COMPUTER SYSTEM ACCESS

INDEX CODE: 1003
EFFECTIVE DATE: 12-01-13

Contents:

I.   POLICY

The division administrator is responsible for coordinating access to the various computer systems used by employees of the Comptroller.

This task includes:

1. Ensuring that employees have access to the computer systems and programs necessary to fulfill their job requirements – especially entry-level employees.
2. Conducting semi-annual audits of each Division employee's system access(es) to verify that access needs are current – accesses no longer needed will be terminated.
3. Terminating an employee's access when the employee leaves the Division – transfer, retirement, etc.

A. The division administrator will conduct a Division wide audit of the computer systems accesses each June and December to verify the continued necessity of the accesses.

II.   CANCELLATION: None.
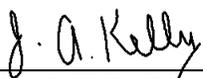
Jeffrey A. Kelly, Director