



DATA STEWARDS
Faculty/Staff Email ID Implementation Requirement Committee
Technical Logistics
January 28, 2003 3:00
Hardyman

ATTENDEES: Jayna Cheesman, Kathy Crouch, Chris Emmick, Kathy Hamperian, Sidney Scott, John Tibe
RECORDER: Debra Claunch
PRESIDING: Jayna Cheesman
PROJECT COORDINATOR: John Sampson

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> • Purpose of the meeting 	<ul style="list-style-type: none"> • To finalize the Software Requirements Specification document for auto creation of Staff Email. Reference copy last revised 1/17/03.
<ul style="list-style-type: none"> • 4.1 Newly Hired Faculty and Staff 	<ul style="list-style-type: none"> ▪ Kathy C. asked if the file to be generated for HR for creation of notification letters to employees should include address information, and if so, which employee address. Kathy H. said the campus address may not be available in HRS, and if the employee applied early, the home address may not be available either. Jayna suggested including the Primary Department Address and letting departments be responsible for distributing the letters to the employees. Sidney said this may be a problem for employees in Agriculture who are located remotely. He said Agriculture has a database (CatsPaws) which could be used to identify current addresses. Business/Personnel Officers are responsible for updating address information in HRS. <ul style="list-style-type: none"> ○ ACTION ITEM: Jayna will talk with John Sampson for suggestions on distributing the notification letters for new employees.
<ul style="list-style-type: none"> • Specified date range 	<ul style="list-style-type: none"> ▪ Kathy C. wanted to clarify, according to the Email Requirements Procedure document, the auto creation of Email IDs will check for new employees entered in HRS; 7 days prior to the employment begin date or the day after the assignment is entered if the record is entered after the assignment begin date. ▪ Sidney said the PR campaign should include letting departments know they will no longer have to complete a form to request a new Email ID. Kathy H. said it would also be important for the campaign to notify departments they will be responsible for getting the notification letters to the employee as soon as possible.
<ul style="list-style-type: none"> • Mailbox creation 	<ul style="list-style-type: none"> ▪ General discussion about mailbox creation. John said this process will create an Email LoginID and directory entry. If the employee does not activate the account, a mailbox and UEA will not be created. <ul style="list-style-type: none"> ○ ACTION ITEM: Jayna will review and update the Email Procedures and Email Policy documents to delete references to mailbox and UEA creation, as it applies to the auto creation specification. ○ ACTION ITEM: Kathy C. will review and update the Software Requirements Specification document to delete references to mailbox creation.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> ▪ Kathy C. clarified the auto creation routine is for newly hired, active assignments, who are not retired employees. This is correct. ▪ Sidney said the current process is that email accounts are active for two weeks after the employment end date. ▪ Sidney asked how often the routine to generate the email accounts for new employees would run? Kathy H. said it

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	<p>would be done nightly after the last HRS update is completed. While the files are updated, the system will be locked until the updates are completed.</p> <ul style="list-style-type: none"> ▪ General discussion on error reports for accounts that could not be created for whatever reason. Error reports for creation of student accounts will go to the Registrar for resolution. It was suggested the error reports for employees be forwarded to the Area Security Officers. General discussion on how often accounts could not be created, and the reasons why, (i.e., if an account is suspended.) It was also suggested the error report for employees go to the departments. If a new employee shows on the list, the department would be responsible for calling CSC to resolve the problem. Final decision was to send the error reports to the CSC. This may require CSC working with the Network Engineering group (Kevin Massey). <ul style="list-style-type: none"> ○ ACTION ITEM: Jayna will send the latest version of the Email Procedures document to Kathy H. and John for review.
<ul style="list-style-type: none"> • Account expirations 	<ul style="list-style-type: none"> ▪ After an employee leaves the University, the UAMS ID will still exist. The NIMS ID will be gone after two (2) weeks. John said the Login owner record will never be deleted. HIPPA wants these IDs to remain forever and never be reused by another person. If an employee is given access to HRS, FRS, or other systems on campus, access to these systems will be terminated or inactivated when employment is terminated. The owner record will still exist.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • General discussion about concern for phantom IDs and STEPS employee IDs. It was determined there are reports being produced now to help check for these situations and no action is required. • General discussion about creating accounts for employees who do not have computer access. John said the process is to create an entry for the UK Directory and to do this a U-Connect account is needed. The account never has to be activated. If an account is not activated, only a name will show in NIMS. John said the Medical Center is creating multi-use workstations, so employees will have access to a computer. It was restated, for employees without computer access, it will be up to the department supervisors to get relevant information to their employees in another manner, (i.e., bulletin boards, meetings, etc.) • It was suggested using PPD as a pilot for the Auto Creation process. • John said it was important to note the process to create accounts for existing employees is a one time deal, and a letter from Dr. Todd will be needed. <ul style="list-style-type: none"> • ACTION ITEM: Kathy C. will update the Software Requirements Specifications and send them out for review. • ACTION ITEM: Kathy C. said she and Keith LaVey will work together to determine the tasks and estimated times.