FY16 Audit Preparations:
User Access Verification
FY16 Audit Preparations Overview

• Each year the University of Georgia undergoes an annual financial audit by the State of Georgia Auditors. In preparation for the FY16 audit, we want to make you aware of some preparation activities that will begin shortly related to user access verification.

• Verification of all user accounts on the following systems will be conducted:
  – Mainframe
  – Banner
  – Identity Management systems

• This verification will involve users verifying the need for the access that they have, and supervisors reviewing and deciding to approve or deny this access for employees under their purview.

• This internal review of user account access will continue to occur on an annual basis in order to comply with the expectations of the USG IT Handbook (Section 3).
Mainframe User Verification

Project Scope

• This will meet audit standards to verify access at the user/manager level

• A verification of continued access with many systems moving off the mainframe to other environments (e.g. Banner)
Mainframe User Verification Process

• Each user will be contacted to confirm the need for continued mainframe access

• Managers over staff will confirm if the access is still needed
Mainframe User Verification Process Screenshots

• The next several slides are screenshots of what the end-users (individuals and supervisors) will see as part of the process.

• Similar to last year, the Jira Workflow Tool is being used to support this process.
Access Audit 2015

Getting Started

To begin, please click the Confirm Access transition button above. You will be requested to confirm your need for continued access to UGA mainframe information with the RACF Id displayed below.

For more information about this process, see the FAQ

BRIAN

IMS Menu Access (Read-only)

If there are discrepancies with the data presented, please contact Access Services at 706-542-4000 ext. 2 or admininfo@uga.edu.
Mainframe Access Audit 2015

Details

Type: Access Audit User Issue
Resolution: Manager Confirmation Unresolved

Supervisor Approval

User action is complete. Access is now awaiting the supervisor's approval.

Supervisors, to start the approval process, click the Confirm/Justify Access transition button above.

For more information about this process, see the FAQ

ABC041

Yes, I require access to mainframe data as part of my job duties/expectations.

This access is required on a daily basis for me to assist employees with information in regards to their benefits elections.

Yes, the user DOES need to maintain access with this ID, but some access may need to be altered.

Yes this user needs the access to the systems, but no longer needs access to the student tables.

IMS Menu Access (Read-only)

<table>
<thead>
<tr>
<th>SYSMEM</th>
<th>SYSTITLE</th>
<th>ADETRANCODE</th>
<th>ADETRANDESC</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAHR</td>
<td>PAYROLL/PERSONNEL</td>
<td>EB</td>
<td>DB2 - EMPLOYEE BENEFITS</td>
</tr>
<tr>
<td>PAHR</td>
<td>PAYROLL/PERSONNEL</td>
<td>EC</td>
<td>DB2 - CURRENT EMPLOYEE</td>
</tr>
<tr>
<td>PAHR</td>
<td>PAYROLL/PERSONNEL</td>
<td>EL</td>
<td>EMPLOYEE LOCATOR</td>
</tr>
</tbody>
</table>

Description

If there are discrepancies with the data presented, please contact Access Services at 708-542-4000 ext. 2 or adminfo@uga.edu
Confirm/Justify Access

Access Confirmation
- None
- Yes, I confirm that the user DOES need to continue having full access using this id.
- Yes, the user DOES need to maintain access with this id, but some access may need to be altered.
- No, the user DOES NOT need to maintain access using this id.

Access Justification
Yes this user needs the access to the systems, but no longer needs access to the student tables.

Please provide justification for the approval/denial of this access audit request. Justification explanations will be kept on record and reviewed in association with future access audits. Please take into consideration the migration of services from the mainframe to new products such as Banner (Athena) when considering access justifications.

Confirm/Justify Access  Cancel

Description
If there are discrepancies with the data presented, please contact Access Services at 706-542-4000 ext. 2 or adminfo@uga.edu.
Mainframe Access Audit 2015

Details

Type: Access Audit User Issue
Status: Done
Resolution: Done

Success!

Supervisor action is complete. Your input will be reviewed and, if necessary, appropriate action taken on the user’s access. An ArchPass token will be automatically requisitioned for the user through Remedy, and they will be contacted with information on how to get it.

