

## PeopleSoft

KEY CONTROL	PERSON / JOB FUNCTION	DEPARTMENT
<b>Administering</b> – to ensure all computing activities are properly authorised		
□ Application custodian	MIT <i>(on behalf of the Mona Campus)</i>	MIT
□ Custodian for HR and Benefits data	??? <i>(on behalf of the Campus Registrar)</i>	OCR - HRMD
□ Custodian for Payroll Data	Payroll Manager – (Mr. Glen Dixon) <i>(on behalf of the Campus Registrar)</i>	Bursary /Salaries
□ User officers responsible for creating PeopleSoft Profiles	HRIS manager (Leighton Chambers) Functional analyst (Richard Spence) as backup Payroll Manager (Mr Glen Dixon)	OCR - HRMD  Bursary/Salaries
□ User officer responsible for <u>assigning</u> staff access	For Payroll... Payroll Manager	As above
□ Responsible for identifying appropriate departmental staff for access	For HR...IS Manager  The respective HOD or HOS	Departmental
□ Responsibility for application access security i.e. maintaining the profiles as the operation evolves	HRIS Manager  Payroll Manager  MIT Security Officer (for implementation of the changes)	OCR - HRMD  Bursary/Salaries  MIT
<b>Access Control</b> – to ensure appropriate access permission & denial		
□ Authorised to modify the data	User staff on a <i>need to know</i> basis. Access profile is associated with Job Description. Profiles are predefined by the User Officer with the role of assigning staff access (above).  Process -> Access requested by area manager; checked & assigned by IS Manager; implemented by Security Officer	OCR - HRMD
□ Access to development database	IT development staff trained and assigned to PeopleSoft for customisation , maintenance & user support	MIT

	A.Dundas I.Sutherland  <i>(from time to time other assignments may be made by MITS Applications Mgr)</i>	
□ Access to test database	HR staff, Payroll staff.... With access restricted in accordance with <i>profile</i> .  MITS staff assigned to PeopleSoft	MITS & OCR - HRMD Bursary/Salaries
□ Access to sensitive HR data (Production)	HR staff on a <i>need to know</i> basis – assigned through use of profile as outlined above.	OCR - HRMD
□ Access to Payroll Production database	Payroll staff on a need to know basis in accordance with profile assigned	Bursary / Salaries
□ Responsibility for password security enforcement	This is a Domain enforcement	MITS
□ Responsibility for implementing user access i.e. updating user's security access in accordance with profiles determined	Access Security Officer Deborah Dixon Elizabeth Douglas (Backup)	MITS
Responsibility for database administration	DBA team Carl Duncan Gary Stines	MITS
<b>PeopleSoft IS Coordination / Team Leadership</b>	Allison Dundas	MITS
<b>Network Management</b> – to ensure that network facilities are reliable and available to enable the effective sharing of information		
□ Officer assigned to network management	LAN administrators from the MITS pool supported by the Help Desk	MITS
<b>Data Centre Security</b> – to ensure that the computer service facilities, systems, personnel, and data are adequately protected		
□ Officer responsible to ensure	<i>Head of MITS Infrastructure Team – Omar</i>	MITS

that computer room security procedures are observed, to detect and report breaches	<p><i>Downie.</i></p> <p><i>Specific security responsibilities:</i></p> <p>a. Data Centre security (Omar Downie)</p> <p>b. Network (installed) security (Andrew Saunders)</p> <p>c. IE and Unified Comms (Walter Rodney)</p> <p>d. Client Access (Kushan Amarakoon)</p> <p>e. Facilities &amp; UPS (Owen Ferguson)</p> <p>f. Data Assurance and BC (Kevin Duncan)</p>	
<p><b>Customisation</b> – to ensure that customisation does not undermine the security and integrity of the system. The term is extended to include functions which though not requiring a change to the application, draw data from or pass data to the application.</p>	<p><i>See Guidelines For Implementing Upgrades and Add-Ons to the Enterprise System</i></p>	
<p>☐ Authorised to carryout customisation</p>	<p>IT development staff trained and assigned to PeopleSoft customisation and maintenance</p> <p>A.Dundas</p> <p>I.Sutherland</p> <p><i>(from time to time other assignments may be made by MITS Applications Mgr)</i></p>	<p>MITS</p> <p>(MITS may on occasion elect to use third part support but the responsibility remains)</p>
<p>☐ Authorised to request customisation formally</p>	<p>HRIS manager, HOD and managers of the primary user departments. Request must be received in writing (see Request For Service –form) and must have first been reviewed by the IS Manager.</p>	<p>OCR-HRMD</p> <p>Bursary/ Salaries</p>
<p><b>Change Management</b> – to ensure that procedures are established and followed for proper testing and migration of changes to the production environment.</p>	<p><i>See change Management Document 'Change Management Policies and Procedures.doc'</i></p>	
<p><b>Contingency Planning / Backup and Recovery</b></p> <p>To ensure that critical data processing functions can be resumed in the event of a disruption or an emergency</p>		
<p>☐ Responsibility for backup</p>	<p>DBA team for backup from the application</p> <p>Infrastructure team for download to tape and tape management.</p>	<p>MITS</p>

