Guide 1601 GD.05 Effective Practices for Monitoring Security and Access

Report Name	Parameters of Report; When to Run the Report

Employees Moving from an Organization	**Parameters of Report:**
	    The **Employees Moving from Organization Report** is used to list all employees that have left the department specified and have moved to a new department. This report selects all employees that have started a new assignment where the organization for the prior assignment is different than that of the prior assignment.
	When to Run the Report:
	    This report is best run monthly to view employees that have moved out of your organization. It is most helpful in large departments where process may be more distributed. Where appropriate terminate access to your organization.

Employees Moving to an Organization	**Parameters of Report:**
	    The **Employees moving to Organization Report** is used to list all employees that have transferred into the department from another Yale department. This report selects all employees that have started a new assignment where the organization for the current assignment is different than that of the prior assignment.
	When to Run the Report:
	    This report is best run monthly to view employees that have moved into your organization. It is most helpful in large departments where process may be more distributed. Where appropriate assign access and responsibilities.

Ex-employees on Pension	**Parameters of Report:**
	    The **Ex-employee Report (On Pension)** is used to list all employees that have left the University, and are currently receiving a pension. The report lists all employees whose current person type contains the string "EMP and Payroll Name = "Pension" and current assignment status type = "Retired Pension".
	When to Run the Report:
	    This report is best run monthly for terminations that occurred in the prior month. For instance, at the end of November, run the report to identify terminations during the month of October. Where appropriate terminate access.

Ex-employees not on Pension	**Parameters of Report:**
	    The **Ex-employee Report (Not on Pension)** is used to list all employees that have left the University, and whose current person type contains the string 'Ex' (e.g. 'Ex-Employee' or 'Student and Ex-Employee).
	When to Run the Report:
	    This report is best run monthly for terminations that occurred in the prior month. For instance, at the end of November, run the report to identify terminations during the month of October.

Leave of Absence	**Parameters of Report:**
	    The **Leave of Absence Report** is used to list all employees that are currently on Leave of Absence and have active either Oracle or Self Service Web Applications user Ids and/or responsibilities.
	When to Run the Report:
	    This report can be run at anytime to show who is on Leave of Absence, when they began their leave and what access they have. If appropriate suspend access.

Report Name	Parameters of Report; When to Run the Report

NetID by Organization	**Parameters of Report:**
	    The **NetID by Organization Report** lists the names, NetID's, roles and assignment status of employees within an organization or department. The report looks at the employee's primary assignment I their HR record to ascertain for which department the employee works. If an employee is not listed, missing information in their HR record may be the cause.
	When to Run the Report:
	    This report is best run monthly to check for new hires and review employees' access. If an employee is missing from this report, contact HRIS @ 64241 to verify employee record.

External Organization Access	**Parameters of Report:**
	    The **External Organization Access Report.** This report allows you to obtain a list of people who have access to an organization's or department's data, but who are not assigned to that organization. The report also includes people who have YAS domain values for organizations that are at or above the selected organization, for example, people with Provost level access. The report displays what responsibility / YAS function the person has that allows them to see the data in the selected organization. To eliminate redundancy, and to make the report more effective, a separate report listing all employees with Yale University access was created.
	When to Run the Report:
	    This report is best run quarterly for auditing purposes. It will allow you to see anyone outside the selected Organization that has access to it and what that access is. Review for appropriateness.

Organization Access	**Parameters of Report:**
	    The **Organization Access Report.** This report allows you to obtain a list of people who have access to an organization's or department's data. The report includes people who have YAS domain values for organizations that are at or below the selected organization. The report displays what responsibility / YAS function the person has that allows them to see the data in the selected organization.
	When to Run the Report:
	    This report is best run quarterly for auditing purposes. It will allow you to see anyone within the selected Organization that has access and what that access is. Review for appropriateness.

Inactive Oracle Application User	**Parameters of Report:**
	    The **Inactive Oracle Applications Users Report** lists users that have active user IDs and responsibilities other than START Access for Myself and START Email Aliases for Faculty, that have not logged into the Oracle Applications or Self-Service Web Applications since the entered Last Logon Date. The report does **not** show DWH users who may be inactive.
	When to Run the Report:
	    This report is best run quarterly for auditing purposes. It is helpful in determining what access is not being used by individual employees. If access has not been used in 60 to 90 days it is recommended that the access be evaluated.