



Committee Meeting: Policy & Governance Committee	Date: May 10, 2019
Committee Chair: Kathleen Masiello - Members Present Page 2	
New or Edited: New	

POLICY NAME: Enterprise Resource Planning (ERP) System Account Policy

POLICY TYPE: Managerial

SUBMITTED BY: Daniel Bartkowiak, Information Security Officer

ISSUE OR STATEMENT OF PURPOSE: This policy has been created to ensure only legitimate and documented changes to Enterprise Resource Planning (ERP) system accounts take place.

NEW OR EDITED POLICY: New

Applicability

This policy applies to all of SUNY Erie's employees, including student workers who have been assigned ERP system accounts.

SUNY Erie Employees

After a SUNY Erie employee's account has been created, all adjustments to that employee's account information which the employee can update or adjust as necessary must be made from within the ERP system by that respective employee.

Change requests sent to departments such as Human Resources, Payroll or ITS departments will not be accepted.

If an employee needs help with the ERP system, assistance will be provided by the employee's assigned Payroll representative or another on-duty Payroll employee if the assigned Payroll representative is unavailable.

Privileged Accounts

Users with the assigned permission to edit other employees' self-changeable account information within the ERP system are prohibited from making any changes to another employee's account without the expressed written consent of the Vice President of Human Resources and the Director of Enterprise Resource Planning.

Any SUNY Erie Employee that needs help with making ERP system account changes must be directed to his/her Payroll representative.



POLICY NAME: Enterprise Resource Planning (ERP) System Account Policy-**Continued**

Procedure Management

Information Technology Services (ITS) may modify its procedures from time to time as required. All modifications must be consistent with federal laws, New York laws and SUNY policies.

Resources

ITS-Security at SUNY Erie:

<https://myecc.ecc.edu/ITS-Security/Pages/default.aspx>

Laws, Policies and Procedures that are applicable to Erie Community College

Payroll at SUNY Erie:

<https://myecc.ecc.edu/payroll/Pages/default.aspx>

DOES IT SUPERCEDE A POLICY/WHICH ONE: No

POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION:

Policy & Governance Committee recommends the Board of Trustees accept the Managerial policy under Committee Briefings, Policy and Governance Committee. This Policy supersedes all prior policies/procedures and practices related to Enterprise Resource Planning (ERP) System Account Policy.

POLICY & GOVERNANCE COMMITTEE MEMBERS PRESENT:

Trustee Kathleen Masiello, Trustee Leonard Lenihan, Executive Vice President for Administration and Finance Penelope Howard, Provost and Executive Vice President of Academic and Student Affairs Douglas Scheidt, Vice President of Student Affairs Nora Clark, Vice President of Human Resources, Equity & Inclusion Tracey Cleveland, Employee Relations Manager Daniel Kaufmann, Dean of Liberal Arts and Science Joanne Colmerauer, Professor Michael Delaney, Director of Registration Paul Lamanna, Dean of Liberal Arts and Science Jamie Smith

DATE OF BOARD ACCEPTANCE: June 27, 2019

POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:

Following Trustee acceptance, this Managerial policy will be included in the SUNY Erie Community College Managerial Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY & GOVERNANCE COMMITTEE DELIBERATIONS:

Human Resources, Payroll, and ITS collaboration.

The Policy has been reviewed and discussed at the Policy & Governance Committee meeting of May 10, 2019.