

FOR CAUSE SEPARATIONS (Employee Terminated, Student Suspension, Exceptional Situations, etc.)

Classification	LDAP <small>(See note i)</small>	Email & Email Forwarding	MS Office download Eligible <small>(Must be included in campus license agreement)</small>	Active Directory <small>(PC access for CCTS customers and other Security Groups)</small>	Self-Service Access <small>(Restricted by Banner data content) (See note ss)</small>	Canvas	Banner & other administrative systems <small>(See note l)</small>	Library	Zoom	Driver
Employees who are registered students	For Life	Treat as an Active Student <small>(See note e1)</small>	Treat as an Active Student	Disable immediately	Disable immediately	Removed from courses assigned based on last day of employment Treat as an Active Student	Disable immediately	Treat as an Active Student	Treat as an Active Student	Authorized Manual Notification <small>(See note m)</small>
For Cause Separations where senior management has identified minimal risk (Excluding Students)	If Faculty, Disable in 90 days, otherwise disable in 60 days	If Faculty, disable in 90 days, otherwise disable in 60 days Delete in 12 months	If Faculty, disable office license in 90 days, otherwise disable office license in 60 days	Disable immediately	If Faculty, Disable in 90 days, otherwise disable in 60 days	Disable on last day of employment	Disable immediately	Disable immediately	Reverts to "free" version on last day of employment	Authorized Manual Notification <small>(See note m)</small>
Employees (Includes Faculty, excluding Students)	If Faculty, disable in 30 days, otherwise disable immediately	If Faculty, disable in 30 days, otherwise disable immediately Delete in 12 months	If Faculty, disable office license in 30 days, otherwise disable office license immediately	Disable immediately	If Faculty, disable in 30 days, otherwise disable immediately	Disable on last day of employment	Disable immediately	Disable immediately	Reverts to "free" version on last day of employment	Authorized Manual Notification <small>(See note m)</small>
Exceptional Employee Separations (Excluding Students)	If Faculty, disable in 30 days after termination date, otherwise disable on termination date	If Faculty, disable in 30 days after termination date, otherwise disable on termination date Delete in 12 months	If Faculty, disable office license in 30 days after termination date, otherwise disable office license on termination date	Disable on termination date	Disable on termination date	Disable on last day of employment	Disable on termination date	Disable immediately	Reverts to "free" version on last day of employment	Authorized Manual Notification <small>(See note m)</small>
Students	Disable immediately	Disable immediately and delete after 12 months	Disable office license immediately	N/A	Disable immediately	Disable based on active course registration	Disable immediately	Disable immediately	Reverts to "free" version when no longer registered for a current or future course	Authorized Manual Notification <small>(See note m)</small>
Guests	Disable immediately	Disable immediately and delete after 12 months	N/A	Disable immediately	Disable immediately	Disable upon request of an authorized requester	Disable immediately	N/A	N/A	Authorized Manual Notification <small>(See note m)</small>
Wayne Health (Formerly UPG) <small>(See note u)</small>	Disable immediately	Disable immediately and delete after 12 months	N/A	N/A	Not granted	Disable upon request of an authorized requester	Not granted	Disable immediately	N/A	No driver exists
DMC Resident <small>(See note dmc)</small>	Disable immediately	Disable immediately and delete after 12 months	N/A	N/A	Not granted	Disable upon request of an authorized requester	Not granted	Disable immediately	N/A	No driver exists

NOT FOR CAUSE SEPARATIONS (Layoffs, Buyout, mandated Leave of Absences)