□ Responsibility for recovery	DBA team	MITS
□ Backup record keeping and tape management	???	MITS
□		
□ Responsibility for the contingency plan	MITS Management	MITS

## Banner Finance

KEY CONTROL	PERSON / JOB FUNCTION	DEPARTMENT
<b>Administering</b> – to ensure all computing activities are properly authorised		
□ Custodian of the Banner application	MITs <i>(on behalf of the Mona Campus)</i>	MITs
□ Custodian of the Financial data	Bursar Responsibilities assigned to:  Jennifer Hall for (Student Receivables) Ruel Nelson (as primary SR support)  Noel Morgan for financial data	Bursary
□ User officers responsible for creating and assigning group / classes	IS Administrator (Noel Morgan )  Backup Administrator (Donovan Brown)	Bursary
□ User officer responsible for <u>determining</u> staff roles and responsibility in order for profile assignment	Heads of Sections	Bursary  Campus Departments
□ User officer responsible for defining / assigning profiles (or classes)	IS Administrator (supported by Security Officer MITs)	Bursary
□ Responsibility for implementing user access assignments	Access Security Officer Deborah Dixon Elizabeth Douglas (Backup)	MITs
□ Primary Application support – with responsibility for user support and technical consultation	MITs SAs/Programmers: Kirk Mullings Ian Sutherland (backup)	MITs
<b>Access Control</b> – to ensure that access to the system and data is adequately controlled		
□ Authorised to modify the data	User staff on a <i>need to know</i> basis. Access profile (/classes) is	Bursary

	associated with Job Description.  Process -> Access requested by area manager; checked & assigned by IS Administrator; implemented by Security Officer	
□ Access to development database	IT development staff trained and assigned to Banner Financials and Student Receivables K.Mullings (primary) I.Sutherland  <i>(from time to time other assignments may be made by MITS Applications Mgr)</i>	MITs
□ Access to test database	<u>Bursary</u> staff, access restricted in accordance with <i>need to know</i> , controlled by class assignment.  MITs staff assigned to Banner Finance and Receivables	Appropriate Bursary users  MITs
□ Access to sensitive data (Production)	User staff on a <i>need to know</i> basis – managed by class assigned	Bursary - Appropriate users
□ Responsibility for password security enforcement	Domain related	MITs - Infrastructure
□ Responsibility for database administration	DBA team	MITs
<b>Banner Finance IS Coordination and Planning</b>	Planning is the responsibility of the MITs / Bursary Management Committee. Implementation of the IT decisions from the Committee is coordinated by Team Leader for Banner Finance (Kirk Mullings).	Bursary MITs
<b>Network Management</b> – to ensure that network facilities are reliable and available to enable the effective sharing of information		
□ Officer assigned to network management	LAN administrators from the MITs pool assigned through the MITs Help Desk	MITs
<b>Computer Room Security</b> – to ensure that the computer services facilities, systems,		

personnel, and data are adequately protected		
<ul style="list-style-type: none"> <li>□ Officer assigned to ensure computer room security procedures are observed, to detect and report breaches</li> <li>□ Ultimate responsibility</li> </ul>	<p><i>Head of MITS Infrastructure Team – Omar Downie.</i></p> <p><i>Specific security responsibilities:</i></p> <ul style="list-style-type: none"> <li><i>g. Data Centre security (Omar Downie)</i></li> <li><i>h. Network (installed) security (Andrew Saunders)</i></li> <li><i>i. IE and Unified Comms (Walter Rodney)</i></li> <li><i>j. Client Access (Kushan Amarakoon)</i></li> <li><i>k. Facilities &amp; UPS (Owen Ferguson)</i></li> <li><i>l. Data Assurance and BC (Kevin Duncan)</i></li> </ul>	<p>MITs</p>
<p><b>Customisation</b> – to ensure that customisation does not undermine the security and integrity of the system. The term is extended to include functions which though not requiring a change to the application, draw data from or pass data to the application</p>	<p><i>See Guidelines For Implementing Upgrades and Add-Ons to the Enterprise System</i></p>	
<ul style="list-style-type: none"> <li>□ Authorised to carryout customisation</li> </ul>	<p>IT development staff trained and assigned to Banner Financials K.Mullings (primary) I.Sutherland</p> <p><i>(from time to time other assignments may be made by MITS Applications Mgr)</i></p>	<p>MITs (MITs may on occasion elect to use third part support but the responsibility remains)</p>
<ul style="list-style-type: none"> <li>□ Authorised to request customisation formally</li> </ul>	<p>Custodian or manager of primary user department / section.</p> <p>All requests must be directed through the Bursary's IS Administrator (Noel Morgan) for ratification. <i>Requests to be received in writing using the MITS Change Request Form.</i></p>	<p>Appropriate user departments</p>
<p><b>Change Management</b> – to ensure that procedures are established and followed for proper testing and migration of changes to the production</p>	<p><i>See change management document 'Guidelines IT Change Control Methodology .doc'</i></p> <p>All user requests for change must be directed to MITs in writing (via the</p>	

