

# BOR User Account Standards

*February 28, 2024*



**UNIVERSITY OF  
GEORGIA**  
Enterprise Information  
Technology Services



# Agenda

- Overview
- UGA Implementation
- Campus Unit Responsibilities
- Process





# Overview

- Board of Regents has established standards for managing user accounts with a focus on employee access to systems.
- UGA implemented a standard on July 1, 2013, for critical or sensitive systems.
- System owners, data stewards, DNLs and data users all have a responsibility to ensure that we comply with this standard.





# UGA Implementation - Basics

- **System owner:** The senior person in the organization responsible for the application or service and for ensuring it delivers value to the organization.
- **BlueCat/Proteus:** IP Address Manager used to collect information on critical and sensitive systems.
- **Departmental Network Liaisons (DNL):** Designated primary contacts in a department for network issues or for computer security incident response.





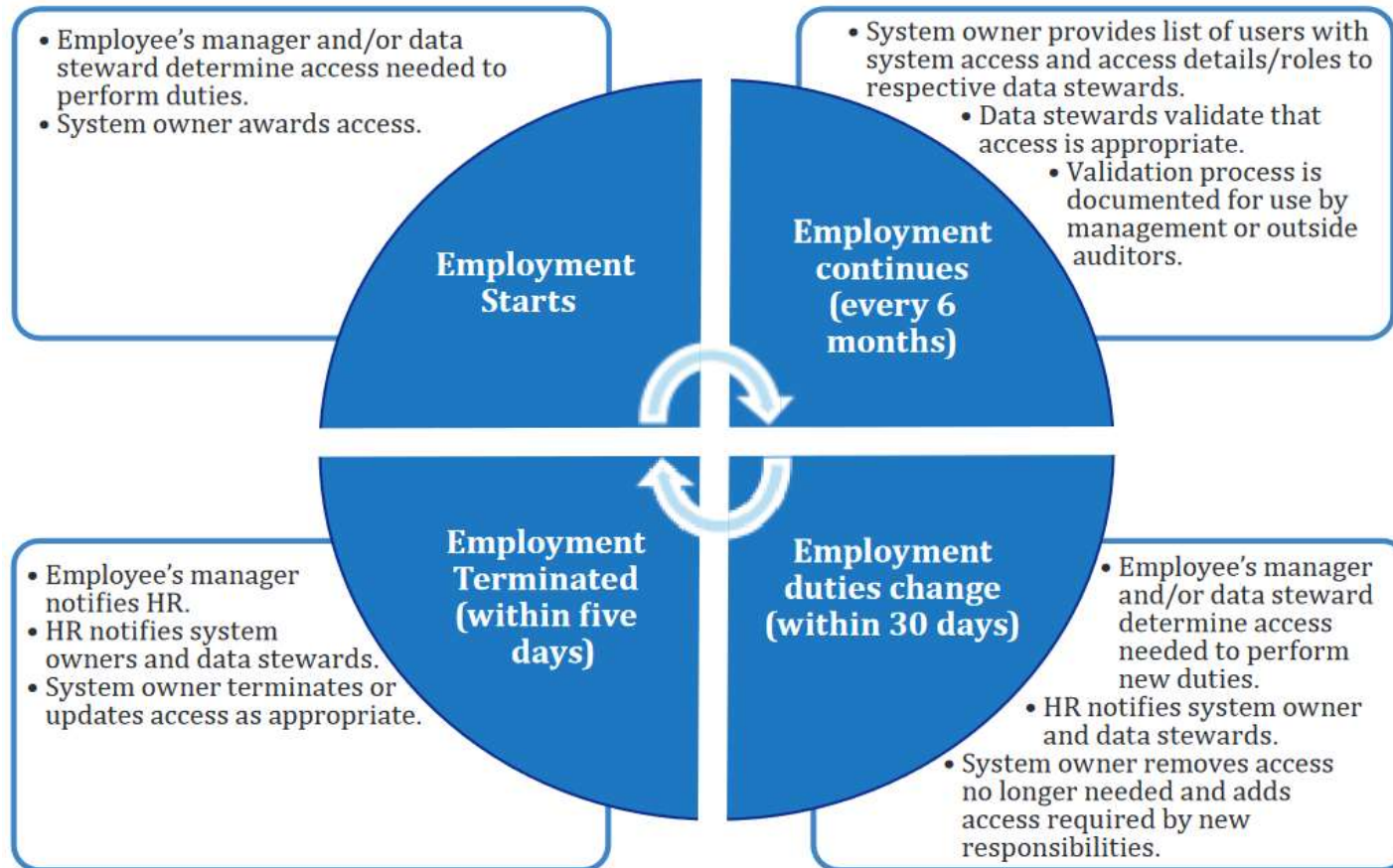
# UGA Implementation - Basics

## Data Steward

- Designated person in a functional area responsible for data in an information system being read, used, created, collected, reported, updated or deleted, and the technology used to do so.
- Establishes procedures to facilitate data access and ensure security for their information system.
- May be the same as the system owner.



