

1a

Expiry of Account –
Staff Leavers

WARWICK

Staff on Payroll, or staff employed as temps via Unitemps

Staff on the University payroll or staff employed via Unitemps will have a staff id number starting with the academic year their contract started. E.g. 16xxxxx if you started in the academic year 2016-17.

- When your contract end date is reached, your staff card will stop giving access to buildings on campus.
- You will no longer be able to access Library online resources as these require your staff id to be valid.
- You should receive an email advising that your account will expire, 4 weeks before the end date.
- Your ITS account will go into an expiry period of 6 weeks. Provided your department does not request it to be terminated earlier, you will continue to be able to access:
 - Campus computers
 - Your email
 - Some webpages
 - Wifi – hotspot-secure
 - Your H: drive files

After the 6 week period, your account will be disabled so that you can no longer log in.

Visiting staff, External Business staff, 3rd Party Contract staff

Visiting staff who are not on payroll may have a staff id number (card) starting 40xxxxx.

When the end date set on your staff record is reached, your ITS account will expire immediately and you will lose access to all ITS facilities.

If you are continuing at Warwick, your Department would need to contact the office that created your staff record to request them to extend the end date. If this occurs, this should reactivate your ITS account within 24 hours.



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