

L&I, Office of Information Technology Procedure

Name:	Contractor PROD Access & Tracking Procedure
Effective Date:	September 2018
Category:	Security
Version:	1.2

1. Scope:

This procedure applies to all Employment Banking and Revenue (EBR) employees and business partners (hereinafter referred to collectively as "EBR Users"). These procedures must be followed for all access to production data, whether in the production environment, or when production data is housed in non-production environments.

2. Procedure:

The procedure is implemented by OIT-ESC Audit

A. Procedure review contractor access to PROD systems or data.

<u>Step</u>	<u>Responsibility</u>	<u>Action</u>
1.	ESC Audit	During the last week of the month, and open & sort P:\ESC\Security Plan Management Team\Audit\Internal Audit\Contractor Server Access.xlsx by expiration date
2.	ESC Audit	Assemble a listing of all expirations in the next month from
3.	ESC Audit	Send to the documented division chief a notification that they will be expiring
4.	ESC Audit	Change text to red, continue to follow up if no response is received the next month, initiate revoke procedures

B. Procedure to Request PROD data or system access

<u>Step</u>	<u>Responsibility</u>	<u>Action</u>
1.	Requestor	Submits CR and attaches the "Contractor Production Access - ESC Revision 072017.doc"
2.	Requestor	Sends PATCH data to LI-OIT-Contractor Requests/LI-OIT-Security Evidence that the contractor has signed the OIT-6 & OIT-8, either scanned copy or electronic agreement.
3.	ESC Audit	Reviews CR, and attachments. Verifies OIT-6/8 signatures, PATCH validity, updates CR

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Date Last OIT-6 Signed: xx/xx/20xx

Date Last OIT-8: Signed: xx/xx/20xx

Date PATCH Renewal: xx/xx/20xx,

Control #: Rxxxxxxx,

Full Name Used

Note: If the PATCH expiration is less than the 6-month window, the requestor has a few options:

- Let access expire waiting until a new PATCH is obtained
- Limit the access through the PATCH expiration
- Submit a new PATCH

4. User Account Management Processes CR after ECAB approval

Note: User-Account management will not proceed without approval information.

D. Procedure to Revoke PROD data or system access

<u>Step</u>	<u>Responsibility</u>	<u>Action</u>
1.	Requestor	Submits CR referencing the access CR/ECAB OR
2.	ESC Audit	Follows procedure review contractor access to PROD systems or data
3.	ESC Audit	After 10 days with no reply, submits CR referencing the access CR/ECAB assigns to User Account Management
4.	User Account Management	Processes CR

3. References:

[L&I Policy Definitions Document](#)

[SEC-000](#) - Security Planning Policy

[SEC-007](#) - Contractor Account Administration

[SEC-010](#) - Access Control for Non-Commonwealth Users Policy

[ITP_SEC009](#) - Minimum Contractor Background Checks Policy

[MD205.34](#) - Commonwealth of Pennsylvania IT Acceptable Use Policy

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4. Version Control:

<u>Version</u>	<u>Date</u>	<u>Purpose</u>
1.0	1/2016	Base Document
1.1	11/2016	Merged documents, formatted, revised content
1.2	09/2018	Updates to procedures