New Hire/Separation Process Improvement
By Holly Hirst, Human Resources

In the past, Weber State University has encountered a multitude of problems in its effort to provide and remove employee access to electronic and other essential resources—GroupWise, LYNX/Banner, Keys, parking and Wildcard privileges. However, the implementation of several new administrative systems (i.e., LYNX/Banner Human Resources, PeopleAdmin, Identity Management, Workflow, eWeber) provides an opportunity to improve these processes electronically.

A process improvement team sponsored by Norm Tarbox, Vice President of Administrative Services, and co-chaired by Jean Fruth, Interim CIO, and Holly Hirst, Senior HR Generalist, was appointed to review, redesign and implement new-hire, separation, and position change processes. Team goals include improving information security, removing barriers, and streamlining and combining processes.

The expected outcomes of this effort include the following:

- Improved customer service for faculty and staff
- Timely access and removal of access to electronic assets, telephone, keys, Wildcard, and parking privileges
- Role-based provisioning of resources (i.e. salaried employee, hourly employee, faculty, adjunct/concurrent, third-party/vendor)
- Improved accuracy and privacy of personal identity data

The team has developed a phased implementation plan beginning with salaried and hourly employees. Campus training on PeopleAdmin, ePAF (electronic personnel action forms) and the New Hire process will be developed and made available to all campus employees.

Watch for updates on the team's progress in future editions of IT's News Update.

Data Security Stewards
By Julie Park, Information Security Office

Weber State University is in the process of improving security over data and IT resources. As part of this process a Data Security Steward has been appointed and approved for each college, division or campus auxiliary organization.

Data Security Stewards are responsible for ensuring that appropriate business processes are in place to protect data and to prevent unauthorized access or use in their respective areas. They are also responsible for managing and protecting data as both a university resource and asset.

The following list summarizes the key responsibilities each Data Security Steward must perform:

- Ensure faculty and staff are familiar with and follow the Information Security Policy (PPM 10-1) and Acceptable Use Policy (PPM 10-2).
- Protect confidentiality and security of electronic and paper data maintained in their area.
- Ensure that access to university data is limited to individuals who have a legitimate business need to access such data.
- Regularly review and document employee access to all university data.
- Ensure that all employees receive security awareness training as directed by the Information Security Task Force.
- Provide an additional level of training for employees with access to high-risk, restricted and confidential data.

The Data Security Stewards are also the University's point of contact when issues about information security topics need to be communicated to the campus community. Recently, when several Weber employees received a phishing e-mail, Data Security Stewards (in addition to the Computing Support special bulletin) were asked to notify their area about the phishing e-mail and the appropriate steps to take if someone had already responded to that e-mail.

For your information, the following is a list of the Data Security Stewards. If you have any questions about data security related issues, you may contact either your Data Security Steward or the Information Security Office.

President
Marsha Richter
Provost (Academic Programs)
College of Applied Science & Technology
    Wayne Agena
Goddard School of Business & Economics
    Greg Brighton
Dumke College of Health Professions
    Ken Chalmers
    Gail Campbell, Dental Clinic
College of Science
    Dale Ostlie
Moyes College of Education
    Paul Dykman
College of Social & Behavioral Sciences
    Scott Senjo
College of Arts & Humanities
    Cheryl Hansen
Continuing Education
    Clayton Anderson
Davis Campus
    Andy Drake
Library
    David Clements
Enrollment Services
    Mark Simpson, Registration
    Chris Rivera, Admissions
    Jill Grob, Academic Advisement
    Ashley Owen, Academic
    Advisement
    Jed Spencer, Financial Aid
Office of Sponsored Projects
    Chris Millard
Administrative Services
Financial Services
    Ron Smith
    Mark Read
Facilities Management
    Viron Lynch
Dee Event Center
    Terry Shaw
Police
    Rob Taylor
Athletics
    Sandy Robinson
Human Resources
    Travis Hampshire
VP Office
    Julie Park
IT Division
Network Security
    Nate Henne
Network Systems
    Jonathan Karras
University Relations
Alumni
    Carol Ruden
University Rel. Admin. Support
    Bill Witcher
Student Affairs
Academic Support Services
    Clayton Oyler
    Dave Taylor

CareerConnect
By Greg Nielsen, Career Services

WSU Career Services provides students with an exciting new way to connect with employers. Wildcat CareerConnect is a free internet tool that provides 24/7 access to employment listings for a broad variety of local and national employers. Most of these employers offer entry-level positions for graduating students as well as part-time positions and internship opportunities. All part-time student jobs on the WSU campus are also listed through the system. CareerConnect provides students with the ability to search job announcements, publish their resume into an electronic resume book (viewable by employers), learn about upcoming career-related events, sign up for on-campus interviews, and apply for selected jobs online. In addition, users can browse a directory of nearly 2,000 potential employers and identify potential career-related contacts within these organizations. Beginning later this year, the system will also provide direct access to the large MonsterTRAK database of nationwide jobs in addition to the thousands of positions posted each year through the Career Services office.

CareerConnect is easy to use and has a format similar to other job search databases. All jobs are coded by WSU major, allowing students to quickly identify positions related to their academic background. The system is accessed through the Career Services website (www.weber.edu/careerservices). Completion of a brief registration process is required and access is limited to WSU students and alumni. For more information or a demonstration of the system please contact Career Services at (801) 626-6393.

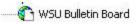## Want to read your bulletins through GroupWise?
By Judy King, Technology Services

There is a Formativ Applet (fancy name for a plug-in) available for the Windows' GroupWise desktop client (not WebAccess and not the Mac version of GroupWise) that can help you to access the WSU Bulletins directly. The bulletins' e-mails are no longer linked so that you can click on them. The Bulletin Board is now located inside the eWeber portal, requiring authentication with username and password.

Instructions for implementing this plug-in:

1. Begin with GroupWise closed, Notify closed and GW Messenger closed.
2. Double-click to open the Applications folder on your campus networked computer desktop.
3. Select the ALL icon.
4. Double-click on the GroupWise BB Plugin.

The installation should go through without any questions. When you re-enter GroupWise, there will be a folder at the top of your folder list called WSU Bulletin Board.

When you click it the first time, it will take a few moments to see the login screen. Then enter your username and password and click the login button. The Bulletins will then display for you from now on each time you click on the WSU Bulletin Board folder. For more information, contact the IT Service Desk at x7777.