

Western Resources

PeopleSoft Modules Access					
Western Resource	Requested by	Based on	Creation	Termination	Additional Information
Human Resources – Employee myHR record and personal data	N/A	Employee status	Automatically set up when appointment is input into PeopleSoft	Continues after termination for access to address information and compensation history.	https://myhr.uwo.ca Access to personal data and pay information
Human Resources – myHR signing authority	Hiring Manager	Employee Role Requirements	Hiring manager must use form	Manual request by Schulich HR.	https://www.uwo.ca/hr/admin/form_doc/authorization/signing_authority.pdf
Human Resources – Employee access to data	Hiring Manager	Employee Role Requirements	Hiring Manager must go into myHR and initiate the transaction, which is approved by Schulich HR	Department can terminate access, or request Schulich HR terminate access. Western HR conducts audits every few weeks for terminated employees.	https://www.uwo.ca/hr/admin/form_doc/authorization/hr_access_form.pdf
Financials (access & signing authority)	Hiring Manager	Employee Role Requirements	Western ITS	Western HR contacts Western Finance to terminate access; it would be helpful if Hiring Managers contacted Western Finance Helpdesk at x85432.	http://www.uwo.ca/its/identity/cda.html
PeopleSoft Higher Education	Hiring Manager	Employee Role Requirements	Western ITS	Access is reviewed annually by the Office of the Registrar.	Access Request: http://www.uwo.ca/its/identity/cda.html Training Information: https://www.extranet.uwo.ca/extranet/TrainingRequest/index.cfm

Program Access					
Western Resource	Requested by	Based on	Creation	Termination	Additional Information
ROAMs	Hiring Manager	Employee role requirements	Western ITS –based upon request generated through Schulich IS	Schulich IS should be contacted to deactivate.	Information: http://wrooms.uwo.ca/ Access Request: https://www.schulich.uwo.ca/information/services/forms/roamsrequest
KIWI	Employee	Employee Role Requirements	To create Kiwi site, contact Western ITS To grant access to specific Kiwi site, contact site administrator	Access to KIWI is removed 30 days after termination date in PeopleSoft HR.	Kiwi Site Creation Request: http://www.uwo.ca/its/kiwi/
Laserfiche Repositories	Employee	Employee Role Requirements	Contact repository administrator for access to specific repository.	Laserfiche administrator should be informed to remove access. Access to Laserfiche is limited to campus IP addresses, so in the event of a transfer, the access must be manually terminated.	
OWL	Employee	Employee Role Requirements	Individuals can create project sites via https://owl.uwo.ca/ or be added to existing projects via site administrator	ITRC handles OWL Merran Neville	https://owl.uwo.ca/portal/site/8fdbf430-43ff-4df1-b004-f180db17dc0b
Office of the Registrar Extranet	Hiring Manager or Employee	Employee Role Requirements	Office of the Registrar	Contact the Office of the Registrar to terminate access.	https://www.extranet.uwo.ca/extranet/ExtranetForm/extranetRequest.cfm

Other Access					
Western Resource	Requested by	Based on	Creation	Termination	Additional Information
Western Email	N/A	Employee status	Automatically generated by PeopleSoft & sent to hiring unit	Automatically deactivated 10 months after staff appointment ends. Please contact Sergio Rodriquez if access needs to be terminated sooner.	https://myhr.uwo.ca
Telephone	Hiring Manager	Employee role	Western ITS		http://www.uwo.ca/its/services.pdf#page=27
Western Directory	N/A	Employee status	Automatically created by ITS import from PeopleSoft data. The record is mostly blank and must be updated through your directory coordinator.	Automatically removed after staff appointment ends, unless it was entered manually by directory coordinator.	http://www.uwo.ca/westerndir/help/coordinators.html
Keys	Employee	Employee Role Requirements	Requested by Employee, confirmed by Supervisor. Western ID # required when making the request.	Employee to return keys to Keys Office.	http://www.uwo.ca/fm/client_services/keys.html
Building Access (card access)	Hiring Manager	Employee Role Requirements	Contact Kevin Inchley	Contact Kevin Inchley.	http://www.uwo.ca/fm/client_services/keys.html

Schulich Resources

Shared Folders					
Schulich Resources	Requested by	Based on	Creation	Termination	Additional Information
T:\Common	Hiring Manager	Department	Schulich IS	Included as part of the Schulich Network access	Each Department has their own
T:\teamshare_grp	Hiring Manager	Request from Hiring Manager	Schulich IS	Same as above	Not all groups have a shared group folder
X:\	Automatic	Schulich network account	Schulich IS	Same as above	Used to distribute software from IS to Schulich Network users
R:\	Primary Investigator/ Hiring Manager	Position	Schulich IS	Same as above	Used by research labs to store and share research data; not all labs have a folder on the R:\ drive.

