Installation of FIS and HRIS OUS Baseline Changes in Production

Section: Configuration Management
Title: Installation of FIS and HRIS OUS Baseline Changes in Production
Number: 25.005

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POLICY

.100 POLICY STATEMENT

This interim policy sets forth responsibilities associated with establishment, notification, distribution, and installation of FIS and HRIS OUS Baseline in the production environment.

.110 POLICY RATIONALE

OUS seeks to ensure that OUS Baseline is used for all production processing.
.120 AUTHORITY

- ORS 351.085 - Duties and Powers of Chancellor
- OAR 580-040-0005 - Delegation and Assignment of Responsibility
- IMD 6.001 - Finance and Business Affairs Accounting Policies - Assignment of Responsibility

.130 APPROVAL AND EFFECTIVE DATE OF POLICY

Approved by Administrative Council on September 17, 1998, with an effective date of October 1, 1998.

.140 KNOWLEDGE OF THIS POLICY

All Chancellor's Office and institutional personnel with FIS and HRIS Banner software administration responsibilities should be knowledgeable of this policy.

.150 DEFINITIONS

OUS Baseline - SCT Baseline with OUS approved modifications.

.160 RESPONSIBILITIES

- The Chancellor's Office establishes FIS and HRIS OUS Baseline
- The Chancellor's Office approves changes to FIS and HRIS OUS Baseline
- The Chancellor's Office establishes procedures to:
  - notify and make available approved changes to FIS and HRIS OUS Baseline
  - confirm that the most recent version of FIS and HRIS OUS Baseline software has been received and installed in each institution's production environment

See Appendix .700 for current procedures.

.690 CONTACT INFORMATION

Direct questions about this policy to the following offices:

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<tr>
<th>Subject</th>
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<tr>
<td>General questions from institutional personnel</td>
<td>Institution Office of Business Affairs</td>
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<td>General questions from institutional central administration and Chancellor's Office personnel</td>
<td>Chancellor's Office Controller's Division</td>
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</table>

.695 HISTORY
.700  INTERIM PROCEDURES

When a change to OUS Baseline has been approved for installation in production the following will be performed:

7. ITS will notify each institution, via e-mail, when an OUS Baseline change has been approved for installation in production. This notice will include a short description of the change and inform the institution when the change is to be installed in production. Concurrent with this notice, ITS will make the OUS Baseline change available to each institution.

8. Each institution will complete the installation and inform ITS, via e-mail, of the date and time the change was installed in their production environment. The institutions will have at least five (5) working days to install the change unless an imminent and critical need necessitates a shorter time period.

.995  HISTORY

10/15/03 - Reformatted

9/17/98 - Approved

Appendix Last Updated: 10/15/03