



Texas A&M International University

Separation App

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What is the Separation App?

A web-based program developed in-house, collaboratively by the HR and IT departments, that facilitates the process of “blocking” a separating employee’s access to multiple information systems on campus.





“Necessity is the mother of invention.”

The was a need to:

- Remove a separating employee’s technology access effectively and in a timely manner (a recent audit found gaps and lags in the process).
- Document the disabling of a separating employee’s technology access.
- Notify other key departments involved in the exiting and clearance process (for keys, outstanding balances, credit cards, inventory).





“For every problem, there is an opportunity.”

- **What technology accesses need to be disabled upon an employee’s separation?**
 - Computer login
 - Email
 - University online portal
 - Intranet
 - Online employment system
 - Banner
 - Network accesses
 - Wireless
 - VPN
- **What is the common denominator to all of these systems?**
 - The “Active Directory” is the heart of all of these systems.



“If life gives you lemons ...”

The Separation App has improved on a manual process that was dependent on human action and prone to human error.

- Upon confirmation of a separating employee, HR can now schedule the actual date and time for automatic disabling of the employee’s technology access.
- The date and time of the disabling are now documented in the Separation App history log, as well as in email notifications.
- All key departments are now automatically notified by the Separation App when an employee is separating.





Let's Demo!



Questions?

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