

Chapter Name

4.0 Information Management

Chapter Number Title

4.8.P.4 Foundation Employees Terminations

1.0 Purpose

The purpose of this procedure is to outline the steps required when a Foundation Employee is terminated.

2.0 Governing Policy

Number/Document Name

Effective Date

4.8 EMU System Accounts

September 30, 2008

3.0 Procedure

EMU Foundation's Divisional Tech Specialist:

- 1) Contact Eastern Michigan University Division of Information Technology (DoIT) Help Desk by email (it.helpdesk@emich.edu) and include the following information:
 - a. Name,
 - b. email address,
 - c. EID of the person who is being terminated, and
 - d. Date of termination

DoIT Help Desk

- 1) Accept email from EMU Foundation's Divisional Technology Specialist and verify information.
- 2) Disable email as provided in IT Policy 4.8 EMU Systems Accounts.
- 3) Notify EMU Foundation's Divisional Technology Specialist when account is disabled.

4.0 Responsibility for Implementation

EMU Foundation's Divisional Technology Specialist is responsible for notifying DoIT Help Desk when anyone is terminated. DoIT is responsible for seeing that the email access is disabled.

5.0 Definitions	
<u>Term</u>	<u>Definition</u>
EID	Eastern Michigan University Personal Identification Number
Foundation Employee	A person who is employed by the EMU Foundation and needs access to University services in order to carry out their job duties.

6.0 Revision History			
<u>Creator</u>	<u>Description</u>	<u>Submission Date</u>	<u>Approval Date</u>
Cathy Cart	First Draft	September 4, 2008	
Dorendorf	Turned over to IT Policy	September 16, 2008	
A. Barr	Edited and sent to Sherry and Policy Committee	September 22, 2008	
Connie Schaffer	Review and approval.		October 6, 2008