Facilities Management Procedure
Weber State University
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Rights and Access in the CMMS for Facilities Management Employees

Description:
This is a document that establishes a process through which managing supervisors will initiate, update or terminate an employee’s access and rights to the computerized maintenance management system used by Facilities Management.

References/Sources:
PPM 10-1 Information Security Policy

Definitions:
Computerized maintenance management system (CMMS): Database that Facilities Management uses as a work management system.

Responsible Party:
Director of Facilities Business Services or designee

Procedure:
The Facilities Management (FM) Business Services group will monthly update CMMS access privileges for FM employees. Access changes required by an employee’s status and/or position change will be requested by their supervising manager, confirmed by the FM Human Resource Specialist and updated by FM Systems Analyst. Update requests will be attended to through the following procedures:
A. Manager/Superintendent Responsibilities
   1. The manager/superintendent will email the following information to the Systems Analyst:
      
      Name of employee
      W number of employee
      Username (any characters found before ‘weber.edu’ in their WSU email address)
      Shop name
      Shop number

   2. Through the eWeber portal, the employee’s supervisor will request access by adding the channel “Employee Access Control” (use network login username and password)
   3. The supervisor will send an email to the Director of Facilities Business Services and FM Systems Analyst, stating the exact rights needed in the CMMS.

B. FM Systems Analyst Responsibilities
   1. The FM Systems Analyst will receive and review email from the employee’s manager/superintendent and the request that the FM Human Resource Specialist verify the employee’s position and status.
   2. After verification is received, they will assign the employee to a shop in the CMMS.
      1. Place the security filter(s) needed.
      2. Establish the role of the employee. Any roles outside of the regular technician access roles (Customer, FM technician and Unlocked Work Desk) will be specified and approved by the employee’s supervising manager.
   3. The FM Systems Analyst will ensure security viewing rights are appropriately set for current employees in the CMMS.
   4. IF the employee is separating from FM, remove employee from the shop in the CMMS and Delete Access Security for employee.
   5. Any updates and changes of rights and access made in the CMMS will be confirmed in an email sent to the Director of Facilities Business Service and to the employee’s supervising manager.

C. FM Human Resource Responsibilities
   1. The FM Human Resource Specialist will ensure the following information is correct for the employee requiring CMMS access per request of the FM Systems Analyst:
      
      Name of Employee
      W number of employee
      Username
      Direct reporting supervisor
      Start date of employee
      Separation date if employee is leaving
      Exact rights needed in new position if continuing employment
      Name of managing supervisor in the next level of administration
2. The FM Human Resource Specialist will email the above information to the manager/superintendent of the employee and the FM Systems Analyst.