


## COMPTROLLER POLICY MANUAL

	<b>POLICY: CMP 204-03</b>
	Section: 200 Departments
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Revocation of PeopleSoft Financials User ID's</b>	Effective date: 01/01/2000
	Revision date: 12/3/2014

### PURPOSE

To discuss the procedures for revocation of PeopleSoft Financials User ID's

### SOURCE

University Policy

### CMP 204-03: Revocation of Advantage User ID's

Each regular workday the User Termination Exception Report (DBA986) is generated by Human Resources and delivered to Information Technology Services. The report lists the employee ID number, name, and status of employees who have terminated employment with the university. The report is used by personnel in Information Technology Services to revoke the user ID from all University computing systems and applications including access to the University Financial System (PeopleSoft Financials).

When an employee transfers from one NAU unit to another, it is the responsibility of the department to complete and resubmit the proper PeopleSoft Financials Security documents (ePASS) to add/remove or delete the employee's user id and access to systems in accordance with [CMP Policy 204-02](#).

The Security Administrator generates reports to periodically verify all current user access.

### CROSS-REFERENCES

For related information, see [CMP 204-01](#), Additions/Changes/Deletions in Department Managers and Authorized Signers and [CMP 204-02](#), Changes and Deletions to PeopleSoft User IDs.