**Personnel Changes**

Franklin College units are asked to notify Franklin OIT and the Franklin Business Services Office of personnel changes. Department heads or business managers should use the form below to report new hires, terminations, and transfers along with requested information (e.g., MyID, start/end date, etc.).

**New Hires, Terminations, Transfers Form**


**USG Policy Information**

The University System of Georgia (USG) released standards regarding user account management for information systems containing restricted or sensitive data in 2013. These standards were made effective on July 1, 2013.

The University of Georgia is required to adhere to the following administrative procedures.

- Employees who leave the University must have their access to systems containing restricted and sensitive information removed no more than five (5) business days after the effective date.
- Employees who change departments within the University must have their access to systems containing restricted and sensitive information updated to reflect their new duties within thirty (30) days of the effective date. Employees who change jobs within the same department should have their account permissions reviewed within the same 30-day period.
- Units maintaining information systems containing restricted and sensitive information are required to review and verify all user access semi-annually, making adjustments as appropriate.

**Additional Information**

- Please report new hires at least 5 business days prior to start date to ensure access to IT services can be provisioned. Additional lead time is recommend to install new software and/or hardware for new hires.
- Please report terminations/resignations in compliance with USG policy to ensure Franklin OIT will have ample opportunity to backup requested data.