees still apply until you remove your local domain account. Thank you!	Rose, Dan	9/27/2016 07:21:04 AM

1 of 1 Count: 3

EMPLOYEE INFORMATION -- Fields in Blue and marked with a * below are Mandatory and must be filled in. (Mandatory fields subject to change based on information entered.)

* Choose a Type: Termination	* Manager/Supervisor: Young, Susanne
* Domain: ATG - Attorney General's Office	* Effective Date (mm/dd/yyyy): 02/22/2017
Employee ID: 05025	Type of Employee:
Billing Code:	Transfer from Department:
* Department: AGO - Consumer	* Office 365 License Requested:
* Phone Number (xxx)xxx-xxxx: +1 8028285586	
* Physical Address: 109 State St	
*Town/City: Montpelier	

Request Details

* Summary: Please archive Wendy Morgan's email account as she no longer works for the AGO

Description:

Current Assignment Details

Analyst: Hannett, Timothy Group: ADExchange

Ticket Information

Lifecycle: ADExchange

Status: Closed

Created: February 22 2017 12:42:16 PM By: Bailey, Jay

Updated: February 23 2017 04:02:36 PM By: Hannett, Timothy

Breach Time:

Notes Parents Email Account Closures

Serial Number	Text	Created By	Created On
1	Please rename the account.	Hannett, Timothy	2/22/2017 08:08:08 PM
2	All set. Thanks Jay IT Manager Vermont Attorney General 109 State Street, Montpelier, VT 05609-1001 P (802) 828-2718 -----Original Message----- From: DII - Landesk Request Sent: Wednesday, February 22, 2017 8:09 PM To: Bailey, Jay <Jay.Bailey@vermont.gov> Subject: UAR Request# 130011: An ADExchange Termination Account Request has been updated. Note Created By: Hannett, Timothy Please rename the account. --Original Details of Ticket-- User: Wendy Morgan Morgan wendy.morgan@vermont.gov	Bailey, Jay	2/23/2017 08:50:52 AM

From: DII - Landesk Request
Sent: Tuesday, September 27, 2016 8:00 AM
To: Bailey, Jay
Subject: UAR Request# 105672: The ADExchange Termination request has been resolved.

Your request has been resolved by Rose, Dan. The resolution details are below.

User: scot.kline@vermont.gov
Details: mail archived

If you feel that your request has not been resolved, please contact the Service Desk at 828-6620 between the hours of 7:45 AM and 4:30 PM Monday through Friday.

--Original Details of Ticket--

Summary: eff 9/24 Please archive Scot Kline's email account at the close of business on Friday the 23rd
Details: Scot is transferring to DFR, starting Monday the 26th.

From: DII - Landesk Request
Sent: Tuesday, September 27, 2016 7:22 AM
To: Bailey, Jay
Subject: UAR Request# 105672: More Information Needed regarding ADExchange Termination Account Request

Note Created By: Rose, Dan

email placed on hold, user mailbox removed, mail archived

*** Please have your IT people remove this account from the local domain. Licensing fees still apply until you remove your local domain account. Thank you!

--Original Details of Ticket--

User: scot.kline@vermont.gov

From: DII - Landesk Request
Sent: Monday, September 26, 2016 11:48 AM
To: Bailey, Jay
Subject: UAR Request# 105672: More Information Needed regarding ADEExchange Termination Account Request

Note Created By: Rose, Dan

- ** Please rename local AD account to 'fist.last-Dept' to complete Termination request.
- ** Do not move the account to a non-sync OU or disable it because it will not sync to O365 then. Thank you.

--Original Details of Ticket--
User: scot.kline@vermont.gov

Please return to Janis

Office of the Attorney General - Employee Separation Checklist

SECTION 1 - EMPLOYEE INFORMATION

Employee Number: 50862 Division: Environmental Protection
 Employee Name: Scott Kline
 Termination Date: 9/23/16

SECTION 2 - ACCESS / EQUIPMENT RETURNS

- Keys *N/A* Date Returned: _____
- Security/ID Badge *pub 9/26 to security* Date Returned: 9/23/16
- Parking Permit *pub 9/26 to security* Date Returned: 9/23/16
- Purchasing Cards *N/A* Date Returned: _____
- Final Timesheet and Expense Account Date Submitted: 9/23/16
- IT - Handheld Devices *N/A* Date Returned: _____
- IT - Equipment (Laptop, etc.) Date Returned: 9/23/16
- Other: _____ Date Returned: _____

Scott Kline 9/23/16 _____ _____
 Employee Signature Date Authorized Signature Date

SECTION 3 - OFFICE USE ONLY - ACCESS TERMINATIONS

- Notification to DII to cancel calling code Date Submitted: _____ Initials: _____
- Notification to DII to cancel calling card Date Submitted: _____ Initials: _____
- Notification to Security to cancel CASI card Date Submitted: _____ Initials: _____
- IT - Password(s) Reset Date Performed: _____ Initials: _____
- IT - Termination of E-mail account(s) Date Performed: _____ Initials: _____

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STATE OF VERMONT
OFFICE OF THE ATTORNEY GENERAL
109 STATE STREET
MONTPELIER, VT
05609-1001

January 18, 2017

HAND DELIVERED

Wendy Morgan
[REDACTED]
[REDACTED]

Dear Wendy:

This is to confirm acceptance of the written retirement email you made on January 11, 2017. We are all very excited for you and wish you only the best in your retirement from state government.

This letter is to inform you that your retirement notification has been accepted, effective close of business January 31, 2017, and that this decision is irrevocable, except by authority of the appointing authority.

Please return any and all State of Vermont equipment and property prior to your leaving to me and I will review an exit checklist with you prior to your last day.

The Department of Human Resources wants to make sure that you please only place the hours that you have worked on your last timesheet. You will be paid out any additional payment of leaves but you should not enter these amounts because the Department of Human Resources/VTHR staff will be entering in the appropriate amount of accumulated leave and this will be part of your final earnings. These final earnings will be directly deposited to your account and you will receive a paper statement in the mail of the amount and type of earnings that have been deposited.

Please contact Jane Modica, HR Administrator at 249-4489 if you have any questions regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Griffin".

William Griffin
Chief Attorney General

cc: Jane Modica, Human Resources Administrator

From: Morgan, Wendy
Sent: Wednesday, January 11, 2017 11:58 AM
To: Joshua Diamond (jrd@diamond-robinson.com); Griffin, Bill
Cc: Carrier, Janis F; Morgan, Wendy; Curtis, Christopher
Subject: Wendy Morgan termination

My current plan is to leave by Jan 31, sometime after Jan 20. I am happy to leave it open for now as long as it is ok for me to have the later days as personal, comp, or annual leave.

I assume this takes care of the "termination in writing at least 2 weeks in advance" requirement for me to get all the non-sick leave paid out.

Please confirm these two points. Thanks.