

FOR CAUSE SEPARATIONS (Employee Terminated, Student Suspension, Exceptional Separations)

Classification	LDAP (see note i)	Email & Email Forwarding
Employees who are registered students	For Life	Treat as an Active Student <i>(see note e1)</i>
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
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
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
Students	Disable immediately	Disable immediately and delete after 12 months
Guests	Disable immediately	Disable immediately and delete after 12 months
Wayne Health (Formerly UPG) (u)	Disable immediately	Disable immediately and delete after 12 months
DMC Resident (dmc)	Disable immediately	Disable immediately and delete after 12 months

(note i) "Disable Immediately" means that once C&IT receives a commi
 (note u) The only method that will be acceptable to identify a for cause
 (note dmc) The only method that will be acceptable to identify a for cause

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

Classification	LDAP	Email
(see note i)		
Employees who are registered students for current term or next term	For Life	Treat as an active student (see note e1)
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
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

(note i) "Disable Immediately" means that once C&IT receives a commi

NOT FOR CAUSE SEPARATIONS CONTINUED (Layoffs, Buyout, mandated Leave of

Classification	LDAP	Email
(see note i)		

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
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
Wayne Health (Formerly UPG) (u)	Disable immediately	Disable immediately
DMC Resident (dmc)	Disable immediately	Disable immediately

- (note i) "Disable Immediately" means that once C&IT receives a commu
 (note r) To be able to manage access for recall eligible employees, the l
 (note u) The only method that will be acceptable to identify a for cause
 (note dmc) The only method that will be acceptable to identify a for cause

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

Classification	LDAP	Email
Employees who are registered students for current term or next term	For Life	Treat as an active student

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.
Retirees which also include Emeritus Faculty	For Life	Keep email for life - but must renew every two years.
LTD (all employee types)	For Life	Maintain Email - but must renew every two years.
Active Faculty (excluding students) (see note f)	For Life	Disable and delete 18 months after the HR status field has changed
Part-Time Faculty	For Life	Disable 12 months after end of last term taught. Delete after 24 months????
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
Graduates	For Life	Email Lite for Life
Students (who are not WSU graduates)	For Life	Disable and delete 18 months after the end of the last registered term
Prospective Students (have not registered for a course)	For Life	Disable and Delete 6 months after the end of the Application term

VOLUNTARY SEPARATIONS CONTINUED (retirement, new job, transfer to different sch

Classification	LDAP	Email
		(see note d)
Guests	For Life	Disable at end of actively sponsored guest period and delete after 12 months
Wayne Health (Formerly UPG)	For Life	Disable Immediately and delete after 12 months
DMC Resident	Remove immediately (dmc1)	Email Lite For Life

(note dmc1)

DMC only get an ldap id with the library service token so they c

(note g)

Guests are not MS Office download eligible

IN CASE OF DEATH

Classification	LDAP	Email
	(see note i)	(see note d)
Employees - Faculty and Non-Faculty	Disable Immediately	Disable Immediately, delete 18 months after the HR status field has changed
Volunteer Faculty listed as Instructor of Record	Disable Immediately	Disable Immediately, delete after 18 months
Emeritus Faculty	Disable Immediately	Disable Immediately and delete after 18 months
Retirees	Disable Immediately	Disable Immediately, delete after 18 months
Guests	Disable Immediately	Disable and delete Immediately
Graduates	Disable Immediately	Disable Immediately, delete after 18 months
Students	Disable Immediately	Disable Immediately, delete after 18 months

PhD Admitted Students	Disable Immediately	Disable Immediately, delete after 18 months
Prospective Students (have not registered for a course)	Disable Immediately	Disable and delete Immediately

NOTES:

(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 reminders

(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

(general note 5)

For email, disable implies the cessation of email capability, del

(note b1)

Access to Administrative systems is limited to Employees and C

(note d)

Administrative systems access will be limited to WSU employees

For separations in case of death, auto reply and sharing options are available to departments and families with the appropriate approval.

