

Information Technology Control Procedures
For
Eligibility to Access University Banner Information System

Scope:

This document establishes IT Control requirements for requesting access to the University's ERP Banner System as well as the responsibilities of stewardship to protect University information.

I. Authorization to Grant or Revoke Access to ERP Banner System:

(The following is a matrix defining those members of the University that are authorized to grant and revoke access to the ERP Banner System)

Banner Module	Official Authorized to Approve Access	Person/Designee
Alumni	Director	Joseph Gordon
A/R	Bursar	Elizabeth Fangiullo
Finance/Budget	CFO	Brian Wood
Financial Aid	Director	Richard Bishop
Human Resources	Director	Anna Suski-Lenczewski
Student	Registrar	Patrick Tucker
Housing Module	Residence Life Director	Jean Alicandro
Admissions	Director	Lawrence Hall
Health Services	Director, University Physician	Christopher Diamond
General	ERP Manager	Lynn Bonesio-Peterson

II. Employee Eligibility of Access:

Access to all databases, including but not limited to our ERP Banner system, is granted solely for the purpose that an individual may perform legitimate, authorized, assigned responsibilities required for the proper operation of the CSU System.

III. Current Business Needs:

Access to restricted information should always be granted based on an individual's current position at the University, NOT one's past performance or future performance.

A. In order to obtain access:

1. A person must be either a *current* employee, vendor, or auditor associated with the University.
2. Eligibility of access is based on position and level of responsibilities.

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IV. Supervisor's Guidelines for Determining What Access a User Requires:

Department Supervisors should review the online Banner Access Request Form submitted by a requester and approve only the appropriate level of access needed and the Banner module(s) used by your department including Banner Budget Inquiry access and Reporting access.

Supervisors need to be aware of the sensitivity and confidentiality of University information and possibility for abuse when determining what level of access a staff member should be granted. If a new account is requested for a Vendor, the Department Supervisor and Vice President or Chief Officer needs to approve access to University information.

V. Banner Access Approval Steps:

1. The online Banner Access Request Form must be completed and a copy is sent to the supervisor listed on the form. Once the form is submitted via the online request, the PDF version is e-mailed to the DBA, ERP Manager, ITS Training Specialist, Requester, Supervisor, and appropriate University official authorized to grant and revoke Banner access.
2. If the request is approved, the DBA creates the account and sends an E-mail to the ITS Training Specialist indicating the request is complete and for a new account provides the username/password.
3. ITS Training Specialist contacts new user and supervisor that the account has been created and schedules training if needed.
4. The new user acquires his/her credentials at training.

VI. Banner Team Leader/Authorized Official Approval Guidelines:

Authorized approvers should evaluate the business need of a user's request for access to University information.

1. The request should be granted based on the user's current business need to access University information and solely for the business of the University.
2. The approved access is at the appropriate level for the requester's position and job responsibilities.

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VII. Monitoring User Access Transfer and Termination Procedures:

Access to the Banner System should be granted based of an individual's current position within the University.

- If a user's job responsibilities change within the same department, his/her access should be changed accordingly. It's the responsibility of the supervisor to submit a new online Banner Access Request Form.
- If an individual transfers to a different department within the University, his/her current access should be deleted, and a new online Banner Access Request Form should be submitted indicating the user's new job responsibilities.
- Human Resource Department should notify ITS in advance of any employee transfers or terminations.

VIII. Periodic User Account Review Procedure:

IT reviews user accounts semi-annual to ensure authorized access to system.

- CIO distributes reports to Executive Committee Members to be distributed to departments
- Directors edit, sign, and return audit reports to IT Department
- DBA make any necessary Banner user account changes.

IX. Periodic User Account Review Procedure:

All Student Workers:

BlueNet Account Access:

Previously, Human Resources and Payroll would run reports a number of times each year to identify terminated Student Workers (including Graduate Assistants and Graduate Interns) and send them to Information Technology to manually inactivate departmental email, BlueNet and Banner accounts for these individuals.

This manual process will be replaced by an automated IT procedure that will run every two weeks to terminate all BlueNet and Banner accounts for any student worker based on the following criteria:

- If they have not been paid in the past 45 days based on the CoreCT most recent payroll date; or
- If they have not logged into their accounts within the past 60 days.

Internet Native Banner Account Access:

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Previously, Human Resources would run reports four times each year of terminated Student Workers and send them to Information Technology to manually inactivate departmental email, BlueNet and Banner accounts for these individuals.

This manual process will be replaced by an IT automated procedure that will run every two weeks to terminate all Banner Accounts for any student worker based on the following criteria:

- If they have not been paid in the past 45 days based on CoreCT most recent payroll date

University Assistants:

BlueNet and Internet Native Banner Accounts:

Currently, Payroll sends a report of terminated University Assistants bi-annually to Information Technology for inactivation of departmental email, BlueNet and Banner accounts for these individuals.

In addition to receiving these reports from Payroll for manual deactivation, an automated IT procedure will run every two weeks to terminate all active technology accounts of an employee who has not been paid in 365 days based on the CoreCT most recent payroll date.

AAUP Lecturers:

BlueNet Accounts and Internet Native Banner Accounts:

Currently, Human Resources will send an official email notification to Information Technology of any Lecturer who is known to be officially separating from the University for Inactivation of email, BlueNet and Banner accounts.

In addition to an official notification from HR, Information Technology will run an automated procedure every two weeks to terminate all active technology accounts of an AAUP Lecturer who has not been paid in 365 days based on the CoreCT most recent payroll date. The “extended” period of access will allow lecturers access to the University network for preparation and teaching purposes and to receive official communications from the University, including contracts for the following year.

Rehired Retirees

Currently, Human Resources sends an official email notification each July to Information Technology of any Rehired Retiree who: (a) has not received a check in three months; (b) has completed their 120-days of reemployment for the

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year; or (c) will not be returning to work during the calendar year. IT inactivates the email, BlueNet and Banner accounts for these individuals.

In addition to receiving this email from HR for manual deactivation, an automated IT procedure will run every two weeks to terminate all active technology accounts of a re-hired retiree who has not been paid in 365 days based on the CoreCT most recent payroll date.