

Oregon Public Employees Retirement System	Posted date January 28, 2009	Number 3.01.01.05.126.POL
Signature <i>Paul Cleary</i>	Approval date January 27, 2009	Page 1 of 2
Policy:	System Access and Termination	
Objective:	Establishes policy on the setup and deactivation of access to PERS systems.	
Reference:	Physical Security - Facility Access Controls, 1.10.01.01.005.POL	

Policy

This policy outlines agency management’s responsibility and the process for establishing and terminating system access for PERS employees, contractors, and others that require such access in support of agency business needs. The objective of this policy is to promote a high level of information security by providing access to system resources only while performing agency business.

Responsibilities. Agency managers are responsible for granting and terminating system access for individuals under their span of management control (employees, temporaries, and contractors). System access includes both internal systems and systems provided by external business partners. Managers are required to use PERS Form 459-440 (Information System Account Management) to establish, modify, or terminate all systems access for an employee, temporary, or contractor. Managers are required to complete this form and send it to the Technical Support Help Desk.

Establishment/Modification of Access. Agency managers grant employee and contractor access based on the principle of “least privilege.” This ensures individuals receive the minimum level of access to information systems necessary to perform their duties. Managers are responsible for authorizing access to staff under their control and will submit appropriate requests for access to the PERS Technical Support Help Desk.

Termination of Access. It is essential that managers terminate access to agency systems in a timely manner to protect the information, systems, and resources. Managers are required to terminate access immediately upon termination of the employee or contractor. Responsibilities for terminating access are as follows:

1. PERS Regular or Limited Duration Employee. The assigned PERS manager is responsible for processing the termination.

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2. Contract employees who are assigned directly to PERS management staff with durations of six months or less; the supervising manager is responsible for processing the termination. Examples are individuals hired through temporary staffing agencies (e.g., St. Vincent DePaul and nextSource).
3. Contract employees who support enterprise wide projects who have contract management liaison personnel; the managing executive will delegate appropriate management staff within their division to work with the contract liaison in terminating access.

Responsibilities of the Technical Support Help Desk. The Technical Support Help Desk is the central point of contact for managing internal systems access and the liaison for managing external business partner access. They maintain case files on all agency employees, temporaries, and contractors who have been granted access. Upon termination, they will review the case file and remove internal access and either request deactivation of external access directly with the external business partner or notify the requesting manager that they must initiate external deactivation with the external business partner.

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