

Security Services

Separation Process and Policies

When an employee separates the following MUST be followed:

- » Submit Eform request to have card access removed
 - » To access the Eform, you must be an authorized requestor for your department. To find out a list of authorized requestors for your department, please email Security Services.

- » Submit Security Services Eform to request removal from key box access

- » Email Security Services advising us to remove separating employee from authorized requestors list if the employee currently has access to request for key/card access through our Eform. Also let us know who their replacement will be.

When an employee separates the following
MUST be followed:

- » Email Security Services to remove camera views
- » Prior to the last date of employment, verify with Security Services that all keys have been returned
 - » Via email or phone call

Example: Submitting Eform Request to remove card access

Submitted Requests Add/Drop PD Admins Add/Drop Requestor Assign Requests **Card Access Request** Key Box/Slots Request Internal Reports Door Reports Request Mechanical Key Request

Card Access Request

Requestor Name: Amber Lynn Skripka Phone: 210-458-6486 Email: AMBER.SK RIPKA@UTSA.EDU Help

(1) Select a Building and Room Number:

Building: Room Number:

- All Exterior Doors
- Group Access
- 1.00.08
- 1.00.08A
- 1.00.12
- 1.00.16
- 1.00.18
- 1.00.22
- 1.01
- 1.01.02

Select all rooms needing to be removed.

Note: Hold the [Ctrl] key to select multiple rooms.

(2) Search card holder/user by entering his/her abc123 OR Banner ID No. OR name. Click Search.

Faculty / Staff / Student

First Name: Last Name: myUTSA ID: Banner ID:

(2b) Select role of card user and click "Add Access" or "Remove Access"

myUTSA ID	BannerID	First Name	Middle Initial	Last Name	Department	Role	Add Access	Remove Access
urs015	@01615325	Leobardo		Flores	UNIVERSITY POLICE	Staff	Add Access	Remove Access

Example continued

(3) Review your request entry. If card holder/user, building or room number is incorrect, clear entries and correct to continue.

Add Access for the following:

You have not requested access for any users.

Remove Access for the following:

myUTSA ID	Banner ID	First Name	Last Name	Role	Building	Room Number	File Upload	View File	Remove Request
urs015	@01615325	Leobardo	Flores	Staff	BB	1.01.02 **	N		X

(4) Enter any special instructions: (optional)

* 150 characters max!

Enter date when employee will be separating so access is not removed too soon.

Department Responsibilities

- » Ensure employees are only provided with the current level of access necessary to perform their job duties and nothing more.
- » Ensure all access is removed for separating employees to include transferring employees or change in job responsibilities.
- » If an employee separates and does not return keys, Security Services may deem that a rekey is necessary.
- » If a rekey is deemed necessary, the department will be responsible for the cost of the rekey.
 - » Currently working on putting this in our HOP policy

Master Keys

- » To prevent master keys from becoming lost, it is our policy that they be kept inside a key box or secured in a locked office overnight.
- » Master keys should never be taken home. A separate key will be issued for the office to take home.
- » Any new requests for a master key requires approval from a Security Services supervisor. This is so we can minimize the amount of masters issued to each department for security reasons.

Door Reports

- » Authorized requestors can use the Eform to request door reports for any card readers within their department.
- » 2 types of reports Security Services can provide:
 - » Access report
 - » Will provide a list of everyone who currently has access to a door
 - » History report
 - » Will provide a list of everyone who accessed a door during a specified time frame.
- » It is good practice to do this at least twice a year to ensure all separated employee access is removed.