

**Title:** Procedure for Revocation of System Access upon Termination  
**Effective Date:** November 22, 2011  
**Issuing Authority:** Vice President for Computer & Financial Services and CIO

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## Scope of Procedure & Rationale

### A. Purpose

This procedure sets forth guidelines to ensure that Computer System access is revoked for persons whose employment has been terminated (either voluntary or involuntary). The procedure also establishes appropriate responsibilities when a termination occurs.

### B. Scope

This procedure covers access to Computer Systems using AccessNet Accounts. It also covers a number of other non-system resources set out below.

## Definitions:

- TUsecure manages AccessNet accounts and is the system by which access to Computer Services systems is managed.
- Banner-HR-Identity Feed: the interface between Banner HR and TUsecure is a nightly batch job that updates TUsecure with data from Banner.
- Employee Status: As part of the Banner-HR-Identity Feed, an attribute known as Employee Status is computed with the following values using certain Banner data:
  - A person is classified as terminated if they have a “V” or “T” Flag for Employee Status in the Banner-HR-Identity Feed.
  - V Flag – The V flag is considered *voluntary* termination. System access is disabled the same day for critical applications and offers a grace period of 90 days to non critical application.
  - T Status – is considered as *involuntary* termination and system access is disabled the same day.

## Procedure

The designated individual (s) in a department notifies HR via the Termination EPAF s of the employee to be terminated. The EPAF includes a Job end Date and/or an expiration date and type of termination by using one of the eighteen designated termination codes. The Termination Codes are mapped to a code that designates Voluntary or an Involuntary termination.

- In the event of **voluntary** termination, HR updates the person's Banner record at the completion of the Pay Cycle to ensure the terminated employee is paid the appropriate amount in the final paycheck. The nightly interface provides the indicator (V) in the identity feed. Based on this "V" indicator, the access to systems will be revoked as per the following schedule.
  - Access to the following systems/applications will be disabled immediately after the nightly job runs:
    - Banner Applications
      - Self Service Banner
      - INB
      - COGNOS
      - Signature Authorization
      - TUmarketplace
    - Active Directory
      - Workstation Login
    - CITRIX VPN
  - Access to the following systems/applications will be disabled after a 90-day grace period, unless the AccessNet Account is renewed before then.
    - Active Directory (optional as recommended by Information Security)
      - Exchange Email
    - Enterprise Directory (optional as recommended by Information Security)
      - TUmial
      - Blackboard
      - TUportal
      - TUsecure Wireless
- In the event of **involuntary** termination, HR updates the person's Banner record in accordance with the pay cycle to ensure the individual is paid all due funds. The nightly interface provides the indicator (T) and a pre-programmed email is sent to Office of Identity and Access management. If access to systems has to be revoked immediately, HR will contact the Office of Identity and Access Management to

provide directions and timing of revocation of access.

- Access to the following systems/applications will be disabled immediately after HR contacts OIAM or the after the nightly job runs:
  - Banner Applications
    - Self Service Banner
    - INB
    - COGNOS
    - Signature Authorization
    - TUmarketplace
  - Active Directory (optional as recommended by Information Security)
    - Exchange Email
    - Workstation Login
    - CITRIX – VPN
  - Enterprise Directory (optional as recommended by Information Security)
    - TUmail
    - Blackboard
    - TUportal
    - TUsecure Wireless
- In addition to system access, for involuntary terminations, the OIAM will contact the appropriate offices to notify them about the termination:
  - Parking Access
  - Building Access
  - OWL Card
  - Diamond Dollars Access
  - Library Borrowing Access