
University College Cork

UCC Staff Joiner Leaver Procedure

Version 1



A procedure on how to get a staff account in UCC and how it is removed

Document Location

<http://www.ucc.ie/en/it-policies/pending-approval>

Revision History

Date of this revision: 31/12/2012	Date of next revision:
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Revision Number	Revision Date	Summary of Changes	Changes marked

Approval

This document requires the following approvals:

Name	Title	Date

This procedure will be reviewed on a periodic basis

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Proposal:

This proposal recommends that UCC establishes the HR system ("HRIS") as the authoritative source for granting and revoking access to centrally provided IT services (network login, email, access control, eduroam, etc.) The current joiner/leaver process is *ad-hoc*, locally determined and lacking suitable control mechanisms. This has been identified as a serious IT control risk in the annual financial audits from 2008 to 2012. Furthermore, the importance, cost and sensitivity of providing access to IT services is growing in significance each year. This proposal will bring the University into line with best practice in the sector, where most Universities have implemented a similar process over the past 3 years.

Rationale:

Implementing a well-defined and consistent process to link our HR records to our IT Services yields the following benefits for the University:

- Better controls over our data and our systems, this means that only authorised staff can access personal data, research data and University data. As soon as someone leaves the organisation their access to this sensitive or confidential data will be revoked. This has been identified as a serious IT control risk in the annual financial audits from 2008 to 2012.
- Headcount Control, we can now ensure that all staff working in the University are registered on HRIS. This allows us to control our headcount, our pay costs and help ensure staff do not build entitlements to permanent posts in the University by default.
- Data Quality, this proposal will allow us to greatly enhance the data quality on our HR and IT Directory systems. This allows us to create, a live staff directory containing all relevant staff information, accurate email distribution lists, accurate organisation structures within all IT system.
- Lower Costs, UCC currently has over 5,000 staff registered on its IT systems, people never leave our systems, so the cost of licences and storage for managing this growing estate is increasing year on year. This proposal will give the University an accurate list of who should have system access and allow IT to remove a large number of accounts with some resulting cost savings. The University currently provides IT services for a large number of staff who have left the University years ago, but continue to use our services and cost us money.

Implications:

This proposal will have the following implications for staff and departments

- A staff member will not get any central IT services until they are correctly setup and authorised on HRIS; when they leave their system access and services will be revoked.

- HR will need to have staff setup in HRIS, before they start in UCC. IT and HR are working on this process. As soon as a contract is issued for staff a HR record can be setup (weeks before the start date), this work will be completed by April. This will be particularly critical for research staff, where there have been delays historically in getting details into HRIS. Principal Investigators and managers of Research Centres must be mindful of this procedure and ensure HR are notified of new research contracts in a timely fashion
- Will enable IT processes for setting up and removing accounts to be automated and linked to HR systems. IT and HR are progressing work on this integration.
- A valid HRIS staff record will be a pre-requisite for the provision of IT services. When the IT department receives a request for IT system access, it will validate if the person has a HRIS record
- When a staff member leaves the University, their record on HRIS will be ended as normal; when this takes place, all other IT services will be disabled. Data can still be retained for a period of time (3 months), giving managers and colleagues time to keep a copy of any required data.
- Retired staff, career break staff and secondments will not be affected by this process and will continue to receive services as appropriate.
- UMTO is asked to approve this document and its implementation by the end of April, thus bringing our user and IT controls into line with international norms.