<u>Offboarding</u> (Supervisor submits within 24 hours of last day)

Permanently Remove Employee COV account and email request - [Remove COV access and email form](#)

- Requested For field is the supervisor submitting the request. Account being removed is added via the Offboarding section.
- Ensure correct employee is selected
- Multiple accounts can be added as additional rows.

Temporary Disable (FMLA leave, investigation, etc)

Temporarily disable account - [Temporary Disable COV Account Form](#)