environment.	Change Request Form) through the Bursary's IS Administrator (Noel Morgan) for ratification.	
<b>Contingency Planning / Backup and Recovery</b> To ensure that critical data processing functions can be resumed in the event of a disruption or an emergency		
□ Responsibility for backup	DBA team for backup from the application  Infrastructure team for download to tape and tape management.	MIT S
□ Responsibility for recovery	DBA team	MIT S
□ Responsibility for the contingency plan	MIT S management	MIT S
□ Backup record keeping and tape management	???	MIT S



## TMA (re Operations at Maintenance)

KEY CONTROL	PERSON / JOB FUNCTION	DEPARTMENT
<b>Administering</b> – to ensure all computing activities are properly authorised		
□ Custodian of the TMA application	MITs <i>(on behalf of the Mona Campus)</i>	MITs
□ Custodian of the TMA data for General Facilities Maintenance	Mrs K. Sambo (Director)	Maintenance
□ User officers responsible for assigning user responsibilities	Ms Jean Leslie TMA Administrator	Maintenance
□ Application technical support	System Analyst - Bruce McDonald	MITs
□ User officers responsible for determining user responsibilities	Heads of Sections TMA Administrator to verify assignment based on job function	Maintenance
Responsibility for <u>determining</u> roles and group profiles	TMA Administrator on the instruction of the Director	Maintenance
Responsibly for assigning user to group / profiles	TMA Administrator	Maintenance
○ Person responsibly for <u>implementing</u> access assignments (i.e. updating the TMA access security tables )	Access Security Officer Deborah Dixon Elizabeth Douglas (Backup)	MITs
□ User officers responsible for auditing TMA access and compliance (Reports to be provided to support this responsibility)	Person To be named by HOD – (for the moment this is assigned to the TMA Administrator)	Maintenance
<b>Coordination and Planning</b>	Planning is the responsibility of the EMD team assisted/supported/advised by the MITs team. Implementation of the IT decisions from the planning are coordinated by Team Leader for TMA – Bruce McDonald	MITs
<b>Access Control</b> – to ensure the appropriate permission and denial		

□ Authorised to modify the data	User staff on a <i>need to know</i> basis. Need to know is controlled by establishing profile groups to relate to job function. <i>See spreadsheet of TMA Roles and Responsibilities</i>	Maintenance
□ Access to test database	EMD staff , access restricted in accordance with <i>need to know</i>  MITS staff assigned to TMA	MITS  Appropriate user departments
□ Access to sensitive data (Production)	EMD staff on a <i>need to know</i> basis controlled by group profiles.	Appropriate user departments
□ Responsibility for database administration	DBA team	MITS
<b>Network Management</b> – to ensure that network facilities are reliable and available to enable the effective sharing of information		
□ Officer assigned to network administration	LAN administrator assigned to Maintenance Everton Bailey as first call  In addition, MITS pool of LAN administrators accessed through the Help Desk is another line of support.	MITS
<b>Computer Room Security</b> – to ensure that the computer services facilities, systems, personnel, and data are adequately protected		
□ Officer assigned to ensure computer room security procedures are observed, to detect and report breaches	<i>Head of MITS Infrastructure Team – Omar Downie.</i> <i>Specific security responsibilities:</i> <i>m. Data Centre security (Omar Downie)</i> <i>n. Network (installed) security (Andrew Saunders)</i> <i>o. IE and Unified Comms (Walter Rodney)</i> <i>p. Client Access (Kushan Amarakoon)</i> <i>q. Facilities &amp; UPS (Owen Ferguson)</i> Data Assurance and BC (Kevin Duncan)	MITS

