



Financial Services Procedure

SUBJECT: Procedure for Deactivation of
Computer Access for Terminated Employees

NO: UBO P1.31

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EFFECTIVE: August 10, 2015

I. Deactivation of Computer Access for Terminated Employees

- A. Upon termination of an employee in the Utility Business Office (UBO) division of the Financial Services Department, the designated supervisor will send an email to the UBO Accounts Manager and/or to the Collections Manager for notification of terminated employee.
- B. The UBO Manager and/or Collections Manager will then email the IT Application Manager in the MIS Department (and any other department as necessary regarding relevant software systems) for immediate termination of computer access.