Classification	LDAP (See note i)	Email	MS Office download Eligible (Must be included in campus license agreement)	Active Directory (PC access for CCTS customers and other Security Groups)	Self-Service Access (Restricted by Banner data content) (See note ss)	Canvas	Banner & other administrative systems	Library	Zoom	Driver
Employees who are registered students for current term or next term	For Life	Treat as an Active Student (See note e1)	Treat as an Active Student	Disable immediately	For life	Removed from courses assigned based on last day of employment Treat as an Active Student	Disable immediately	Treat as an Active Student	Treat as an Active Student	Authorized Manual Notification (See note m)
Not for Cause Separations where senior management has identified minimal risk (Excluding Students)	If Faculty, disable in 90 days, otherwise disable in 60 days	If Faculty, disable in 90 days, otherwise disable in 60 days Delete in 12 months	If Faculty, disable office license in 90 days, otherwise disable office license in 60 days	Disable immediately	If Faculty, Disable in 90 days, otherwise Disable in 60 days	Disable on last day of employment	Disable immediately	Disable immediately	Reverts to "free" version on last day of employment	Authorized Manual Notification (See note m)
Employees who get immediate dismissal (Excluding Students)	If they have access to high risk systems and are Faculty disable in 30 days, else if they have access to high risk systems and are not Faculty, disable immediately, otherwise disable in 60 days	If they have access to high risk systems and are Faculty disable in 30 days, else if they have access to high risk systems and are not Faculty, disable immediately, otherwise disable in 60 days Delete in 12 months	If they have access to high risk systems and are Faculty disable office license in 30 days, else if they have access to high risk systems and are not Faculty, disable office license immediately, otherwise disable office license in 60 days	Disable immediately	If they have access to high risk systems and are Faculty disable in 30 days, else if they have access to high risk systems and are not Faculty, disable immediately, otherwise disable in 60 days Delete in 12 months	Disable on last day of employment	Disable immediately	Disable immediately	Reverts to "free" version on last day of employment	Authorized Manual Notification (See note m)
Employees who are given 30 day notice (Excluding Students)	If high risk system access and Faculty, disable 30 days after termination, else if high risk system access and not Faculty, disable upon termination, otherwise disable 60 days after termination	If high risk system access and Faculty, disable 30 days after termination, else if high risk system access and not Faculty, disable upon termination, otherwise disable in 60 days after termination Delete in 12 months	If high risk system access and Faculty, disable office license 30 days after termination, else if high risk system access and not Faculty, disable upon termination, otherwise disable in 60 days after termination	Disable on last day of employment	If high risk system access and Faculty, disable 30 days after termination, else if high risk system access and not Faculty, disable upon termination, otherwise disable in 60 days after termination Delete in 12 months	Disable on last day of employment	Disable on last day of employment	Disable immediately	Reverts to "free" version on last day of employment	Authorized Manual Notification (See note m)
Employee eligible for recall (Excluding Students)	Remain Active while eligible for recall and then disable in 60 days once eligibility has lapsed	Remain Active while eligible for recall and then disable in 60 days once eligibility has lapsed and delete in 12 months	Remain Active while eligible for recall and then disable office license in 60 days once eligibility has lapsed	Disable immediately when placed on the eligible for recall list Re-enable as appropriate if recalled	Remain Active while eligible for recall and then disable in 60 days once eligibility has lapsed	Disable on last day of employment	Disable on last day of employment	Disable immediately	Reverts to "free" version on last day of employment	Systemic Notification is REQUIRED (See note r)
Wayne Health (Formerly UPG) (See note u)	Disable immediately	Disable immediately	N/A	Disable immediately	Not granted	Disable upon request of an authorized requester	Not granted	N/A	N/A	No driver exists
DMC Residents (See note dmc)	Disable immediately	Disable immediately	N/A	Disable immediately	Not granted	Upon request of an authorized requester Manual operation	Not granted	Disable immediately	N/A	No driver exists

VOLUNTARY SEPARATIONS (retirement, new job, transfer to different school, etc.)