<b>Customisation</b> – to ensure that customisation does not undermine the security and integrity of the system. The term is extended to include functions which though not requiring a change to the application, draw data from or pass data to the application. <u>All change requests must be directed to MITS preferably through the established Change Request Form</u>	<i>See document - Guidelines For Implementing Upgrades and Add-Ons to the Enterprise System</i>  <i>Changes to be directed through EMD's TMA Administrator</i>	
<input type="checkbox"/> Authorised to carryout customisation	IT app. development staff trained and assigned to TMA maintenance and customisation Bruce McDonald  <i>From time to time others may be added as appropriate.</i>	MITS (MITS may on occasion elect to use third part support but the responsibility remains)
<input type="checkbox"/> Authorised to request customisation formally	EMD Director TMA Administrator acting on the authority of the Director.	Estate Management Dept.
<b>Change Management</b> – to ensure that procedures are established and followed for proper testing and migration of changes to the production environment. <u>All change requests must be directed to MITS.</u>	<i>see document 'Guidelines IT Change Control Methodology .doc'</i>	
<b>Contingency Planning / Backup and Recovery</b> To ensure that critical data processing functions can be resumed in the event of a disruption or an emergency		
<input type="checkbox"/> Responsibility for backup	DBA team for backup from the application  Infrastructure team for download to tape and tape management.	MITS  MITS
<input type="checkbox"/> Responsibility for recovery	DBA team	MITS
<input type="checkbox"/> Backup record keeping and tape management	???	MITS

## Banner Student

KEY CONTROL	PERSON / JOB FUNCTION	DEPARTMENT
<b>Administering</b> – to ensure all computing activities are properly authorised		
□ Custodian of the application	MITS ( <i>on behalf of the Mona Campus</i> )	MITS
□ Custodian of the Student Data	Campus Registrar Area responsibilities ... <ul style="list-style-type: none"> <li>• SRU for the base data (the AR)</li> <li>• Admissions (the SAR)</li> <li>• OGSR (the SAR)</li> <li>• Exams (the AR)</li> <li>• OSF (Director)</li> <li>• Postgrad (the AR)</li> </ul>	OCR
□ User officers responsible for <u>determining</u> staff responsibilities in order that an appropriate access profile can be assigned	E. Arthurs (SRU / Admissions) Ann-Marie Rose SRU)  M. Morgan-Allen (Recruitment)  Ms Georgia Chambers (Exams)  HODs in the academic departments  Mrs Powell-Mangaroo (OGSR)  OSS section heads  HODs for Academic Departments <i>(all additional and special            assignments must be approved            by the Campus Registrar)</i>	OCR-SRU OCR-Admissions OCR-Exams OGSR   Academic departments
□ User officers responsible for creating and assigning group and user Profiles / classes	Elecif Arthurs Ann Marie Rose -assisted by MITS Security Officer	SRU

○ Person responsibly for <u>implementing</u> access assignments	Access Security Officer Deborah Dixon Elizabeth Douglas (Backup)	MITS
□ System technical support	Garvin Gordon Vernon Rowe Ian Sutherland  With support as needed from: Bruce McDonald	MITS
□ Responsibility for database administration	DBA team	MITS
<b>Coordination and Planning</b>	Planning is the responsibility of the Functional departments assisted/supported/advised by the MITS team. Implementation of the IT decisions from the planning process are coordinated thru the MITS Banner Student team	MITS
<b>Network Management</b> – to ensure that network facilities are reliable and available to enable the effective sharing of information	Andrew Saunders as Network Engineer  Selected as needed from LAN administrators pool – through thru MITS Helpdesk	MITS
<b>Customisation</b>	<i>See Guidelines For Implementing Upgrades and Add-Ons to the Enterprise System</i>	
□ Authorised to carryout customisation	Garvin Gordon Vernon Rowe Ian Sutherland Bruce McDonald  <i>(from time to time other assignments may be made by MITS Applications Mgr)</i>	MITS (MITS may on occasion elect to use third part support but the responsibility remains)
□ Authorised to request	Campus Registrar's office	OCR

customisation formally	through the following for their appropriate sections: Elecif Arthurs or Ann Marie Rose M.Morgan-Allen G.Chambers J.Dickenson Powell-Mangaroo Section Heads - OSS	Section specific: Exam (AR) OGSR (SAR) Admissions (SAR) OSF (HOD) Student Services (HOD) All requests to be made visible to the Registrar's Office.
☐ Authorised to carryout customisation	MITs	MITs (MITs may on occasion elect to use third part support but the responsibility remains)
<b>Change Management</b> – to ensure that procedures are established and followed for proper testing and migration of changes to the production environment. <u>All change requests must be directed to MITs in writing , preferably via the established Change Request Form</u>	<i>See change Management Document 'Guidelines IT Change Control Methodology .doc'</i>	
<b>Backup and Recovery</b> To ensure that critical data processing functions can be resumed in the event of a disruption or an emergency		
☐ Responsibility for backup	DBA team	MITs
☐ Responsibility for recovery	DBA team	MITs
☐ Backup record keeping and tape management	???	MITs