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CCC PeopleSoft Security Request Procedure Effective: March 19, 2007

Description

The new PeopleSoft Security Request Procedure will be implemented on March 19, 2007.

Two Types of Requests and Associated Roles and Responsibilities

1. Security requests due to job changes* (New hires, position changes, terminations, retirements, and deceased employees)

- College HR Administrators must serve as the point person for documenting and communicating any information regarding new hires, position changes, and terminated, retired, or deceased employees at their own college. Colleges should have an internal procedure to ensure that such information will be communicated effectively within each college and to the DO Security Team.
- HR Administrators will be responsible for submitting the completed Security Request Forms to the DO Security Team (dopssecurity@ccc.edu). Security Request Forms must be submitted to the DO Security Team within two business days of the actual employee termination, retirement, death or position change. For employees who have moved to a new campus, the forms must be submitted within two business days of leaving the old campus.

***Please check either “ADD” or “DELETE” on the Security Request Form:**

- **ADD:** The “Add” requests should be used for any new hires at CCC or CCC employees who have switched campuses due to position changes. (Requests concerning new hires must be submitted after the new hire has been entered into the HR system and assigned an EMPLID. Security requests for CCC employees and work-study students without the user’s EMPLID cannot be processed.)
- **DELETE:** The “Delete” action indicates requests for deleting access for employees who have switched campuses, been terminated, retired or are deceased.
- **Please note:** Security requests for CCC employees who change position/job from one campus to another must have two forms completed. One form must come from the original campus requesting the deletion of existing security access (action request should be “Delete”). A second form must come from the campus where the employee will start his/her new position (action request should be “Add”).

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2. Security requests due to regular maintenance or updates for existing users** **(without job changes)**

- For all other security changes that are **not due to position/job changes**, the form should be filled out by Department Heads or Departmental Administrators and must be reviewed, approved and submitted to the DO Security Team by the designated Security Administrator(s) listed below:

PS System	College Users (To be approved by)	District Users (To be approved by)
Student System	Deans of Student Services	DO Security Team
Human Resources System	HR Administrators	Eugene Nichols
Financial System	Business Directors	Dolores Javier
Authority to review all requests and correct discrepancies	Vice Presidents	Celeste David

****Please check “UPDATE” on the Security Request Form:**

- **UPDATE:** The “Update” action should be limited to the expansion or elimination of security roles for currently existing employees (without job/position changes) as a result of regular maintenance or updates within the same campus.

Form

- The CCC Security Request Form can be found on the intranet via <http://intranet.co.ccc.edu/> under the OIT INFO section. (The form can be completed electronically on the users’ PCs.)
- The completed form should be either faxed (312-553-2796) or e-mailed to the DO Security Team (dopssecurity@ccc.edu).
- Any security-related requests via x2600 or cohelppdesk@ccc.edu will be forwarded to dopssecurity@ccc.edu. Heat tickets will be generated for all requests.
- Depending on the accuracy of the information on the form, DO Security Team will either send out:
 - E-mail requesting further information (e.g. Users ID, EMPLID), or
 - Confirmation e-mail stating that the request has been completed.

Special Provision

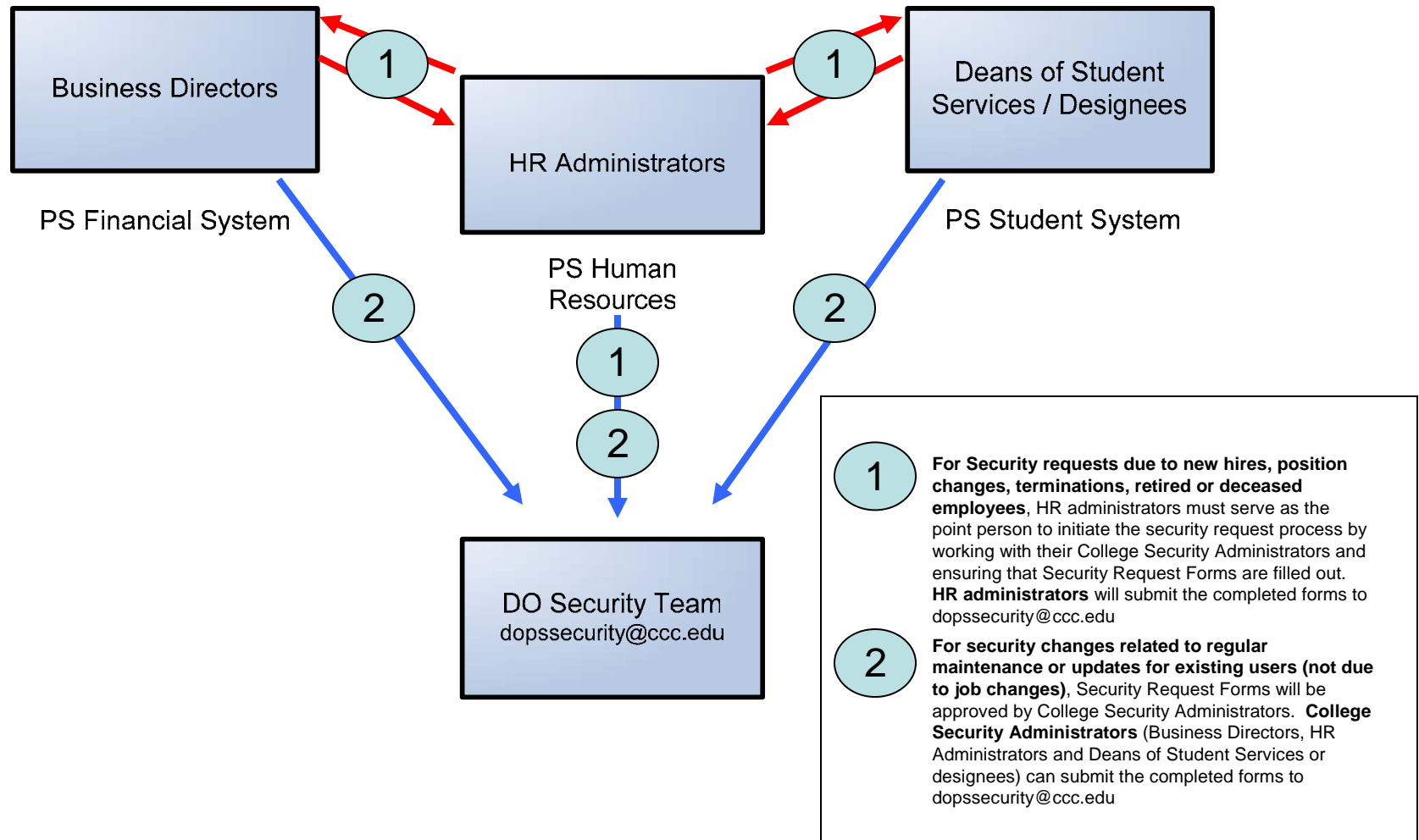
There will be a special provision for security requests during Open Registrations. Requestors must specify whether the request is a “2-week registration” temporary security change. Such temporary security requests will be accepted via e-mail (dopssecurity@ccc.edu). Completion of the Security Request Form is not necessary.

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Periodic Reviews and Corrections

- A Quarterly Security Status Report (which can also be generated per request) will be forwarded to the Security Administrators for periodic reviews and corrections. The idea is to ensure that staff's security access is properly tied to their job functions and responsibilities. Unnecessary security access should be corrected and removed at that time.

Types of Security Requests and Associated Roles and Responsibilities



PeopleSoft Security Request Form and Detailed Instructions can be found via <http://intranet.co.ccc.edu/> (Starting March 19, 2007)