

# Physical / System Access After Termination **DRAFT**

- 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/uhr-procedures/20140-termination-employment>

<http://msa.med.umich.edu/system/files/Exit%20Checklist>