

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Financial System Access and Approval Policy	Approved:	12-02-2021
Policy Number:	319	Author:	Grove
Associated:			

1. PURPOSE

To establish sound internal controls for access to the County’s financial system. Certain County employees and other individuals connected with Jefferson County Government must have administrator/system access to the County’s Tyler Financial system to allow the County government to operate in an efficient and effective manner. This policy is necessary to minimize the risks associated with granting access to the County’s financial system.

2. AUTHORITY

The County Clerk and the County Commission (this team is referred to as “County”) shall be responsible for the implementation, interpretation, and enforcement of this policy. The County shall issue, maintain and update any procedure, control and form needed to ensure compliance with this policy and any West Virginia and Federal law.

3. DEFINITIONS

3.1 Access Privileges means systems permission associated with an account, including permissions to access or change data, to process transactions, create or change settings, etc.

3.2 Administrator Account or Administrative account means user accounts with privileges that have advanced permissions above a regular user’s abilities on the Tyler Financial System that are necessary for the administration of the system. An administrator account can authorize the creation of new users, change account permissions, and modify security and other system performance settings.

3.3 Authorized Requestor is a Jefferson County Elected Official or Jefferson County Department Head who is responsible for requesting access to the Tyler Financial System on behalf of the users in a particular county office.

3.4 Least privilege means users or resources will be provided with the minimum privileges necessary to fulfill their roles and responsibilities.

3.5 Significant Change means any change in access privileges, a change to administrative procedures or processes, a change in system performance settings, or a change in workflow other than workflow changes on the departmental level.

3.6 Designee means an employee who is authorized to provide the approvals enumerated in this policy. All designees shall be appointed in writing, which writing shall indicated whether the employee is a permanent or temporary designee.

3.6.1 A Permanent Designee is an employee who has been permanently authorized to

act on behalf of an official.

3.6.2 A Temporary Designee is authorized to act on behalf of an official on a temporary basis in the event of a position vacancy or absence. Such delegation shall only be in effect for the period necessary to cover the absence/vacation and shall not exceed six months.

3.7 Tyler Financial System is defined as the Accounts Payable and Payroll modules of the Tyler/Munis system.

3.8 Users are all employees, consultants, or contractors who are authorized to access the Tyler Financial System, including, but not limited to, employees with administrative accounts

4. SYSTEM ACCESS

4.1. The Clerk of the County Commission, the IT Director, and the Finance Director shall all have administrative access to the Tyler Financial System.

4.2. All access requests must originate from an Authorized Requestor or designee and must be approved in writing by the Clerk of the County Commission or her designee before a new user can be added to the Tyler Financial System.

4.3. Access to specific system functions shall be consistent with each user's scope of employment and shall be granted on a least-privileges basis.

5. CHANGE IN ACCESS PRIVILEGES OR SYSTEM PERFORMANCE SETTINGS

5.1. Any significant change must be requested in writing and approved in writing by the Clerk of the County Commission or her designee before those changes can be implemented by another user with administrative access.

5.2. Requests for significant changes can only be requested by a user with an administrator account.

6. AUDIT

6.1. The Clerk of the County Commission shall have the ability at any time to request a log of any user's activity to determine if all users have adhered to the procedures contained in this policy.

6.2. Each year, the Clerk of the County Commission, Authorized Requestors, and Administrative users shall review the list of users and their associated access for appropriateness.

7. Policy Violations

Employees who are suspected of violating this policy may be placed on a paid or unpaid administrative leave during the course of an investigation. Employees found to have violated or to have participated in a violation of this policy shall be subject to disciplinary action up to and including termination.