# USG IT Handbook Standards





# UGA Implementation Procedures

Procedure	Unit responsibilities
1. Identify and classify information systems and system owners in BlueCat/Proteus.	DNLs must report sensitive and critical systems and the system owner.
2. Maintain an up-to-date user list.	System owners and data stewards are responsible for maintaining this user list. Only authorized users should be allowed access to information systems. See UGA's Data Access Policy for acceptable authorization guidelines.





# UGA Implementation Procedures

Procedure	Unit Responsibilities
<p>3. Procedural and technical access controls.</p> <p><i>*Please note that process documentation may need to be updated due to changes in HR processes and DW reporting</i></p>	<p>System owners and data stewards are responsible for permission and access levels of users in systems. Data stewards must maintain a documented process for granting approval and authorizing access.</p>

*The Minimum Security Standards for Sensitive Systems outlines requirements for preventing and detecting unauthorized use.*







# UGA Implementation Procedures

Procedure	Unit responsibilities
4. System owners, data stewards and users share responsibility in preventing unauthorized access to USG systems.	The Data Access Policy outlines roles and responsibilities for access to a system.
5. Review access every 6 months.	Data stewards must have a procedure to review and verify appropriate access every 6 months.
6. Update access to systems with position changes and terminations.	Reports are available for data stewards to help identify required access changes.



# Process – OIR Website



oir.uga.edu

search by keyword(s)

Reports & Analytics - CAR External Reports - Peer Institutions - About - Data Request Data Warehouse

Quicklinks: [Data Governance](#) | [All UGA Reports](#) | [Data Cookbook](#) | [Roadmap & Release Notes](#) | [Developer Resources](#)

## UGA Fact Book



Intended Audience:

Public

Acceptable Use:

Official Reporting for Internal and External Users

Update Cycle:

Annually (Fall of each year)

Contains:

Aggregated information about admissions, enrollment, degrees conferred, and other student-related data. Also contains

## FACTS



Intended Audience:

UGA Faculty & Staff

Acceptable Use:

Official Reporting for Internal Users

Update Cycle:

Semesterly

Contains:

Interactive reports about students, faculty, staff, and facilities. Also contains Unit Profile and preliminary reports.

## Operational Reports



Intended Audience:

UGA Faculty & Staff

Acceptable Use:

Unofficial Reporting for Internal Users

Update Cycle:

Daily

Contains:

Reports such as the Budget Status Report and the Project Status Report.

## Tools & Analytics



Intended Audience:

UGA Senior Administration

Acceptable Use:

Unofficial Reporting for Decision Support

Update Cycle:

Various times

Contains:

Reports such as course relationship Sankey diagrams, student progression and success by college,



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eits.uga.edu



# Process – OIR Website

## Operational Reports

Operational Reports is an online self-service reporting tool developed by the Office of Institutional Research. These reports are based on daily snapshots of transactional data from various University of Georgia systems and due to the nature of these reports, they are for internal, informational purposes only and not for external reporting. These reports are available to UGA faculty and staff using their MyID login.

Financials	HCM/Personnel	Student/Course	Research	Facilities	Access Mgmt
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## Access Management

The University System of Georgia (USG) released standards regarding user account management for information systems containing restricted or sensitive data in 2013. These standards were made effective on July 1, 2013. Information about the USG standard, UGA procedures, and documentation on EITS supporting resources are available on the Access Services Website.

To provide support to units in adhering to the administrative procedures, EITS provides information regarding employee departures and departmental transfers. The reports below are available to authorized users.

Department and other unit heads should work to ensure that appropriate individuals have access to this information and the names of these individuals should be submitted using the [Employee Change File Access Request Form](#).

### Board of Regents Accounts Standards File

To provide support to units in adhering to the administrative procedures, EITS provides information regarding employee departures and departmental transfers. The reports below are available to authorized users.