For more information about this process, see the FAQ

RACF Id: ABC041
Access Confirmation (User):
Access Justification (User):
Access Confirmation (Supervisor):
Access Justification (Supervisor):
IMS Menu Access (Read-only):

<table>
<thead>
<tr>
<th>SYSMEM</th>
<th>SYSTITLE</th>
<th>ADFTRANCODE</th>
<th>ADFTRANDESC</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAHR</td>
<td>PAYROLL/PERSONNEL</td>
<td>ES</td>
<td>DB2 - EMPLOYEE BENEFITS</td>
</tr>
<tr>
<td>PAHR</td>
<td>PAYROLL/PERSONNEL</td>
<td>EC</td>
<td>DB2 - CURRENT EMPLOYEE</td>
</tr>
<tr>
<td>PAHR</td>
<td>PAYROLL/PERSONNEL</td>
<td>EL</td>
<td>EMPLOYEE LOCATOR</td>
</tr>
</tbody>
</table>

Description

If there are discrepancies with the data presented, please contact Access Services at 706-542-4000 ext. 2 or admininfo@uga.edu.
Banner User Verification

Project Scope

• Banner user verification will meet audit standards to verify access at the user/manager level
• User verification will be conducted at the Banner security group level; Not form level
• All Banner Admin (INB) users will be part of the Banner access verification.
• The Banner verification process will be managed via Jira.
Banner Verification Process

• User verification process will be very similar to the process described in earlier slides for Mainframe users
  – Users and respective managers will confirm if Banner access is needed

• User access level will be displayed as a list of Banner Security Groups
# Banner User Audit

## Process Screenshots

### JIRA Stage

**TEST Banner Issue IV**

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Audit Banner Issue</td>
<td>USER CONFIRMATION (View Workflow)</td>
<td>Unresolved</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Banner Admin</th>
<th>&quot;NYID&quot;</th>
<th>&quot;BANNER_GROUP_NAME&quot;</th>
<th>&quot;BANNER_GROUP_DESCRIPTION&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHENELLE</td>
<td>1</td>
<td>UGA_ADM_ASSOCDIR_G</td>
<td>**</td>
</tr>
<tr>
<td>CHENELLE</td>
<td>2</td>
<td>UGA_ADM_EVALUATOR_G</td>
<td>**</td>
</tr>
<tr>
<td>CHENELLE</td>
<td>3</td>
<td>UGA_ADM_INTL_MAINT_G</td>
<td>**</td>
</tr>
<tr>
<td>CHENELLE</td>
<td>4</td>
<td>UGA_REG_HOLDADM_G</td>
<td>**</td>
</tr>
<tr>
<td>CHENELLE</td>
<td>5</td>
<td>UGA_REG_HOLDIM_G</td>
<td>**</td>
</tr>
<tr>
<td>CHENELLE</td>
<td>6</td>
<td>UGA_REG_HOLD_SECRET_G</td>
<td>**</td>
</tr>
<tr>
<td>CHENELLE</td>
<td>7</td>
<td>UGA_VIEW_ALL_INT_G</td>
<td>**</td>
</tr>
</tbody>
</table>

**Description:**

If there are discrepancies with the data presented, please contact Access Services at 706-542-4000 ext. 2 or admininfo@uga.edu.

### People

- **Assignee:** jraadm2
- **Reporter:** jraadm2

**Votes:** 0

**Watchers:**

- **Stop watching this issue**

### Dates

- **Created:** 2 minutes ago
- **Updated:** 2 minutes ago

### HipChat discussions

Do you want to discuss this issue? Connect to HipChat.

[Connect] [Dismiss]
IDM Verification

Project Scope

• This will meet audit standards to verify access at the user/manager level

• All users who have access to the IDM tools to look up sensitive information will be part of the verification.
IDM Verification Process

• Each user will be contacted to confirm continued IDM access

• Managers over staff will confirm if the access is still needed

• The IDM Verification will work similar to the Mainframe and Banner verification.
User Verification

Action Items

• All users and supervisors should respond to the access emails

• If you have access that is no longer needed or needs to be altered, please respond with the needed information
User Account Verification
Important Dates

• March 15 – Admin Memo to be distributed to inform campus leadership about the FY16 verification preparation activities

• March 17 – User Account Awareness Email. This will be to inform users about the upcoming user account verification process (~2000 mainframe users, ~1000 Banner users, ~500 IDM users)

• March 18 – User Account Verification Email.

• April 29 – Deadline for users to respond

• May 2 – Revoke Banner user access for those who did not respond
  May 9 – Revoke Mainframe and IDM user access for those who did not respond

• May 3 – 20 – Data Custodian Account Review

• June 1 – User Account Verification Complete
Questions

• More information: Frequently asked questions will be added to the EITS Helpdesk Website

• Call Access Services 2-4000

• Email Admininfo@uga.edu