



## Ellucian Banner Account Termination Procedures

- Account terminations are typically initiated by staff in the Human Resources department as part of off-boarding procedures for departing employees. These requests include both full-time and part-time employees who have previously been granted privileged access to Ellucian Banner.
- HR staff members create a new **Employee Account Management (EAM)** record. A blank EAM record is shown below and identifies the information that HR provides as part of a Cease Access request:

**Employee Account Management (fmp)**

Find Requests    New Request    Delete Request    Perform Find    Cancel Find    Saved Finds

Layout: **HR Layout**    View As:    Matching Records: **Include** **Omit**    Insert: **Operators**

**Employee Account Management Database**    New River Community and Technical College

Record Number: \_\_\_\_\_

This form is used to document when employees **arrive, depart, or change** their information. Records are created by HR representatives who provide all data available in this **HR Layout**. Records are then completed by IT representatives who provide all data on the **ITS Layout** as they create accounts, assign appropriate privileges, and issue or retrieve College-owned equipment. This form is for both full-time and part-time employees.

Just like data entries for Banner, please use **Title Case** and not **UPPERCASE** for all names, titles, and other data entries.

Employee Information

**ID Number:**

**First Name:**

**Middle Initial:**

**Last Name:**

**Start Date:**  **Campus:**

**Supervisor Name:**

**Type of Request:**

**Employee Group:**

**Job Title:**

**Cease Access Date:**  **Room Number:**

**HR Notes**

**Status of Request:**

Use this button to create a new empty record (as needed).  
(1) Click Here to Create a New Empty Record

Please click this button only once. An email will be sent to ITS staff.  
(2a) Send PDF to IT

(2b) Send PDF to Leaders Only

Record Created by: \_\_\_\_\_  
Date Modified: \_\_\_\_\_

New River Community and Technical College    Date Created: \_\_\_\_\_    Employee Account Management Database

[www.newriver.edu](http://www.newriver.edu)

Greenbrier Valley Campus  
653 Church St.  
Lewisburg, WV 24901  
304.647.6560

Mercer County Campus  
304 New Hope Rd.  
Princeton, WV 24740  
304.425.5858

Nicholas County Campus  
6101 Webster Rd.  
Summersville, WV 26651  
304.872.1236

Raleigh County Campus  
280 University Dr.  
Beaver, WV 25813  
304.929.5450

Central Administration  
280 University Dr.  
Beaver, WV 25813  
304.929.5445

- Supervisors of **work-study** and **temporary employees** are responsible for notifying HR or IT staff members when an employee is no longer working. This notification ensures that off-boarding procedures are initiated to revoke privileged access and recover any equipment that was issued.
- This notice should be provided at least 7 days before the last day of employment.
- IT staff members who support Ellucian Banner generate a report twice a year that enables supervisors of **adjunct faculty** and **advisors** to review access privileges that have been granted. Feedback from this report identifies any accounts that are no longer needed and is sent to the IT staff so that privileges may be revoked.
- IT staff revoke access privileges by expiring and locking accounts, as well as inactivating the New River email address on SPAIDEN, marking SIAINST to denote the employee is no longer active, and disabling access on GOATPAD.
- Accounts are never deleted in Ellucian Banner; instead, they are maintained in an expired and locked status. This enables a returning employee to regain former privileges when needed while providing audit records for use as needed.
- When IT staff complete these steps, they send a copy of the completed EAM record to key personnel as both a notification and a detailed summary of the changes made.