- [BOR Account Standards File](#)
- [BOR Account Standards File with Subscriptions](#)

### Active Employees

To provide support to units in adhering to the administrative procedures, EITS provides information regarding employee departures and departmental transfers. The reports below are available to authorized users and HR liasons.

- [List of active positions - Job\\_Position\\_Current\\_Active](#)
- [Job History](#)



# Subscription Report

Office of Institutional Research > Reports & Analytics > Operational Reports > Access Management > BOR Account Standards File (Subscription)

Subscription | HR Status Changes | Position Changes | Department Changes | Watch | Edit | View: Original



## BOR Account Status Reports

*Number of employees with an Effective Date in the last 7 days.*

HR Status Changes	Position Changes	Department Changes
8	76	

*Number of employees with an Action Date in the last 7 days.*

HR Status Changes	Position Changes
79	68

\*Action Date and Effective Date can be back/future dated; some employees could never show up in this summary. Please look at the specific worksheets for an exhaustive list.



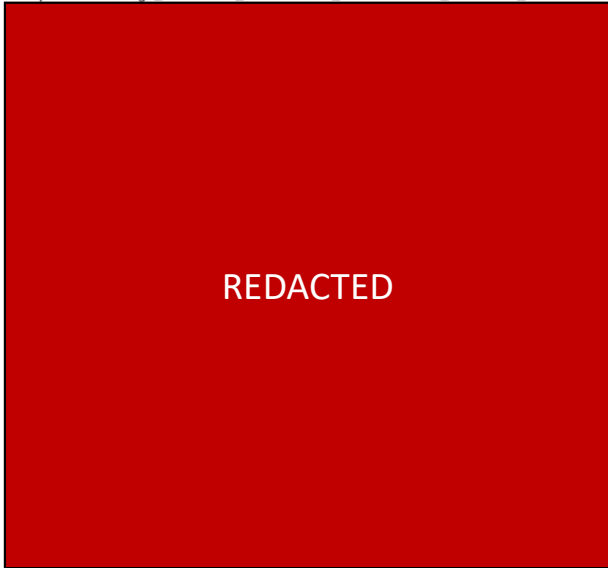
# Subscription Report

Office of Institutional Research > Reports & Analytics > Operational Reports > Access Management > BOR Account Standards File (Subscription)

Subscription | HR Status Changes | Position Changes | Department Changes

## HR Status Changes

emplid	Badge_No	UGA_MYID	First_Name	Middle_Na..	Last_Name	Name_Suffix	New_Eff_Date	New_Job_Action_Date	New_Job_Action_Co..	Job_Indicat..	Position_No	Dept_ID
							3/4/2023	2/14/2023	TER	P	21011004	H100023
							1/21/2023	1/27/2023	TER	P	40023332	H100041
							2/18/2023	2/21/2023	TER	P	40035405	H100065
							1/19/2023	1/25/2023	TER	P	40045635	H100011
							1/1/2023	2/10/2023	TER	P	40045646	H100011
							11/14/2022	2/13/2023	TER	P	21011087	H100002
							1/21/2023	1/27/2023	TER	P	21003926	H100001
							5/13/2023	2/23/2023	TER	P	40023200	H100001
							1/1/2023	2/1/2023	TER	S	D1843005	H100067
							6/1/2023	2/21/2023	RET	P	11805205	H100023
							4/1/2023	2/3/2023	RET	P	11800068	H100015
							2/1/2023	2/10/2023	RET	P	11807228	H100021
							4/1/2023	2/1/2023	RET	P	11809280	H100091
							2/1/2023	1/31/2023	RET	P	11808752	H100004
							2/1/2023	1/23/2023	RET	P	11803670	H100028
							4/1/2023	2/1/2023	RET	P	11801654	H100000
							3/1/2023	2/13/2023	RET	P	11807488	H100020
							4/1/2023	2/1/2023	RET	P	11802181	H100071
							3/1/2023	2/9/2023	RET	P	11816492	H100047
							2/1/2023	2/9/2023	RET	P	11800340	H100065
							1/1/2023	1/23/2023	DTA	P	40037179	H100020
							3/1/2023	2/10/2023	TER	P	11811002	H100067
							2/1/2023	1/23/2023	RET	P	11809067	H100039
							2/1/2023	1/23/2023	RET	P	11814862	H100045



REDACTED

Dept\_ID\_Descr  
(All)

New\_Job\_Action\_Date  
1/21/2023 2/24/2023

New\_Eff\_Date  
5/4/2001 7/1/2023





# Data Definitions

Data Element	Definition
New Effective Date	Date that the action took effect
New Job Action Code	TER=Terminated RET=Retired DTA=Data Change
Job Indicator	P=primary S=secondary
Position No Description	Position Number and Position Description (i.e., working title)





