System Access Request Policy

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Approved By: Laurie Scheich, AVP Auxiliary Services
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Review Date:

Overview

This policy is for access to central Auxiliary Services systems and departmental systems only. This policy does not include system access to central U of M systems such as PeopleSoft, CUFS, Forms Nirvana or x.500 internet accounts. Contact 1-Help for more information on adding or changing access to central U of M systems.

Employee Separation

During an employee separation (temporary or permanent) it is important that everyone involved communicate accurately and effectively. When an employee leaves Auxiliary Services it is critical that Auxiliary Services I.S. be notified either prior to or immediately after an employee’s departure. When an employee is terminated or transferred within the University the following procedure will be followed:

- Employee separations will be communicated to Information Systems staff using the System Access Request Form (attached)
- Electronic documents will be retained or deleted per the Electronic Document Retention process described below
- Hardware and software media that is owned by the University of Minnesota will be returned

New Employee

All new employees must have a signed System Access Request form before receiving access to our systems. All new employees who use Auxiliary Services systems are required to attend a 2-hour Desktop Use and Security seminar. Auxiliary Services will notify the employee’s Supervisor if they do not attend the required seminar. Auxiliary Services IS reserves the right to terminate access for anyone that does not attend.

This document should be added as part of the Exit checklist and reviewed as part of the Employee Handbook.

Communication

New Employee

A Departmental Director (or designee) who has a new employee is responsible for completing and signing a System Access Request Form requesting access to Auxiliary Services systems. An employee’s departmental manager is responsible for ensuring that the employee attends the required training.

Employee Terminations, Transfer or Change of Department

A Departmental Director (or designee) whose employee exits, transfers or changes departments is responsible for informing Auxiliary Services I.S. and departmental I.S. staff. Notification is done using the System Access Request Form.

If the employee remains within Auxiliary Services, the new department is responsible for requesting system access for the new position because access privileges are employee and job specific. Common System Access Add/Change/Delete Types: departmental transfer, retirement, separation from the University, temporary leave, FMLA, strike, layoff, dismissal, suspension.

Electronic Document Retention Process

Following are the two types of electronic documents and files and the specific retention policy for each.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Process</th>
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<tbody>
<tr>
<td>Lotus Notes E-Mail/Calendar Documents</td>
<td>All documents remaining in an employee’s account from internal or external sources will be removed per instructions on the System Access Request Form. After one-year, unless specifically requested, any archived documents will be destroyed. Email auto response will be changed to reflect change in employment status (leave, strike, etc.)</td>
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<tr>
<td>All Other Documents and Files</td>
<td>If the employee has any electronic files that are stored on Auxiliary Services systems (including departmental systems, desktops, laptops, PDA’s, etc.) they will be removed per instructions on the System Access Request form. After one-year, unless specifically requested, any archived documents will be destroyed. Refer to the Hardware Disposal/Transfer Policy for how to handle any files left on an employee’s Hard Drive.</td>
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