Classification	LDAP	Email	MS Office download Eligible <small>(Must be included in campus license agreement)</small>	Active Directory <small>(PC access for CCTS customers and other Security Groups)</small>	Self-Service Access <small>(Restricted by Banner data access)</small>	Canvas	Banner & other administrative systems	Library	Zoom	Driver
Employees who are registered students for current term or next term	For Life	Treat as an Active Student	Treat as an Active Student	Disable on date the HR Banner status is changed	For Life	Removed from courses assigned based on last day of employment Treat as an Active Student	Disable immediately	Treat as an Active Student	Treat as an Active Student	Banner HR
Employees (Excluding students, including all non-faculty employees including part-time)	For Life	If they have access to high risk systems, disable access on last day of employment and delete in 12 months, otherwise disable in 60 days after the HR status field has changed and delete in 12 months	If they have access to high risk systems, disable office license on last day of employment, otherwise disable office license in 60 days after the HR status field has changed	Disable on last day of employment	For Life	Disable on last day of employment	Disable on last day of employment	Disable on last day of employment	Reverts to "free" version on last day of employment	Banner HR
Retirees which also include Emeritus Faculty	For Life	Keep email for life - but must renew every 2 years	For Faculty retirees, disable office license in 18 months, for non-faculty retirees disable office license in 60 days	Disable on last day of employment	For Life	Disable upon request of an authorized requester	Disable on last day of employment	Non-Faculty Retiree: disable immediately Faculty Retiree and Emeritus: keep forever	N/A	Banner HR
LTD (All employee types)	For Life	Maintain Email - but must renew every 2 years	Disable office license upon becoming a LTD	Disable on last day of employment	For Life	N/A	Disable on last day of employment	Disable immediately	N/A	Banner HR
Active Faculty (Excluding students) (See note f)	For Life	Disable and delete 18 months after the HR status field has changed	Disable office license 18 months after the HR status field has changed	Disable on last day of employment	For Life	Disable based on active course assignment	Disable on last day of employment	Disable 18 months after the HR status field has changed	Reverts to "free" version on last day of employment	Banner HR
Part-Time Faculty	For Life	Disable 12 months after end of last term taught Delete after 24 months????	Disable office license 12 months after the end of the last term taught	Disable on last day of employment	For Life	Disable based on active course assignment		Disable 18 months after the HR status field has changed	Reverts to "free" version on last day of employment	
Volunteer Faculty listed as Instructor of Record	For Life	If Active Student, treat as an Active Student, otherwise disable and delete 18 months after the end of the last teaching term	N/A They are not eligible for MS office license	Disable at end of last teaching term	For Life	Disable based on active course assignment	Disable at end of last teaching term	Disable immediately	Disable immediately	Banner Student
Graduates	For Life	Email Lite for Life	Disable office license after 18 months	N/A	For Life	Disable upon request of an authorized requester	N/A	Disable 18 months after the end of the last registered term	Reverts to "free" version upon graduation	Banner Student
Students (Who are not WSU graduates)	For Life	Disable and delete 18 months after the end of the last registered term	Disable office license 18 months after the end of the last registered term	N/A	For Life	Disable based on active course registration	N/A	Disable 18 months after the end of the last registered term	Reverts to "free" version when no longer registered for a current or future course	Banner Student
Prospective Students (Have not registered for a course)	For Life	Disable and Delete 6 months after the end of the Application term	Disable office license 6 months after the end of the admit term if they have not registered	N/A	For Life	Disable upon request from Orientation Staff Manual operation	N/A	N/A	N/A	Banner Student
Guests	For Life	Disable at end of actively sponsored guest period and delete after 12 months	N/A (See note g)	Disable at end of actively sponsored guest period	N/A	Disable upon request of an authorized requester	Disable at end of actively sponsored guest period	N/A	N/A	Guest Process in Banner
Wayne Health (Formerly UPG)	For Life	Disable Immediately and delete after 12 months	Disable Immediately	Disable Immediately	Not granted	Disable upon request of an authorized requester	Not granted	N/A	N/A	WSUSTU UPG employee table
DMC Resident	Remove immediately (See note dmc1)	Email Lite For Life	Not granted	Not granted	Not granted	Disable upon request of an authorized requester	Not granted	Disable immediately	N/A	Affiliate Mgmt

IN CASE OF DEATH

Classification	LDAP <small>(See note i)</small>	Email <small>(See note d)</small>	MS Office download Eligible <small>(Must be included in campus license agreement)</small>	Active Directory <small>(PC access for CCTS customers and other Security Groups)</small>	Self-Service Access <small>(Restricted by Banner data content) <small>(See note ss)</small></small>	Canvas	Banner & other administrative systems	Library	Zoom	Driver
Employees - Faculty and Non-Faculty	Disable Immediately	Disable Immediately, delete 18 months after the HR status field has changed	Proposed: remove office license immediately	Disable Immediately	Disable Immediately	Disable immediately	Disable immediately	Disable immediately	Reverts to "free" version	Banner HR or Manual Notification
Volunteer Faculty listed as Instructor of Record	Disable Immediately	Disable Immediately and delete after 18 months	Proposed: remove office license immediately	Disable immediately	Disable immediately	Disable immediately	Disable immediately	Disable immediately	Reverts to "free" version	Banner HR or Manual Notification
Emeritus Faculty	Disable Immediately	Disable Immediately and delete after 18 months	Proposed: remove office license immediately	Disable immediately	Disable immediately	Disable immediately	Disable immediately	Keep forever	N/A	Banner HR or Manual Notification
Retirees	Disable Immediately	Disable Immediately and delete after 18 months	Proposed: remove office license immediately	Disable immediately	Disable immediately	Disable immediately	Disable immediately	Keep forever	N/A	Banner HR or Manual Notification
Guests	Disable Immediately	Disable and delete Immediately	Proposed: remove office license immediately	Disable immediately	Disable immediately	Disable immediately	Disable immediately	N/A	N/A	Manual Notification
Graduates	Disable Immediately	Disable Immediately, delete after 18 months	Proposed: remove office license immediately	Disable immediately	Disable immediately	Disable immediately	Disable immediately	Disable 18 months after the end of the last registered term	N/A	Manual Notification
Students	Disable Immediately	Disable Immediately, delete after 18 months	Proposed: remove office license immediately	Disable immediately	Disable immediately	Disable immediately	Disable immediately	Disable 18 months after the end of the last registered term	Reverts to "free" version	Manual Notification
PhD Admitted Students	Disable Immediately	Disable Immediately, delete after 18 months	Proposed: remove office license immediately	Disable immediately	Disable immediately	Disable immediately	Disable immediately	Disable 18 months after the end of the last registered term	Reverts to "free" version	Manual Notification
Prospective Students (Have not registered for a course)	Disable Immediately	Disable and delete immediately	N/A	Disable immediately	Disable immediately	Disable immediately	Disable immediately	N/A	N/A	Manual Notification

