

Ending University of Illinois Systems Access Upon Employee Separation/Termination

Policy Name

Ending University of Illinois Systems Access Upon Employee Separation/Termination

Responsible Offices:

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University Office of Administrative Information Technology Services (AITS) Enterprise System Assurance
Office of Business and Financial Services – Controller
System Human Resource Services

Responsible Official:

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Director of Information Security, AITS
Associate Director Enterprise Security, AITS

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1. Introduction/Purpose/Intended Audience

- 1.1. Introduction: During the annual Office of the Auditor General's (OAG) Information System examination, ending separated/terminated employee's access to the university's systems is reviewed. The University has received repeated findings from the OAG stating the University does not have a formal policy or guideline to ensure separated/terminated employee's access to the university's systems is removed in a timely manner.
- 1.2. Purpose: The purpose of the policy is to establish best practices for the timely removal of a separated/terminated employee's access to the university's systems listed in 2.1. Timely system access removal is necessary to maintain good internal controls over appropriate access to payroll time reporting, accounting entries to Banner, purchases, and other systems-related transactions and information
- 1.3. Intended audience: The intended audience of the policy are the university's Dean, Director, Department Heads and Unit Security Contacts (USCs) who are responsible for submitting the requests to end separated/terminated employee's system access.

2. Definitions

- 2.1. System access covered by the policy includes but not limited to systems where financial, payroll, employment and student transactions can be started, routed, approved and/or completed. Examples of systems include (1) Banner forms, (2) Human Resource Front End (HRFE), (3) iBuy and (4) Payroll Adjustment Request Interface System (PARIS).
- 2.2. System access does not include the following:
 - 2.2.1. Campus active directory or exchange permissions/access (e.g. email address like uis.edu, illinois.edu or uic.edu)
 - 2.2.2. Departmental file share permissions/access
- 2.3. Separated employees are employees whose jobs and employment with the University of Illinois has ended. The HRFE transactions have been started but not yet completely approved.
- 2.4. Terminated employees are employees whose jobs and employment with the University of Illinois have ended, HRFE transactions have been approved and the termination date has been entered into Banner.

3. Policy Statement

- 3.1. Suspend Access – Within two (2) business days of the employee's separation, access to University of Illinois systems listed in 2.1 shall be suspended. Banner accounts shall be locked.

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The HR Front End and PARIS LDAP permissions shall be removed. None of the employee’s system access permissions shall be removed.

- 3.2. Terminate Access Request – Within 15 business days of the employee’s termination a remove/terminate access request shall be submitted by the hiring department’s USC.

4. Failure to comply

- 4.1. If a USC fails to submit a remove/terminate access request within 15 business days of the employee’s termination date, a remove/terminate access request shall be submitted on their behalf by University Office of Administrative Information Technology Services (AITS).
- 4.2. If a USC repeatedly fails to submit the remove/terminate access request the department’s Dean/Director/Department Head shall be notified.

5. Exemptions/Special Situations

- 5.1. A department may determine an employee’s system access is needed and must remain in place after the employee’s jobs and employment with the University of Illinois have ended due to continued responsibilities/commitments (e.g. emeriti).
- 5.2. A department determines the employee’s system access must be terminated immediately, prior to the employee’s separation/termination date.

6. Related Procedures, Processes, Standards and Guidelines

- 6.1. University of Illinois Separated Employee Notification Process



University of Illinois
 Separated Employee

- 6.2. University of Illinois USC Terminated Employee Notification Process



University of Illinois
 Terminated Employee

7. Revision History

<The revision history should be from newest revision to oldest revision>

Date of revision	What revisions were made	Who made revisions	Date of LT revision approval

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8. Next Expected Review Date

September 2018