(note dmc)

The only method that will be acceptable to identify a for cause

(note dmc1)

DMC only get an ldap id with the library service token so they c

(note e1)

At WSU's discretion, the email id may be taken away from the :

- (note e2)** Email forwarding is linked to Email. Email is being disabled to p
- (note f)** To achieve this objective, email forwarding must also be disabl
Active faculty include two groups, Part Time and Departing Full
There is a significant probability that Part Time faculty will be r
recruited to teach again after termination. Departing Full Time
transition from WSU to their other opportunities.
- (note g)** Guests are not MS Office download eligible
- (note i)** "Disable Immediately" means that once C&IT receives a commi
- (note l)** To the extent of the law, faculty own their course materials and
- (note m)** Manual notification of for terminating access for "For Cause" and "N
For Employees: the Unit's Business Affairs Officer, Human Res
For Students: Dean of Students, VP C&IT, Senior Directors of C
- (note r)** To be able to provide access to recall eligible employees, the H
and when they are removed from the recall eligible list becaus
- (note ss)** Self-Service access requires an active LDAP ID and is not separa
- (note u)** The only method that will be acceptable to identify a for cause

al Situations, etc.)		
MS Office download eligible (must be included in campus license agreement)	Active Directory (PC access for DeskTech customers and other Security Groups)	Self-Service Access (restricted by Banner data content) <small>(see note ss)</small>
Treat as an Active Student	Disable immediately	Disable immediately
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
If faculty, disable office license in 30 days, otherwise disable office license immediately.	Disable immediately	If faculty, Disable in 30 days, otherwise Disable immediately
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 office license immediately	n/a	Disable Immediately
n/a	Disable Immediately	Disable Immediately
n/a	n/a	not granted
n/a	n/a	not granted

unication form an authorized requester, C&IT will disable access as soon as operational or not for cause termination has occurred will be to update that status indicator in the or not for cause termination has occurred, will be to update the status indicator in the

Absences)

MS Office download eligible (must be included in campus license agreement)	Active Directory (PC access for DeskTech customers and other Security Groups)	Self-Service Access (restricted by Banner data content) (see note ss)
Treat as an active student	Disable immediately	For Life
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
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

unication form an authorized requester, C&IT will disable access as soon as operational

Absences)

MS Office download eligible (must be included in campus license agreement)	Active Directory (PC access for DeskTech customers and other Security Groups)	Self-Service Access (restricted by Banner data content) (see note ss)
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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 systems and not faculty, disable upon termination, otherwise disable 60 days after termination. 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
n/a	Disable immediately	not granted
n/a	Disable immediately	not granted

unication form an authorized requester, C&IT will disable access as soon as operational Human Resource system must track when a person is added to the recall eligible list, w or not for cause termination has occurred will be to update that status indicator in the or not for cause termination has occurred, will be to update the status indicator in the

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MS Office download eligible (must be included in campus license agreement)	Active Directory (PC access for DeskTech customers and other Security Groups)	Self-Service Access (restricted by Banner access)
Treat as an active student	Disable on date the HR Banner status is changed.	For Life

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
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 office license upon becoming a LTD	Disable on last day of employment	For Life
Disable office license 18 months after the HR status field has changed	Disable on last day of employment	For Life
Disable office license 12 months after the end of the last term taught	Disable on last day of employment	For Life
n/a. They are not eligible for MS office license.	Disable at end of last teaching term	For Life
Disable office license after 18 months	n/a	For Life
Disable office license 18 months after the end of the last registered term	n/a	For Life
Disable office license 6 months after the end of the admit term if they have not registered.	n/a	For Life

ool, etc.)

Proposed: remove office license immediately	Disable Immediately	Disable Immediately
n/a	Disable Immediately	Disable Immediately

Under notices 30 days and 15 days before their email account is removed.

When provisioning would have to be requested and recreated if needed. Complete implies the removal of the data (inbox and account) associated with the email accounts. This is because for other people, there is no event that is triggered to remove accounts and sponsored guests.

Whether or not for cause termination has occurred, will be to update the status indicator in the system so that they can use the medical library. Disable will be limited to removing the library service token from the student for a period of time to notify email senders that the person is no longer an employee.

Canvas	Banner and other administrative systems (see note I)	Library
Removed from courses assigned based on last day of employment . Treat as an Active Student	Disable immediately	Treat as an Active Student
Disable on last day of employment	Disable immediately	Disable immediately
Disable on last day of employment	Disable immediately	Disable immediately
Disable on last day of employment	Disable on termination date	Disable immediately
Disable based on active course registration	Disable Immediately	Disable immediately
Disable upon request of an authorized requester	Disable Immediately	n/a
Disable upon request of an authorized requester	not granted	Disable immediately
Disable upon request of an authorized requester	not granted	Disable immediately

As soon as possible on or after the requested time.
 Provide a driving table that identifies UPG identities.
 Provide a driving table that identifies DMC ids



Canvas	Banner and other administrative systems	Library
Removed from courses assigned based on last day of employment . Treat as an Active Student	Disable immediately	Treat as an Active Student
Disable on last day of employment	Disable immediately	Disable immediately
Disable on last day of employment	Disable immediately	Disable immediately

As soon as possible on or after the requested time.