NOTES

b1	Administrative systems access will be limited to WSU employees and sponsored guests.
d	For separations in case of death, auto reply and sharing options are available to departments and families with the appropriate approval.
dmc	The only method that will be acceptable to identify a for cause or not for cause termination has occurred, will be to update the status indicator in the driving table that identifies DMC ids
dmc1	DMC only get an ldap id with the library service token so they can use the medical library. Disable will be limited to removing the library service token. The ldap id will not be deactivated.
e1	At WSU's discretion, the email id may be taken away from the student for a period of time to notify email senders that the person is not longer an employee
e2	Email forwarding is linked to Email. Email is being disabled to prevent the distribution of content that is no longer appropriate for the terminated persons to have. To achieve this objective, email forwarding must also be disabled.
f	Active faculty include two groups, Part Time and Departing Full Time. Part time faculty are terminated either based upon multi year contracts or the end of each semester, depending on level. There is a significant probability that Part Time faculty will be re-hired to teach in future terms. Access to email and office is needed for them to be able to complete grade changes as well as being recruited to teach again after termination. Departing Full Time faculty who are leaving WSU and going on to other opportunities will need access to email and office for grade changes and to assist in the transition from WSU to their other opportunities.
g	Guests are not MS Office download eligible
i	"Disable Immediately" means that once C&IT receives a communication form an authorized requester, C&IT will disable access as soon as operationally possible on or after the requested time.
l	To the extent of the law, faculty own their course materials and need to have notification and time to copy these materials.time.
m	Manual notification of for terminating access for "For Cause" and "Not For Cause separations" must come from: For Employees: the Unit's Business Affairs Officer, Human Resources, VP C&IT, Senior Directors of C&IT, Vice Presidents and General Counsel. For Students: Dean of Students, VP C&IT, Senior Directors of C&IT, Vice Presidents and General Counsel
r	To be able to provide access to recall eligible employees, the Human Resource system must track when a person is added to the recall eligible list, when they loose recall eligibility and when they are removed from the recall eligible list because they have been recalled. Manual notification of recall eligibility will be treated as dismissed employees.
ss	Self-Service access requires an active LDAP ID and is not separately provisioned and therefor cannot be provide with a disabled ldap id.
u	The only method that will be acceptable to identify a for cause or not for cause termination has occurred will be to update that status indicator in the driving table that identifies UPG identities.
General note 1	For involuntary separations, the trigger to start system deprovisioning is manual. If C&IT is not notified, the automated processes will disable these accounts once the termination is entered into the HR system.
General note 2	Unless email is disabled immediately, people will receive reminder notices 30 days and 15 days before their email account is removed.
General note 3	All employees in central HR, WSU PD, Internal Audit, Labor Relations, OGC, and C&IT are considered to have access to high risk systems. High risk systems are defined on Appendix of Confidential Systems.
General note 4	"Disable" does not apply the provisioning is kept. After disabling, provisioning would have to be requested and recreated if needed. For email, disable implies the cessation of email capability, delete implies the removal of the data (inbox and account) associated with the email account.
General note 5	Access to Administrative systems is limited to Employees and Guests. This is because for other people, there is no event that is triggered to remove access.