# Active Employees List

Home > All UGA Faculty and Staff Reports > HCM > Job\_Position\_Current\_Active

of 1316
 




 Find | Next

**Job Position Current Active**

List of active positions as of 02/24/2020

Emplid	Name Emplid Badge No	HR Dept ID Descr	Person Organizational Relationship Code Descr	Position No Descr
		H1000198 - Social Work-Devel & Alumni Rel	EMP - Employee	11822796 - Alumni Relations Pro
		H1000209 - VetMed-Tifton Diagnostic Lab	EMP - Employee	11909343 - Student Assistant
		H1000186 - OGE-Global Engagement	CWR - USG Affiliate	11825524 - Non-Compensated Affiliate
		H1000241 - Franklin-Philosophy	EMP - Employee	11822782 - Graduate Teaching Assistant
		H1000261 - Franklin-Chemistry	EMP - Employee	11804413 - Graduate Teaching Assistant
		H1000450 - Housing-Resident Progs & Svcs	EMP - Employee	11880523 - Temporary Pro
		H1000010 - SRVPAA-Honors Program	EMP - Employee	21001881 - Student Assistant
		H1000010 - SRVPAA-Honors Program	EMP - Employee	21004004 - Student Assistant
		H1000015 - VPI-Academic Enhancement	EMP - Employee	21006612 - Student Assistant

REDACTED  
  
 VPN 02 and AD Group  
 access required to access



SAP0

Paul needs to update

Sara Ann Pauff, 2022-02-03T21:09:26.988



# Department Changes Report

Department Changes

Position No	Old_Eff_Date	Old_Dept_ID	New_Eff_Date	New_Dept_ID	Job_Indicatc
11905279	1/1/2019	H1000186	1/1/2020	H1000193	S
11800920	5/1/2021	H1000605	8/1/2021	H1000685	P
11811841	1/1/1901	H1000268	1/8/2019	H1000867	P
	3/1/2019	H1000867	4/1/2019	H1000268	P
21007630	12/1/2019	H1000166	2/1/2021	H1000151	P
11883845	1/6/2019	H1000781	10/4/2020	H1000348	S
11810251	1/1/1901	H1000307	7/2/2021	H1000916	P
					S
11809285	12/16/2018	H1000494	2/1/2021	H1000906	P
11905162	9/22/2019	H1000196	10/6/2019	H1000197	P
					S
	10/6/2019	H1000197	10/7/2019	H1000196	P
					S
	10/7/2019	H1000196	11/7/2022	H1000197	P
					S
11808994	3/1/2019	H1000383	3/2/2019	H1000721	P
11814848	3/2/2020	H1000271	7/1/2021	H1000918	P
40026358	7/1/2021	H1000039	1/1/2022	H1000233	P
40044529	1/1/2023	H1000260	6/1/2023	H1000233	S
11828747	1/1/2021	H1000757	8/2/2021	H1000279	S
11803019	9/15/2021	H1000469	7/10/2022	H1000925	P
21011703	2/1/2020	H1000464	9/1/2021	H1000469	P

0269737 2 811371831 dac48972 Donald Anthony Coleman #NA

The logic behind the Department Changes report has been revised to include only active individuals who are currently seated in positions that changed HR departments.

LWO

Old\_Dept\_ID\_Descr  
(All)

New\_Eff\_Date  
12/16/2018 6/1/202

## Slide 16

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**LWO** [@Allan J Aycok] I added wording about the changes to this report.  
Lynn Latimer Wilson, 2024-02-12T18:23:09.840

# Job History

Reports & Analytics - CAR External Reports - Peer Institutions - About - Data Request Data Warehouse

Office of Institutional Research ) Reports & Analytics ) Operational Reports ) Job History

← Undo → Redo ↶ Revert ↻ Refresh ⏸ Pause 🗨 Ask Data 📄 View: Original 🔔 Alerts 📧 Subscribe ✎ Edit 🔄 Share 📄 Download 🖨 Full Screen

