



WORKFORCE SOLUTIONS OF CENTRAL TEXAS

Sept 1, 2009

TO: Workforce Solutions of Central Texas (WFSCT) Staff and all Partner Agencies Housed in a WFSCT Center.

Subject: Policy Letter 04-09: Notification of Technical Support for Change in Access to Secure IT Systems.

Rescission: This policy letter rescinds the portion of Revision 9 of the Workforce Solutions of Central Texas HR Manual, Appendix K, page 76 relating to this subject.

Policy: All employees of Workforce Solutions, Texas Workforce Commission, Texas Veterans Commission and other partner agencies have varying levels of access to the Workforce Solutions of Central Texas computer and phone systems as well as other agency computer systems. **Administrators and supervisors are required to report the exit from WFSCT or change/denial in access status of their employees by submitting the MAC (move, add, change) forms to the WF Information Technology department.**

If a user voluntarily resigns, action should be taken to delete the user ID by the end of the next workday.

If separation is not voluntary (the employee is being suspended or dismissed), the supervisor should take action to ensure that all user IDs for all WFSCT systems are revoked immediately.

Supervisors are to start the IS Request Form for termination of access as soon as the employee's date and time of departure or change in access is known, e.g. receipt of a resignation letter.

On the day of departure or day of denied access, a completed and signed IS Request Form will be scanned to PC Support at PCsupport@workforcelink.com. To avoid delay, do not send the form via e-mail directly to an individual technical staff person, by facsimile, or by inter-office mail.

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