



EMPLOYEE ONBOARDING: SYSTEM ACCESS

How to Build & Track System Access Needed for New Employees





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Why do we need to track system access?

Ease of Use – Each position typically requires a multitude of different system access requirements to perform the essential job duties. When hiring a new employee this list can be quickly reviewed to ensure your new hire is set-up with all the required access.

Turnover – Sometime when employees leave it is hard to remember what access they had or was needed for each position. Keeping this list makes ensuring your new hires have the same access as previous employees.

Delegation – Maintaining a list of access needed for each job title in your College or Division can help you delegate setting up your new employee access to another individual, i.e. – Office Manager, Administrative Assistant or Program Coordinator.

Performance Productivity – When your employees are properly set up with the access needed to perform their essential job duties, they can start learning the systems sooner and will be more productive. You will not hear, “I didn’t do that, because I do not have access to....”

Security Risks – Reviewing the appropriate system access assignments in your department helps reduce security risk to the University.



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What does an example system matrix look like?

	HR Business Partner	HR Generalist	HR Coord.	TAM Specialist	TAM Coord.	Benefits Spec.	Comp	Front Desk	Comm.	Student Employ.	Office Mngr.
Accurate	X			X	X						
Alight						X					
App Gateway	X	X	X		X	X					
Campus Directory Module-HR		X	X		X	X					
- notify Amy to add to list											
AIM								X			
BlackBaud											
Bookings			X		X			X	X		
Careers	X			X	X						
Corp Cost Control	X	X	X								
CUPA							X				
ETQ Reliance (Worker's Comp)	X	X	X								
Equifax	X	X	X	X	X					X	
EMS (Event Management System)	X	X	X	X	X	X	X	X	X	X	X
Enterprise Rep											
E-verify (Orie grants access)		X	X		X					X	
FIS Drive (faculty only)											
FTP (File Transfer Protocol)						X					
Hplay	X	X	X			X					
HR Acuity	X	X				X					
I Drive					X	X					
Job Description Library							X				
KSU Connect					X			X		X	



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How do I get started?

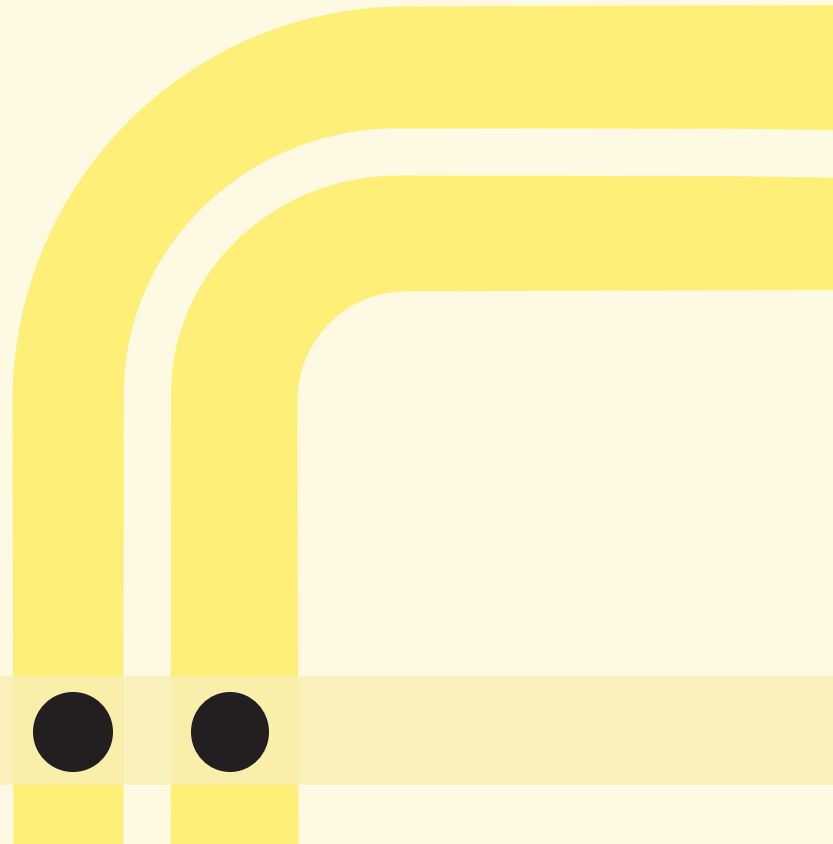
- Get started using the template system matrix found [here](#).
- Prepare a list of job titles in your department in the columns.
- Then brainstorm a list of system access requirements for each job title and enter them in the rows below.
- *Extra credit* – link the system access in the rows for quick access & set up.



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Summary

Now that you have created your onboarding systems matrix, you will need to assign an owner to the spreadsheet. Your Office Manager or Administrative Assistant can be a great resource for maintaining your College or Division system access lists. This delegate will also be the main source for changes and updates, be sure to communicate regularly.



Great Work!

Your new team members and colleagues will appreciate your hard work on this effort.

We're here to help, contact us if you have any questions or need further assistance.

Find your HR Contact [here](#).