## Job History

Emplid	Name	Dept Descr..	Dept ID Des..	Position No	PayGroup C..	HR Status C..	FLSA Statu..	JobCode ID ..	Job Eff Seq	Job Eff Date	Job Indicator
VPI		H1000015 -	11886797 -	18C - Temp..	I	Nonexempt	935X00 - Te..	2		12/16/2018..	S
VPI		H1000015 -	11911317 -	18G - Gradu..	A	Administra..	905X00 - Gr..	0		7/2/2019 1..	P
VPI		Academic E..	21002097 -	18T - Student As..	I	Nonexempt	900X00 -	0		8/2/2019 1..	P
				Student As..			Student As..			8/14/2019 ..	S
VPI		H1000015 -	21005433 -	18T - Stude..	A	Nonexempt	900X00 - St..	0		9/16/2019 ..	S
VPI		H1000015 -	11824984 -	18G - Graduate	A	Administra..	908X00 -	0		12/16/2018..	P
				Teaching Assistants			Graduate Teaching As..			1/1/2019 1..	P
				Enhanceme.. Assistant						1/27/2019 ..	P
					I	Administra..	908X00 - Gr..	1		6/1/2019 1..	S
VPI		H1000015 -	11821498 -	18H - Staff..	I	Nonexempt	673X00 - Pu..	1		12/16/2018..	S
VPI		H1000015 -	11887530 -	18T - Student As..	A	Nonexempt	900X00 - St..	0		10/15/2018..	P
				Student As..	I	Nonexempt	900X00 - St..	0		12/12/2019..	P
VPI		H1000015 -	11886798 -	18C - Temp..	I	Nonexempt	935X00 - Te..	0		12/16/2018..	P
VPI		H1000015 -	11819808 -	18G - Graduate	A	Administra..	908X00 -	0		12/16/2018..	P
				Teaching Assistants			Graduate Teaching Assistant			1/27/2019 ..	P
				Enhanceme.. Assistant						8/9/2019 1..	P
										12/1/2019 ..	P
										6/1/2019 1..	P
					I	Administra..	908X00 - Gr..	0		12/13/2019..	P
			11905188 -	18C - Temporary..	A	Nonexempt	936X00 - Te..	0		5/31/2019 ..	S
				Temporary..	I	Nonexempt	936X00 - Te..	0		7/13/2019 ..	S
VPI		H1000015 -	11883061 -	18T - Student As..	A	Nonexempt	900X00 - St..	0		8/16/2018 ..	P
				Student As..	I	Nonexempt	900X00 - St..	0		4/26/2019 ..	S
VPI		H1000015 -	11886799 -	18C - Temp..	I	Nonexempt	935X00 - Te..	0		12/16/2018..	P
VPI		H1000015 -	11875510 -	18C - Temp..	I	Nonexempt	935X00 - Te..	1		12/16/2018..	S
					A	Nonexempt	939X00 - Te..	0		9/3/2019 1..	P
					A	Nonexempt	939X00 - Te..	0		9/3/2019 1..	P
VPI		H1000015 -	21001595 -	18T - Stude..	A	Nonexempt	900X00 - St..	0		8/1/2019 1..	P
VPI		H1000015 -	11882593 -	18T - Stude..	A	Nonexempt	900X00 - St..	0		8/20/2019 ..	P

REDACTED

Name  
(All)

Dept ID Descr  
H1000015 - VPI-Acade...

Emplid  
(All)

JobCode ID Descr  
(All)

HR Status Code  
(All)

FLSA Status Descr  
(All)

Job Indicator  
(All)



# Notifications

- A weekly email (Tuesdays) is distributed as a reminder to update your systems based on the information provided in Employee Change file. The email will come from [oir@uga.edu](mailto:oir@uga.edu) and the subject is “Employee Change File.”



