

Change of User Roles Policy

	NUMBER: ISO-POL-031-E
REFERENCES: STATE ADMINISTRATIVE MANUAL (SAM) REV 424, DECEMBER 2013:	DATE ISSUED: NOVEMBER 17, 2014
5305.3 INFORMATION SECURITY ROLES AND RESPONSIBILITIES SAM 5305.4 PERSONNEL MANAGEMENT RELATED POLICIES:	EXPIRES: Until suspended or superseded.

PURPOSE To standardize the timeframe in which Agencies, Departments, Boards, Commissions and Authorities (herein referred to as State entities) inform the FI\$Cal Service Center (FSC) of User Role changes. This process/policy will assist in the protection of State entity data by preventing unauthorized use of roles or privileges.

SCOPE This policy applies to all State entities who have Users with access to the FI\$Cal System.

POLICY In order to maintain the confidentiality and integrity of data within the FI\$Cal System, State entities shall inform the FSC of a change in user privileges within the following timeframes:

1. If the withdrawal or change in user privileges is a scheduled event, the Departmental Authority or Designee (DAD) shall submit the User Access Request Form (UARF) 5 days before the effective date of the change or withdrawal of access.
2. If the withdrawal or change in user privileges is an urgent matter, the DAD shall contact the FSC immediately by telephone for immediate disabling of the user account. The UARF will still need to be submitted by the DAD within 5 days of the telephone request for auditing purposes.

The DAD is responsible for submitting the UARF as specified above in order to prevent a user from retaining the privileges of a role for any period of time after the effective date of the withdrawal or change in those privileges.

Upon receipt of the UARF, the FSC will update roles to reflect the requested changes by the effective date.



ENFORCEMENT

The FI\$Cal Information Security Office (ISO) shall perform an audit on a regular basis to ensure User privileges and roles in the FI\$Cal System map to departmental defined roles stated in the UARF.

CONTACT

Questions concerning this policy should be directed to the FSC via email to: servicecenter@fiscal.ca.gov.

SIGNATURE

A handwritten signature in blue ink, appearing to read "Barbara Taylor", written over a horizontal line.

Barbara Taylor

FI\$Cal Project Executive