

Prepared - HR Director
Controlled - Secretary General
Approved - Rector

Procedure for opening and closing an official email account for SEEU staff

Opening an email account for full-time staff

After establishing working relations, the authorized HRO administrator that day or at the latest by the next day fills in and processes the data in the HR Electronic System; the HRO Director confirms this data, and then refers the process to the IT Director for completion. In this way electronic accounts are automatically ready for access in the University computer network, including the e-mail account. The HR Electronic System prints the list with credentials which HR submits to the new employee within three days, after signing the work contract.

Opening an email account for part -time staff

Deans/Directors are obliged to—at a minimum of 5 days before the start of the semester—send the list to the HRO for the part-time staff that will be engaged; the HRO, after completing the needed documentation for the recommended staff for part-time engagement, fills in the data in the system. The procedure for creating this official email account is the same as for the full-time staff.

Closing an email account for full-time staff

2. The process of closing official electronic accounts (credentials) for full time staff is also included in the HR Electronic System and is realized automatically. The process starts from the HRO. The administrator, after completion of cancellation in the labour bureau, fulfils the data in the electronic system. Administrative work is verified by the HR Director; the process then is forwarded to the IT Service, where the director of this service, in accordance with the deadlines, closes the electronic account.

Closing an email account for part-time staff

The procedure for closing an official email account for part-time staff is the same procedure as for the full-time staff.

Closing deadlines

To full and part-time staff are given a deadline of 10 days after ending their working relations to take the data that they need from their official electronic account. After this deadline the IT Service freezes the account (by disabling the usage), but it does not delete the data.

The data are kept for another year and then are deleted from the system. Retired staff members are allowed to use their official e-mail account even after retirement, but with restricted rights (if the retired staff member continues to be engaged as part-time at the university then s/he is allowed or they continue to have full access for that period of time that s/he continues to be engaged as part-time at the university. After the end of the part-time engagement, and in line with procedure, HRO enables only restricted access to this category of users).

Rule on Computer and Network Use

(especially article 2, 5 and 10)

3. In order for the IT Service to enable usage of official accounts, update the lists in the electronic evidence and to fulfil other needs of this department that are related to HR, the Human Resource Office is obliged every three months to inform IT Service about the data for the engaged staff.

**Human Resource Office,
26. 03. 2015**