Canvas	Banner and other administrative systems	Library
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Disable on last day of employment	Disable on last day of employment	Disable immediately
Disable on last day of employment	Disable on last day of employment	Disable immediately
Disabled upon request of an authorized requester	not granted	n/a
Upon request of an authorized requester. Manual operation.	not granted	Disable immediately

lly possible on or after the requested time.
 hen they loose recall eligibility
 e driving table that identifies UPG identities.
 e driving table that identifies DMC ids



Canvas	Banner and other administrative systems	Library
Removed from courses assigned based on last day of employment. Treat as an Active Student	Disable immediately	Treat as an active student

Disable on last day of employment	Disable on last day of employment	Disable on last day of employment
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	Disable on last day of employment	Disable immediately
Disable based on active course assignment	Disable on last day of employment	Disable 18 months after the HR status field has changed
Disable based on active course assignment		Disable 18 months after the HR status field has changed
Disable based on active course assignment	Disable at end of last teaching term	Disable immediately
Disable upon request of an authorized requester	n/a	Disable 18 months after the end of the last registered term
Disable based on active course registration	n/a	Disable 18 months after the end of the last registered term
Disable upon request from Orientation Staff. Manual operation.	n/a	n/a



Canvas	Banner and other administrative systems	Library
Disable upon request of an authorized requester	Disable at end of actively sponsored guest period	n/a
Disable upon request of an authorized requester	not granted	n/a
Disable upon request of an authorized requester	not granted	Disable Immediately

n. The ldap id will not be deactivated.



Canvas	Banner and other administrative systems	Library
Disable Immediately	Disable Immediately	Disable Immediately
Disable Immediately	Disable Immediately	Disable Immediately
Disable Immediately	Disable Immediately	Keep forever
Disable Immediately	Disable Immediately	Keep forever
Disable Immediately	Disable Immediately	n/a
Disable Immediately	Disable Immediately	Disable 18 months after the end of the last registered term
Disable Immediately	Disable Immediately	Disable 18 months after the end of the last registered term

Disable Immediately	Disable Immediately	Disable 18 months after the end of the last registered term
Disable Immediately	Disable Immediately	n/a

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ccess.

: driving table that identifies DMC ids
n. The ldap id will not be deactivated.
mployee

Zoom	Driver
Treat as an Active Student	Authorized Manual Notification (see note m)
Reverts to "free" version on last day of employment	Authorized Manual Notification (see note m)
Reverts to "free" version on last day of employment	Authorized Manual Notification (see note m)
Reverts to "free" version on last day of employment	Authorized Manual Notification (see note m)
Reverts to "free" version when no longer registered for a current or future course	Authorized Manual Notification (see note m)
n/a	Authorized Manual Notification (see note m)
n/a	No driver exists
n/a	No driver exists

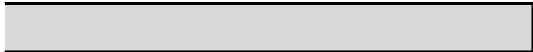


Zoom	Driver
Treat as an Active Student	Authorized Manual Notification (see note m)
Reverts to "free" version on last day of employment	Authorized Manual Notification (see note m)
Reverts to "free" version on last day of employment	Authorized Manual Notification (see note m)



Zoom	Driver
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Reverts to "free" version on last day of employment	Authorized Manual Notification (see note m1)
Reverts to "free" version on last day of employment	Systemic Notification is REQUIRED. See (note r).
n/a	No driver exists
n/a	No driver exists



Zoom	Driver
Treat as an active student	Banner HR

Reverts to "free" version on last day of employment	Banner HR
n/a	Banner HR
n/a	Banner HR
Reverts to "free" version on last day of employment	Banner HR
Reverts to "free" version on last day of employment	
Disable immediately	Banner Student
Reverts to "free" version upon graduation	Banner Student
Reverts to "free" version when no longer registered for a current or future course	Banner Student
n/a	Banner Student



Zoom	Driver
n/a	Guest Process in Banner
n/a	WSUSTU UPG employee table
n/a	Affiliate Mgmt



Zoom	Driver
Reverts to "free" version	Banner HR or Manual Notification
Reverts to "free" version	Banner HR or Manual Notification
n/a	Banner HR or Manual Notification
n/a	Banner HR or Manual Notification
n/a	Manual Notification
n/a	Manual Notification
Reverts to "free" version	Manual Notification

Reverts to "free" version	Manual Notification
n/a	Manual Notification