**CAH SYSTEM ACCESS POLICY**

- CAH departments 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 departments 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 departments are responsible for completing an Exit Checklist on every employee that is terminated or transferred to another UCF department. The Exit Checklist requires that system access be de-authorized when the employee exits. A copy of every processed Exit Checklist must be sent to the CAH Dean’s Office Coordinator of Administrative Services.

- 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.


College of Arts & Humanities

System Access Procedures

- CAH departments 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 departments are responsible for ensuring appropriate system access regarding UCF Financials due to the fact that the departments manage their own DALs and the Dean’s Office does not have authority to change the department’s DALs.

- CAH departments should send required forms authorizing system access to the CAH Dean’s Office Accountant. 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.

- CAH departments 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. A copy of the exit checklist must be sent to the CAH Dean’s Office Accountant.

- The CAH Dean’s Office Accountant will notify the CAH Technology Systems Administrator when an employee is terminated or transferred so that server access is terminated, as well as email access when the employee is terminated.

- CAH departments will review employees’ system access on an annual basis in during the same time as the annual employee evaluations are processed.