CAH SYSTEM ACCESS POLICY

- CAH Schools/Departments/Programs are responsible for ensuring proper system access is given to those employees required to perform certain tasks according to their present job description and those tasks necessitate system access.

- CAH Schools/Departments/Programs should make changes to an employee's system access only if the employee's job description duties change. Job description changes require Dean's approval.

- CAH Schools/Departments/Programs are responsible for completing an Employee Exit Checklist on every employee that is terminated or transferred to another UCF department. The Employee Exit Checklist requires that system access be de-authorized when the employee exits.

- The CAH Technology Systems Administrator will be notified when an employee is terminated so that server access and email access are terminated.

- An employee's system access is to be reviewed every year along with the employee's job description, at the time of the employee's annual evaluation.

CAH SYSTEM ACCESS PROCEDURE

- CAH Schools/Departments/Programs should provide the necessary system access for employees to complete assigned tasks, either by completing the Departmental Authorization Lists (DALs) online or completing the required forms. The CAH Schools/Departments/Programs are responsible for ensuring appropriate system access regarding UCF Financials and the Dean's office can assist after the DAL Authorization & HR Authorization form is completed.

- CAH Schools/Departments/Programs should send required forms authorizing system access to the CAH Dean's Office. The CAH Dean's Office Accountant will ensure that the appropriate signatures are obtained. System access should be appropriate given the position description responsibilities. Any changes to job description duties must be submitted to the Dean for approval along with the required forms if applicable.

- CAH Schools/Departments/Programs should complete the Exit Checklist on every employee that is terminated or transferred to another UCF unit. The appropriate steps must be taken by the department to de-authorize system access of the employee leaving the department, such as inactivating access on the DAL, or terminating payroll processor access. The original exit checklist stays in the department and a copy of the exit checklist must be sent or emailed to the CAH Dean's Office, attn: Suzanne

- CAH Schools/Departments/Programs will review employees' system access on an annual basis during the same time as the annual employee evaluations are processed.