



## TEM USER GROUP QUESTIONS LOG (2/27/13)

### TEM User Status: Managing Employee Transfers & Terminations

Q: What if an employee booked flight and hotel for faculty in advance and has to leave before the transactions posted in TEM?

A. Contact [TEMhelp@uillinois.edu](mailto:TEMhelp@uillinois.edu) for assistance with moving the transaction.

Q: By the time an employee completes the T-Card transactions in TEM, the employee would most likely have security access in another unit. If you terminate the employee at that point, wouldn't it terminate all of the new department access as well?

A. The new department can't add permissions until the old department terminates the permissions.

Q: I have known employees who have had access in more than one unit.

A. That is a true statement. Users often hold access in more than one unit. This webinar provides the guidelines to follow for removing a user/replacing access but it won't be 100% because of situations where the person is involved with multiple orgs.

Q: What does it mean by all permissions will be terminated, not only TEM?

A. The security application (SecApp) will terminate all applications, Banner, TEM, etc. The new department will need to set up new permissions.

Q: Can we get a copy of the slides?

A. Yes. These will be posted on the TEM Website.

Q: I processed a termination request in SecApp for an employee who transferred to another department. However, they are still receiving the auto generated emails from TEM?

A. Email [TEMhelp@uillinois.edu](mailto:TEMhelp@uillinois.edu) with the name and UIN for help.

Q: Is the process the same for changing a current employee (no termination involved) from a manager approver to a charge code reviewer?

A. The employee will not be terminated, they can have both roles. The department will need to update their profile in the security application.

Q: Where are the reports again?

A. [Access View Direct from the OBFS home page.](#)

Q: When entering the USC department information on the SecApp, if the USC is the primary college USC and has college access to all orgs, should the department code entered be the home org of the USC (for example the dean's office org) or the org of the actual department for which the request is being made?

A. [Home org of the USC.](#)

Q: Can we just cancel T-Card account in SecApp?

A. [No, contact Card Services at \[CCO@uillinois.edu\]\(mailto:CCO@uillinois.edu\) and they will get you set up with the new card \(if one is needed\). The old card in the old department should be given to the Department Card Manager \(DCM\) of that department to destroy.](#)

Q: How can the creator proxy complete the transaction for someone who has left when the cardholder would need to hit "submit" for their transaction?

A. [Contact \[TEMhelp@uillinois.edu\]\(mailto:TEMhelp@uillinois.edu\) for assistance. These will be handled on a case-by-case basis.](#)

Q: We have experienced that retirees will continue to receive email notifications after termination if they are still listed as a proxy on an active employees account.

A. [Contact \[TEMhelp@uillinois.edu\]\(mailto:TEMhelp@uillinois.edu\) for assistance.](#)

Q: If transactions were left in the Creator's queue and they left the University, how can the transactions get processed?

A. [Contact \[TEMhelp@uillinois.edu\]\(mailto:TEMhelp@uillinois.edu\) for assistance on a case-by-case basis.](#)