



BANNER SIS Account Termination Procedure

1. Full-Time and Part-Time employee terminations are managed through the Human Resources office. When voluntary or involuntary termination occurs, the Human Resource office notifies the BANNER Support unit via email as part of the employee termination check list. The email details when the BANNER Account access should cease.
2. For work study or temporary employees the unit supervisor is responsible for notifying the BANNER Support unit of the last anticipated date of employment. When the BANNER Account is created, the BANNER Support unit will specify an "Active To" date on the account rules form. After this date the account will no longer be authorized to log in to BANNER.
3. For adjunct faculty members or advisors, the BANNER Support unit runs a report listing of active accounts granted the faculty or advisor self-service access role. This listing is then forwarded to the campus administrative assistants bi-annually for review. Administrative assistants are tasked with inactivating adjunct faculty accounts that are no longer required.
4. Terminated accounts are then disabled by expiring and locking the account indefinitely. Should the individual return to employment, the account may be unlocked and reactivated. Accounts are not deleted in order to support auditing purposes.
5. The Human Resource office is notified via email when accounts are disabled.