Enterprise Systems					
Schulich Resources	Requested by	Based on	Creation	Termination	Additional Information
SAS	Hiring Manager	Employee Role Requirements	Gayle Finlay, Schulich HR Staff Coordinator	Included in termination procedures for Schulich Network account. If individual involved did not have a Schulich network account (eg. Staff in clinical departments), then leaders must request access removal to SAS. If access removal is not explicitly requested, it will be removed when the staff's PeopleSoft record becomes inactive.	If an employee is transferring within Schulich, leaders must make the request to Schulich IS to terminate SAS access as access will change depending on role.
SAS: OneForm	Hiring Manager	Employee Role Requirements	Gayle Finlay, Schulich HR Staff Coordinator	Schulich HR must be notified by Hiring Manager to change end date on approval/recognition tracking record.	View Authorizer: Schulich HR (Gayle Finlay and Jackie Allan)
SAS: Staff View	Hiring Manager	Employee Role Requirements	Gayle Finlay, Schulich HR Staff Coordinator	Schulich HR must be notified by Hiring Manager to change end date on access record.	View Authorizer: Schulich HR (Gayle Finlay and Jackie Allan)
SAS: Faculty View	Hiring Manager	Employee Role Requirements	Gayle Finlay, Schulich HR Staff Coordinator	Schulich HR must be notified by Hiring Manager to change end date on access record.	View Authorizer: Schulich HR (Gayle Finlay and Jackie Allan)
SAS: UME View	Hiring Manager	Employee Role Requirements	Gayle Finlay, Schulich HR Staff Coordinator	UME Manager must be notified by Hiring Manager to change end date on access record.	View Authorizer: Manager, Undergraduate Medical Education (Matt Wannan)

SAS: PGE View	Hiring Manager	Employee Role Requirements	Gayle Finlay, Schulich HR Staff Coordinator	PGE manager must be notified by Hiring Manager to change end date on access record.	View Authorizer: Manager, Postgraduate Medical Education (Scott Rumas)
SAS: Grad View	Hiring Manager	Employee Role Requirements	Gayle Finlay, Schulich HR Staff Coordinator	Grad Manager must be notified by Hiring Manager to change end date on access record.	View Authorizer: Manager, Graduate Studies (Janelle Cobban)
One45	Hiring Manager	Employee Role Requirements	Schulich IS	Included in termination procedures for Schulich network account for Schulich network users; If the staff in question does not have a Schulich network account, then, leader must advise Schulich IS to terminate access. There is no automatic removal of access based on PS appointment for One45 (as there is for SAS access)	<p>More Info: https://www.schulich.uwo.ca/deptmedicine/education/faculty_and_admin_resources/one45_access.html</p> <p>Access Request: https://www.schulich.uwo.ca/informationsservices/informationervices/schulichdbrequest</p>
AcuitySTAR	Hiring Manager	Employee Role Requirements	AcuitySTAR / Clinical IT Project Office (Derrick Gould)	Contact Derrick Gould upon transfer or termination.	
Cascade CMS					Update forthcoming

Legacy Database Apps					
Schulich Resources	Requested by	Based on	Creation	Termination	Additional Information
PDB (Personnel Database)	Hiring Manager	Employee Role Requirements	Schulich IS	Same process as for SAS	Authorizer: Schulich HR Access Request: https://www.schulich.uwo.ca/informationsservices/online_forms/schulich_database_permissions_request.html
Postgraduate Database	Hiring Manager	Employee Role Requirements	Schulich IS	Same process as for SAS	Authorizer: Manager, Postgraduate Medical Education (Scott Rumas) Access Request: https://www.schulich.uwo.ca/informationsservices/informationservicesschulichdbrequest
Clinics Database	Hiring Manager	Employee Role Requirements	Schulich IS	Same process as for SAS	Manager, Dental Clinics (Jennifer Devlin) Access Request: https://www.schulich.uwo.ca/informationsservices/informationservicesschulichdbrequest
Student Database	Hiring Manager	Employee Role Requirements	Schulich IS	Same process as for SAS	Authorizer: Manager, UME (Matt Wannan) Access Request: https://www.schulich.uwo.ca/informationsservices/informationservicesschulichdbrequest

Other Access					
Schulich Resources	Requested by	Based on	Creation	Termination	Additional Information
Schulich Email	Hiring Manager	Employee Role Requirements – Normally only staff in departments physically on campus, Dean's Office staff and faculty, and faculty in decanal positions.	Schulich IS (at the time of Schulich network login creation.	<ol style="list-style-type: none"> 1. If employee is terminated, Schulich IS works with _____ and supervisor to terminate access depending on situation (role, etc) 2. If employee resigns/retires/transfers, Schulich IS works with the leader on a standard operating procedure for termination of Schulich email – normally happens as of the day the employee no longer works at Schulich. 	https://www.schulich.uwo.ca/informationsservices/informationsservicesnewaccountrequest
Schulich Network	Hiring Manager	Same as Schulich Email	Schulich IS	Same as Schulich Email	https://www.schulich.uwo.ca/informationsservices/informationsservicesnewaccountrequest