

ORC: _____
OAC: _____
CFSR: _____
Board: _____
Other: _____

Review Date: 1/26
Last Reviewed: 1/23
Review Responsibility: Director of Information Technology

FCCS PROCEDURE

NO.: 12D

**SUBJECT: EMPLOYEE MOVES, ADDITIONS,
CHANGES, AND INACTIVATIONS (MACI)**

Approved by: Executive Council
Effective Date: February 25, 2010
Date(s) of Revision: Dec 9, 2013; Jan 31, 2023
Responsible for Implementation: All Staff

Employee Moves, Additions, Changes, and Inactivations (MACI)

When there are employee moves, additions, or changes in status, including inactivations and when an employee separates, IT must make corresponding changes to the employee's technology configuration and access.

IT also must be notified in advance of any employee moves, additions, changes, or inactivations/separations to allow sufficient time to modify and set up the required technology. IT requests a 10-working day notice prior to an employee move, addition or change in order to ensure all technology-related resource changes can be made. For inactivations and separations, IT requests that notice is given as soon as possible to ensure security-based best practices are observed.

Definitions:

- **Moves:** Staff relocation to another site or department.
- **Additions:** Any new ID-accounts for new hires, temporary workers or contractors added to the FCCS.
- **Changes:** A modifications to an existing ID or account (i.e. name changes or security roles)
- **Inactivations:** Terminations and temporary suspensions of staff

Procedures:

- 1) Different departments are responsible for completing the MACI entry for staff who will need access to IT resources as well as changes or termination of those resources. Respective responsibility is as follows:
 - a) New/Terminated FTEs: HR enters the MACI Record
 - b) Special Accommodations: HR enters the MACI record
 - c) Certain Temporary Staff (Returning Employees, Seasonal Employees, etc) HR enters the MACI record
 - d) Contractors: Contract Manager or designee enters the MACI record
 - e) UPP students: PDD enters the MACI record
 - f) Name Changes: Each sponsor as noted above is responsible for obtaining necessary documentation (Updated Form 7078) and updating the MACI Record.
- 2) Departments entering the MACI will also secure and upload the signed 7078 form (for State access) to the MACI
- 3) IT will process the 7078 forms and Identity management
- 4) SACWIS Administration will update the column for SACWIS processing
- 5) IT Service Desk will triage and process all IT system needs
- 6) System Administrators, not in IT, will create IDs. For example: AX , Munis, Kronos IDs, BMV, and CIO
- 7) IT Service Desk will issue equipment based off the agency assigned role and make arrangements for delivery to the employee and obtains the necessary asset tracking paperwork