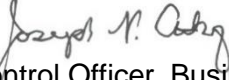




SUNY OLD WESTBURY
DIVISION OF BUSINESS & FINANCE

DATE: March 20, 2019
TO: Department and Division Heads
FROM: Joe Athy 
Internal Control Officer, Business Compliance
SUBJECT: IC Guidance #1: Security Access for Terminating Employees

Purpose: This Guidance defines separation procedures when an employee leaves or transfers within SUNY Old Westbury in regard to the employee's access to the College's computer systems. It also serves to safeguard the interests of the College and the employee upon separation from employment.

A recent internal control review of the Information Technology Services Department (ITS) showed a recurring concern regarding Campus practice for faculty and staff who were terminated, retired or transferred. The primary concern was that employee terminations and transfers were not being communicated to ITS and as a result, the employee's system access was not being disabled. This memo was developed to remind employees and their Department Managers of security access requirements so changes can be processed timely.

- Employee Entry/Exit Form – Campus Procedure F-01, Inventory Control over Property, includes as Exhibit 1, SUNY College at Old Westbury Employee Entry/Exit Form. Under the Exit Process Column, the Computing Services Section calls for a declaration that all equipment issued has been returned in good condition.
- Clarification of Responsibility - When an employee is terminated/transferred, the employee's manager is responsible for ensuring that all computer equipment has been returned in good condition and for signing off to this on the Entry/Exit Form. In addition, the employee's manager is responsible to notify ITS so that all the employee's System access is disabled.
- Overall Notification Responsibility – In addition to alerting ITS, the employee's manager is also charged with notifying the following Departments: Human Resources, Registrar, University Police, Business & Finance, and the Library.
- Failure to comply with this guideline may lead to delay of receipt of the terminating employee's final pay and a note regarding the failure to notify in the manager's file.

Thank you for your anticipated cooperation. As always, should you have questions you can contact Arthur Angst, or myself.

Cc: Len Davis, SVP & CFO