**Personnel Changes**

**Status Changes**

**New Hires**

Franklin College units are asked to notify Franklin OIT of new hires so that Franklin OIT can fully provision access to all services Franklin College offers. New hire requests can be submitted to the Franklin OIT helpdesk using this form.

Please report new hires at least 5 business days prior to the start date to ensure access to IT services can be provisioned. Additional lead time is recommended to install new software and/or hardware for new hires. Franklin OIT will also notify the Franklin Business Services Office when requests are received.

**Terminations**

Franklin OIT utilizes OIR account standards reporting in partnership with departments to manage account access for employees who have terminated, transferred, or retired from UGA. Franklin OIT will follow-up directly with business managers to confirm the status of individuals listed on the report each week. Franklin OIT will also notify the Franklin Business Office when requests are received.

**Expedited Termination Requests**

If a department or unit needs access removed faster than our standard five-day process they may request expedited termination. Expedited termination requests require department head approval.

**Submit Requests for Status Changes**

- New Hire Request Form
- Expedited Termination Request 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.