User Access Process-Employee

Employee	

New Employee

Employment ends

Human Resources

Background check completed & approved

MSC 0109 processed.

Manager/designee

Submits MSC 0109 to Human Resources to add or delete

Submits MSC 786 & program specific IUPs to OIS Service Desk & Data Stewards for add, modify and deletes.

Access reviewed annually or when an individual changes positions or work assignments..

OIS Service Desk & Data Stewards

Receives MSC 786 & program specific IUPs.

Set up or delete access

Set up access

Position ends, access terminated