Separation Clearance
Auto Email
Evaluate
Acknowledge
Return for Correction?
NO
Auto e-mail
NO
Auto e-mail
Security Officers
Evaluate
Acknowledge
Auto E-mail
Security Officers
Go To Pg 2
End Job Record
File Employee Personnel
Go To Pg 2 B
Review Print
Enter last day work
Go To Pg 2 A
Prior to last payroll
Process begins when employee gives Manager notice
Originator
Employee
Manager
HR Records
PIP – Termination of Banner Users’ Access – Voluntary “TO BE”

Information Technology

Script: Evaluate Last day work field

Last Day Work less than today or = today at 4:30pm

Oracle Script: Lock INB account
Banner Script: Remove Classes/Roles/GOBEACC
Auto Notification Security Officers
Auto Notification Security Officers

Update Banner Termination Table

Script automatically process after 4:30pm

IT META

META Script
Update Luminis with Former Employee role

META Script evaluate 45 days Rule

Last Day Work less than 45 days?

45 Days Deactivate University Services

45 day grace period was determined by HR to allow employees access to their university email in order to receive last payroll check notification. Former employee role is always active in Portal.

Banner Security Officers

Rpts

Update Banner Forms
Update Banner Forms
Update Banner Forms
Update Banner Forms
Update Banner Forms

Reports generated from Termination Table

End

From Pg1 A

From Pg1 B