

## **Procedure: Human Resources Off-Boarding**

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**Revision History**

Standard	Effective Date	Email	Version	Contact	Phone
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**Executive Summary**

The Human Resources Off-Boarding Procedure defines the Information Security requirements for all outgoing employees including Staff, Faculty and Student Employees. This procedure will ensure appropriate removal of system access with the goal of safeguarding the confidentiality, integrity, and availability of information stored, processed, and transmitted.

## **Introduction and Purpose**

This procedure defines the Information Security requirements for separated employee off-boarding. It is intended to ensure that Stanislaus State's information security policies, procedures and controls are being followed and are effective in ensuring the confidentiality, integrity and availability of Stanislaus State's information resources.

## **Definitions**

Significantly Different Position – A position at Stanislaus State for which the incumbent will no longer need some or all of the system access required of his or her previous position.

Timely - At time of separation for Non-Retention/Terminations or within two weeks for all normal separations/retirements.

## **Scope**

This procedure applies to all Stanislaus State, Self-Funded, and Auxiliary Human Resources departments. Off-Boarded employees include all Staff, Faculty and Student Employees ending work at a Stanislaus State department or transferring to a significantly different position on campus. This procedure must be performed for all information systems for which the incumbent may have access (i.e. Grant Faculty working in a College or Department).

## **Procedure**

1. Human Resources must notify the Information Security Officer prior to Non-Retention/Termination meetings to ensure immediate removal of access to central systems.
2. Upon separation from the University or transfer to a significantly different position, Human Resources must notify the applicable Office of Information Technology Manager(s) in a timely fashion. See Appendix A – Notification Message and Appendix B – Office of Information Technology Contacts.
3. Where applicable, the appropriate Human Resources department shall deactivate all Peoplesoft Employment or Person of Interest Records in a timely fashion.

**Appendix A – Notification Message**

To Whom it May Concern,

Effective (date, time), employee (Last Name, First Name, Middle Initial, Employee ID) is separating from the university.

Please deactivate all decentralized system access (immediately/at date, time).

Thank you

**Appendix B – Office of Information Technology Contacts**

<b>Department</b>	<b>Contact</b>