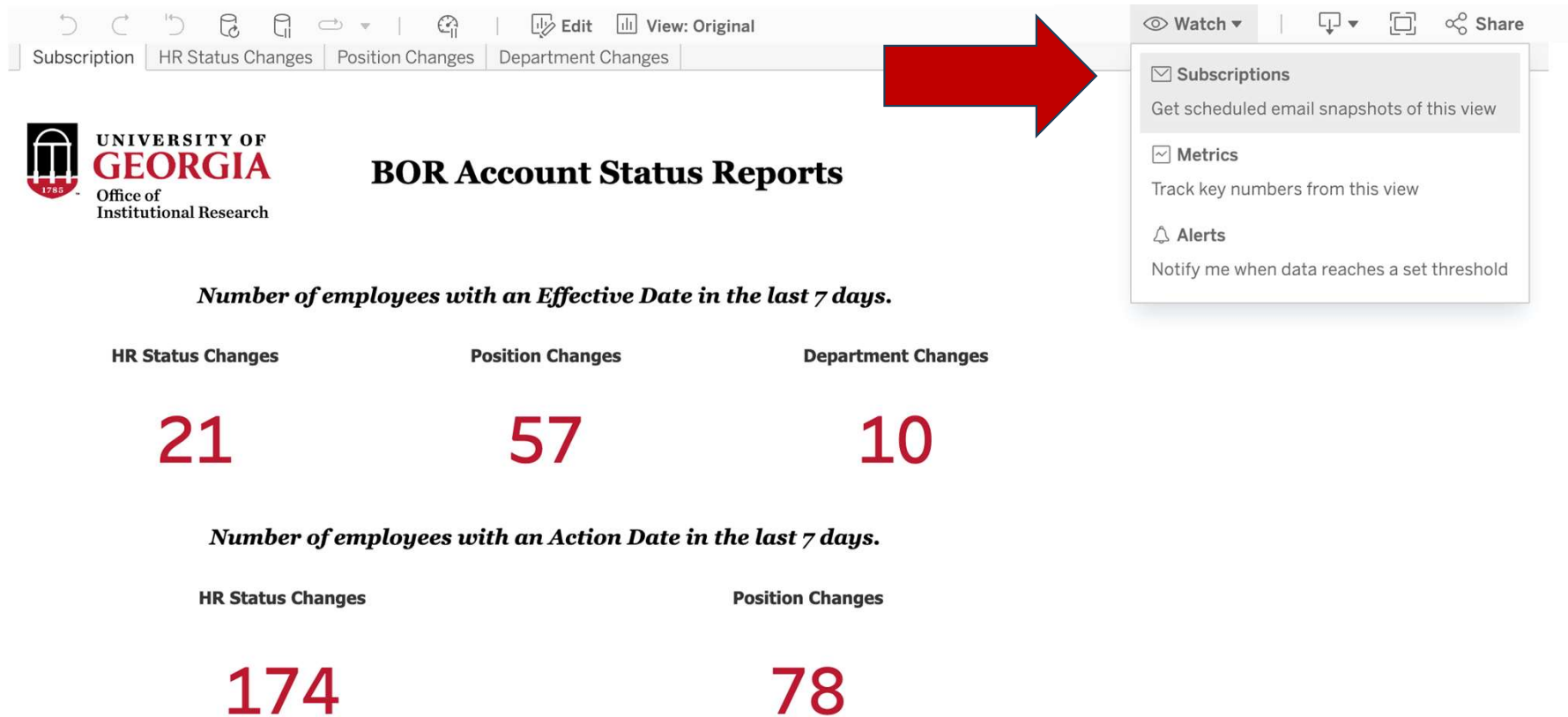


# How do I request access?

- Department and other unit heads should work to ensure that data stewards, their designees, or individuals who are responsible for provisioning and removing employee account access to IT systems have access to the Employee Change File.
- These individuals can request access via the [Employee Change File Access Request Form](#).



# How do I subscribe to the report?



Subscription | HR Status Changes | Position Changes | Department Changes

UNIVERSITY OF GEORGIA  
Office of Institutional Research

## BOR Account Status Reports

*Number of employees with an Effective Date in the last 7 days.*

HR Status Changes	Position Changes	Department Changes
21	57	10

*Number of employees with an Action Date in the last 7 days.*

HR Status Changes	Position Changes
174	78

Watch | Share

- Subscriptions  
Get scheduled email snapshots of this view
- Metrics  
Track key numbers from this view
- Alerts  
Notify me when data reaches a set threshold

\*Action Date and Effective Date can be back/future dated; some employees could never show up in this summary. Please look at the specific worksheets for an exhaustive list.



# Campus Responsibilities

- System owners and data stewards:
  - Review your current process and documentation to validate that it encompasses the changes in HR processes and DW reporting.
  - Request and view files to gather information on the users who have left the university or have changed roles.
  - Keep user list, procedures for user authorization and authentication, and documentation on regular access reviews. Only authorized users should be allowed access to information systems.
  - Follow timing requirements for personnel changes as specified in the USG IT Handbook.
- Department Network Liaisons (DNLs)
  - Report critical and sensitive systems in BlueCat/Proteus.





# Contact Information

- Email: [adminfo@uga.edu](mailto:adminfo@uga.edu)
- Resources:
  - About Account Standards: [EITS Access Services Webpage](#)
  - BOR Account Standards File: [OIR Website](#)
  - Data Management Website: [Data Management Website](#)
  - USG IT Handbook: [USG IT Handbook](#)

