

University of Illinois Enterprise Systems Access Removal

Guideline Name

University of Illinois Enterprise Systems Access Removal

Responsible Offices:

University Office of Administrative Information Technology Services (AITS)
University units across all three universities and System Offices

Effective Date: September 15, 2017

Responsible Official:

Associate Director Assurance, AITS

Last Revision Date: July 22, 2021

Policy Sections

1. Introduction/Purpose/Intended Audience	2
2. Definitions	2
3. Policy Statement	2
4. Failure to comply	3
5. Exemptions/Special Situations.....	3
6. Related Procedures, Processes, Standards and Guidelines	Error! Bookmark not defined.
7. Revision History	3
8. Next Expected Review Date	4

University of Illinois Enterprise Systems Access Removal

1. Introduction/Purpose/Intended Audience

- 1.1. Introduction: Removing system access is a fundamental internal control that is applicable to any IT system or process. Annual reviews by the Office of the Auditor General's (OAG) provide the expectation that the University will remove access to enterprise systems in a timely manner. This guideline is intended to provide the framework for removing access to enterprise systems 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 university enterprise systems. 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, 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. Guidance Statement

- 3.1. Locked Access – Banner access will be locked after 13 months of inactivity (due to users who have a yearly business need to access Banner). Additionally, Banner accounts will be locked when a separation date is detected in the HRFE, the person does not have an active job, and there is no Keep Access request in the AITS Security Application.
- 3.2. Terminate Access Request – Within 30 business days of the employee's termination a remove/terminate access request shall be submitted by the hiring department's USC, or in

University of Illinois Enterprise Systems Access Removal

certain situations AITS System Access Management. Employment processes affecting different classes of employees require this grace period, for example, employees who are paid monthly, as well as Extra Help and Graduate Student employees whose employment periods are non-standard.

4. Failure to comply

- 4.1. If a USC fails to submit a remove/terminate access request within 30 business days of the employee’s termination date, a remove/terminate access request shall be submitted on their behalf by AITS System Access Management, as long as the separation/termination information is available in enterprise systems.
- 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. Revision History

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

Date of revision	What revisions were made	Who made revisions
5/2/19	Updated locking and access removal numbers based on existing employment processes that affect this policy. Removed Director of IT from responsible Official as that position no longer exists. Updated failure to comply section with new number.	Jared Ross
7/22/21	Updated guideline to reflect current processes and information.	Jared Ross

University of Illinois Enterprise Systems Access Removal

7. Next Expected Review Date

July 2022