PRACTICE TYPE: Human Resources
PRACTICE TITLE: PeopleSoft Portal Access

A. Purpose
Access to the PeopleSoft Portal will be given to all full-time employees and part-time employees. Part-time faculty who work fewer than six (6) hours typically are not given access. Access will be removed when an employee’s assignment with the college is complete.

B. Access
When a new employee is hired and requires access to the PeopleSoft Portal the respective departmental Secretary with the approval from the Director is to complete the access request form on the corporate drive g:\forms\new_user_form. This form must then be sent to the Computing Support Center.

The request form requires an assignment number, for all part-time staff. The form cannot be completed until Human Resources has assigned the new employee with an assignment number.

C. Removing Access

Full-time employees – Departmental secretaries are to notify H.R. to delete access of full-time employees who have ended their employment with the College. H.R. will notify I.S.

Part-time employees – 7 business days after the part-time employees assignment has concluded, I.S. will automatically de-activate their access. Between the Fall and Winter term only, accounts will not be de-activated until the start of the term. This is to ensure returning employees receive uninterrupted access during this period.

Contract assignments – departmental secretaries are to notify IS to delete access for individuals paid on contract when their assignment ends.

D. Modifying Access
Any modifications to the original request for access can be completed on the g:\forms\new_user_form.