



TECHNOLOGY ACCESS PROCESS

This Technology Access Process supersedes the previous process and forms. Obsolete forms and modification to this updated process cannot be accepted. The Technology Access Form is located on Human Resources page found at SBC.edu

Employee New Hire Process

When a candidate accepts a position and a start date is confirmed, the Human Resources Department will set up the Banner system with all required information. The Human Resources Department will initiate the Technology Access Form (attached), include the Banner ID, and forward to the hiring manager.

The Hiring Manager will complete the New Hire portion of the Technology Access Form. The Department Head/Supervisor will sign and date the form. The form should be sent, via email to helpdesktickets@sbc.edu at least seven (7) days prior to the new hire start date.

The new hire is required to electronically sign the Employee Technology Agreement form during their new hire enrollment process in the Paycom HRIS. The Human Resources Department will send a copy of the signed document to IT as soon as practicable but prior to the start date. No employee shall have access to any SBC systems until the signed Employee Technology Agreement form is received in IT.

Volunteers, Vendors, and Others Process

The Manager, responsible for approving/requesting volunteer, vendor, or other party access must complete the Technology Access Form. The form must be sent via email to helpdesktickets@sbc.edu at least seven (7) days prior to the access date requested.

All Volunteers, vendors, and any other party obtaining access to any SBC systems must sign the Technology Access Form for Volunteers, Vendors, Other Parties (attached). This form can be obtained at Human Resources page found at SBC.edu. No access to any SBC systems shall be granted until the signed and approved Technology Agreement form is received.

Current Employee Access Change Request

If a current employees requires a change to their access, the Department Head/Supervisor must complete the Technology Access Form and send it via email to helpdesktickets@sbc.edu. When practicable, seven (7) days advance notice of the access change is requested.

Termination of Employment

It is imperative that as soon a Department Head is aware of the termination or pending termination of an employee, they **MUST** complete the Termination of Employee Technology Access portion of the form and send it via email to helpdesktickets@sbc.edu. Under limited circumstances, with Cabinet level approval, continued temporary access may be granted after termination.