

 ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: Request to delete/disable employee access from Internal Systems	ORIGINATION DATE: 1/24/20 REVISION DATE: EFFECTIVE DATE: After last signature
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1.0 PURPOSE

- 1.1 To set a standardized process for departments to delete/disable an employee from internal Systems, including but not limited to: Key Watcher, Hand Access, On-line systems, Kronos, departmental systems and AS400.
- 1.2 Scope: This SOP applies to anyone who is paid by the Nation and has access to Oneida Nation systems (Boards, Committees and Commission, Students - NACIS and Independent Contractors).

2.0 DEFINITIONS

- 2.1 **Designated Personnel:** Department personnel assigned or delegated by manager or director.
- 2.2 **Discontinued Employment/Account Access Deletion:** Consists of resigning, voluntary dismissal, involuntary dismissal, transfers, and any conclusion of departmental employment.
- 2.3 **Employee Deletion:** Terminating all access of an employee by deletion from the Tribal Systems.
- 2.4 **Employee Deletion/Disable Group:** This group consists of personnel from MIS, DPW, Time & Attendance, and Human Resources that need to remove access from Tribal systems.
- 2.5 **Gaming Employee Deletion Group:** This group consists of personnel from MIS, Surveillance System Techs, Gaming Accounting, Time and Attendance, and Key Watch Administrators that need to remove access from Gaming Division systems.

- 2.6 **Temporary Discontinued Employment:** Consists of leave of absence, interim job reassignment, layoff, position assignment change and any conclusion of departmental employment.

3.0 WORK STANDARDS

3.1 Discontinued Employment

3.1.1 Examples of discontinued employment would be: Separations, terminations, resignation from the Oneida Nation.

3.1.2 Employee Separation documents must be routed in addition to e-mailing the appropriate group:

3.1.2.1 Employee Deletion Disable Group: Programs and Non-divisional

3.1.2.2 Gaming Employee Deletion Group: Gaming Division

3.1.3 Supervisors are to review system-access periodically to ensure accurate Employee Deletion and Disabling.

3.1.3.1 Proof of deletion and a new authorized access listing should be requested if not provided.

3.1.4 Departments are to periodically, at least quarterly, review authorized access for sensitive systems and compare to the Human Resources Active Employee list.

3.1.5 MIS will remove the employee access within internal applications.

3.1.5.1 For the applications MIS does not manage, an email will need to go to those system administrators (CIMS, etc.)

3.2 Temporary break in position:

3.2.1 Request to disable access for employee until such time they return.

3.2.2 Examples of temporary discontinued employment include: Internal transfer, job reassignments or hire in an internal position, Modified duty placement, Leave of Absence, Interim job Reassignments.

3.2.3 Manual/Hard copies or scanned documents of necessary Temporary break in position must be routed in addition to e-mailing the appropriate group:

3.2.3.1 Employee _Deletion_Disable Group: Programs and Non-divisional.

3.2.3.2 Gaming Employee Deletion Group: Gaming Division

3.2.4 MIS will temporarily disable the employee access in the systems.

3.2.4.1 MIS will remove the employee access within internal applications.

3.2.4.1.1 For the applications MIS does not manage, an email will need to go to those system administrators (CIMS, etc.).

4.0 PROCEDURES

Supervisor or Designated Personnel Responsibilities

- 4.1 E-mail the appropriate Employee _Deletion_Disable Group within 24 hours after Discontinued Employment.
 - 4.1.1 E-mail should read: “Please (temporarily disable or delete) Employee Name, Employee Number, Department”.
 - 4.1.2 Body of email should be limited to only the specific information as requested. (i.e. movement to another department, left the Tribe, Leave of Absence)
- 4.2 Complete the manual/hard copies of the Employee Separation form and route accordingly.
- 4.3 In the event there are multiple supervisors, the supervisor completing the termination will be responsible to ensure the E-mail goes to the appropriate Employee Deletion/disable Group.
 - 4.3.1 Departments without supervisors will have designated personnel that are responsible to E-mail the appropriate Employee _Deletion_Disable Group.
- 4.4 Verify the requested deletion was performed and review system-access list of employees to ensure accuracy.
 - 4.4.1 Request proof of deletion and a new authorized access listing.
- 4.5 Periodically review authorized access for sensitive systems and compare to the Human Resources Active Employee List. This review is to occur at least quarterly.

Employee Deletion Group System Administrators

- 4.6 Remove and/or delete employee access immediately, unless otherwise specified.
- 4.7 Return notification to the supervisor with supporting documentation that the deletion was performed.

Controls and Enforcement

- 4.8 Disciplinary action may be administered for failure on part of department supervisor or designated personnel to promptly complete the necessary measures within 24 hours to have an employee deleted from the Tribal Internal Systems.
 - 4.8.1 The disciplinary for an overdue employee deletion/disable is progressive discipline.

5.0 REFERENCES

- 5.1 Gaming Employee Deletion from Sensitive Systems SOPALL-48
- 5.2 Slots – Deletion from Sensitive Systems SOP SOPS-39

6.0 FORMS

- 6.1 Employee Separation checklist