State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

OAC-PROCEDURE FOR INACTIVE RIFANS USERS

OFFICE OF ACCOUNTS & CONTROL

PROCEDURE FOR INACTIVE RIFANS USERS POLICY A-70

Division Contact:
Louise Sawtelle
401-222-2704
Louise.Sawtelle@doa.ri.gov

Effective 2/1/2018

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1. Purpose

This procedure provides guidance for State agencies utilizing the State RIFANS system regarding inactive users.

2. Applicability

There is a license fee charged for each active RIFANS user. Therefore, it is imperative that a user's access is removed timely when an employee leaves an agency or state service, or when an employee no longer requires access as part of their job function.

3. Procedures for Compliance

The Office of Accounts & Control will review RIFANS usage reports to determine the following:

1. If an active RIFANS user is no longer active on state payroll
2. If an active RIFANS user has not logged into the system during the prior twelve (12) months

If either of the above situations arise, the agency CFO will be notified and asked to take proper action to terminate the employee's access. If an employee has not logged in for twelve (12) months but continues to require access, they will be given a deadline to login or else their access will be terminated and they will be removed from any existing hierarchies.

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4. **Repercussions for Noncompliance**

   If a CFO does not take proper action to terminate a user's access as requested
   and/or the deadline for an inactive user to login has passed, the user's access
   will be terminated and they will be removed from any existing hierarchies. If
   renewed access is required, the CFO will need to submit a service desk ticket
   with the appropriate RIFANS Change/Add/Delete User Form.

5. **Signatures**

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State Controller

6/8/18
Date

_____

Director of Administration

6/8/18
Date