Physical / System Access After Termination

- Physical or system access after termination is a common finding by University Audits
- Although there are some centralized/automated controls regarding termination, many risks require action at the local level by the unit
- While termination checklists exist for unit use to serve as a reminder for the required steps when employees terminate, summarized below are key considerations to keep in mind regarding termination

**Take Risk Based Approach**
- Was termination on good terms or not? May effect urgency of certain actions
- What needs to be taken care of in two hours versus two weeks?
- The nature of the person and their position (HR and IT positions – system access often important)
  - What “mission critical” / sensitive data did the employee have – and where does the sensitive data reside? Review on regular basis for proper access / terminated employees

**Leverage existing Termination Checklists (see below), but customize where appropriate**
- Include thought provoking questions on checklist to prompt potential unique situational risks based on unit or individual specific risks
- Review checklists annually, and keep up to date: risks change
- Be clear about who is responsible to complete and maintain the checklist

**Keep in mind all types of employees/individuals that may have termination or access related risks**
- Contract, temporary, students, visiting scholars, volunteers; these may require separate checklists depending on their specific needs

**Reporting terminations through the HR system triggers shutting down Administrative Systems Access, but not immediately**
- ITS deletes OARS access centrally (includes Financials, HR, Student, DART, MReports and other miscellaneous systems)

**Units need to address local systems/applications and storage (purchased or built)**
- This includes shared drives, Google docs and folders and M+Box and also email groups/lists

**Termination issues often are causes of other downstream control issues**
- Proper transition of roles and responsibilities as people leave – things get dropped - - leads to importance of good onboarding processes
- Importance of thorough and up-to-date written procedure documentation

**On-Line Termination Checklists:**
- [https://hr.umich.edu/working-u-m/my-employment/ahr-procedures/20140-termination-employment](https://hr.umich.edu/working-u-m/my-employment/ahr-procedures/20140-termination-employment)
- [http://msa.med.umich.edu/system/files/Exit%20Checklist](http://msa.med.umich.edu/system/files/Exit%20Checklist)