

From: Judy Bender [jebpsn@rit.edu]
Sent: Friday, June 15, 2012 9:23 AM
To: All RIT Managers
Subject: Please Read - updated HR and System Processes

ENHANCED CONTROLS FOR COMPUTER ACCESS

RIT has a commitment to ensure that proper controls are in place when granting or ending access to RIT's enterprise and department-based computer systems. A recent internal audit determined that enhanced controls were required to strengthen security for these systems. With the support of the Audit Committee of the Board of Trustees', the following process enhancements were created for resignations/terminations, retirements, employees on long-term disability and internal transfers. These process enhancements will be effective June 25, 2012, and will apply to the following enterprise systems: the RIT Computer Account, Main and Finance Domains, Oracle, PeopleSoft, Kronos, STARS, CLAWS, myCourses, OnBase and all department-based systems.

The enhanced controls include:

- The timely removal of enterprise and department level system access for all resignations/terminations, retirements and employees on long-term disability
- The timely change of appropriate system access for all internal transfers

Resignations/Terminations:

1. The supervisor is responsible for sending a Termination EAF to Human Resources as soon as they are aware of the employee's final date of work. If the supervisor was not aware of the resignation until the final date of work, he/she should immediately contact the appropriate Human Resource Services Manager (HRSM) with this information.
2. Oracle access will end automatically as of the resignation/termination date for business related functionality (e.g., Manager Self Service, Purchasing and General Ledger). Employee Self Serve access to Oracle will end the day after the last pay date to provide the employee the opportunity to view his/her final pay statement on-line.
3. HR will notify ITS system administrators to disable the following enterprise systems: RIT Computer Account (including email), Main and Finance Domain accounts, Kronos, PeopleSoft, myCourses, CLAWS, STARS, and OnBase as of the effective date on the EAF (please note for 9.5 month faculty this will be the academic year end unless other arrangements are made in advance with HR).
4. The department must terminate all department-based systems access as of the employee's resignation/termination date.

Retirements/Long-Term Disability:

We will follow the same process as resignations/termination with the following exception:

Employees who are retiring from RIT or who are moving to long-term disability status will be able to maintain their RIT Computer Account and their current email address.

Internal Transfers (Internal Candidate Hires):

Receiving/Hiring Supervisor:

1. The receiving/hiring supervisor is responsible for submitting the Hire EAF to HR identifying the transfer date.
2. HR will notify ITS system administrators to disable access to the following enterprise systems: Main and Finance Domain accounts, Kronos, PeopleSoft, myCourses, CLAWS, STARS, and OnBase and Oracle business related functionality (e.g., Manager Self Service, Purchasing and General Ledger) as of the date of the transfer. The employee will maintain his/her current email account and access to their RIT Computer Account.
3. The receiving supervisor must submit an ITS Computer Account Request Form to the ITS Service Desk to request any new enterprise system access that the employee will need for their new position. Note: This should be done PRIOR to the transfer date. If the releasing supervisor is requesting that the old computer account be disabled, the receiving supervisor must complete an ITS Computer Account Request form (see Releasing Supervisor 1. below).
4. The receiving supervisor should also contact the appropriate department-level systems administrators if the employee will need access to any department-based systems.

Releasing Supervisor:

1. The releasing supervisor has the authority to request that ITS disable the current RIT computer account of the employee (which includes their current email) if they do not want the employee to continue using the current email and computer account name. In this case, the releasing supervisor must notify the new supervisor to submit an ITS Computer Account Request Form to establish a new RIT computer account (which will include a new email address) for the employee. (There are several departments in RIT that follow this process today including, NTID, ITS and Development & Alumni Relations.)
2. The releasing supervisor is also responsible for contacting the appropriate department-level systems administrators to disable access to appropriate department-based systems.

The following only applies if the releasing supervisor needs the employee to retain their previous level of system access after their transfer date. The supervisor may request up to 2 weeks of continued access to assist in transition. This request must be sent PRIOR to the transfer date.

1. The releasing supervisor must contact Gina Williams in HR (gina.williams@rit.edu) for Oracle HR systems and other enterprise level systems (RIT Computer Account and Main and Finance Domain accounts, Kronos, PeopleSoft, myCourses, CLAWS, STARS, and OnBase) and Gary MacCarone in Accounting (gpmatg@rit.edu) for Oracle (finance and accounting systems) to request the extension.
2. The releasing supervisor will need to determine whether continued access to department-based systems is required. This access should also only be available for up to 2 weeks beyond the transfer date.

Compliance:

The timeliness of the appropriate EAF and notification to HR, ITS and department-level system administrators is imperative to address the control and security issues raised in the audit. Late paperwork and notification may create significant issues including overpayment of salary and

inappropriate system access. Compliance is everyone's responsibility; therefore, Human Resources will notify the appropriate supervisor and their manager when the above processes have not been followed to:

- a) Raise awareness of the importance of meeting RIT's internal controls as they relate to system access.
- b) Offer training on the processes if needed.

Questions:

Please contact your HR Services Manager if you have any questions. Thank you.

 *Please consider the environment before printing this e-mail.*

Judy E. Bender
AVP Human Resources
Rochester Institute of Technology
Office 585-475-4315
Fax: 585-475-7170
Email: jebpsn@rit.edu