

PEOPLESOFT DATA OWNERSHIP

Purpose

To establish guidelines on data ownership of PeopleSoft records in the following functional areas: Human Resources, Student Administration, and Contributor Relations.

Data Ownership

When a record is “active” in more than one functional area, ownership of that record shall rest with the respective functional area in the following hierarchical order:

- Employee Records – Human Resources
- Student Records – Registrar’s Office
- Contributor Relations Records – University Advancement/Alumni Affairs

Specific data ownership provisions are as follows:

Employee Records

- The Office of Human Resources retains ownership rights for all employee records. Any and all updates to these records is the responsibility of the Human Resources Director or designee.
- If an employee is also enrolled as a student, Human Resources will still maintain ownership of the PeopleSoft record, but will work with the Registrar’s Office to ensure compliance with any state and federal regulation.
- Once a record is designated as “inactive” in terms of employment status but is considered “active” by another functional area, that functional area will assume ownership responsibility.

Student Records

- The Registrar’s Office retains ownership rights for all student records. Any and all updates to these records is the responsibility of the Registrar or designee.
- Ownership of student records that are also designated as “active” employees shall rest with the Office of Human Resources. The Registrar’s Office will work with HR to assure compliance with all state and federal regulations regarding student files.
- Once a record is designated as “inactive” in terms of student status but is considered “active” by another functional area, that functional area will assume ownership responsibility.

Contributor Relations

- The University Advancement/Alumni Affairs Office retains ownership rights for all contributor relations records. Any and all updates to these records is the responsibility of the designated representative from University Advancement/Alumni Affairs.
- If contributor relations records are also designated as “active” student or employee records, ownership of those records rests with either the Registrar’s Office or the Office of Human Resources.
- Once a record is no longer designated as “active” by Student Administration or Human Resources, Contributor Relations may assume ownership of this record.

Data Updates/Configuration

The functional area with data ownership rights shall be responsible for all updates and configurations.

One functional area shall not make changes to data owned by another functional area.

Administration of this Procedure

The Information Technology Department is responsible for the administration of this procedure.