Separation and Removal of Access

The department must submit a separation PAF as soon as the employee has given notification of separation. A separation PAF is required for all part-time and full-time employees. All access to Ferris systems will be removed the next business day after an employee's personnel end date.

- If an employee is moving to Emeriti status, there will be up to a two-week delay to access Email (Outlook/Office 365) and will require a password change the next day following the personnel end date.
- If an employee is in an adjunct classification, access will remain in effect for 365 days past the personnel end date and is currently under review for shorter period.
- If an employee is a contracted nine-month classification, access will remain in effect for 120 days past the personnel end date.
- Prior to leaving the University, an employee should set up their email to inform contacts that they are no longer with Ferris and provide an appropriate new contact for your department.
- Names will remain in the address book for one year.

Affiliate (Volunteer)

Definition of an Affiliate is a person who has a professional working relationship with Ferris State University, but is not an employee nor student employee paid by Ferris. To obtain access to Ferris systems, the department must complete an Affiliate (Volunteer) form.

- Affiliate access is granted for one year and must be renewed through Human Resources annually.
- If a department is asking for an Affiliate to have an email account, but the person is a current active student, the student email (Gmail) account is the only email account assigned to that person.

Emeriti

Definition of Emeriti is a Ferris employee who retires from Ferris State University and has been granted the status as per Board of Trustees policy. Faculty and Administrative staff who meet the qualifications for retirement must formally request the Emeriti status and receive Board of Trustees approval. Other staff must qualify and formally request Emeriti status and receive Board of Trustees approval. Follow this link for more information on Board of Trustees policy for Emeriti status:
http://www.ferris.edu/HTMLS/administration/Trustees/boardpolicy/Part6/6-11/6-1103.htm

- Emeriti will need to reset their password after changing roles from employee to Emeriti. Call TAC to assist at (231) 591-4822 or (877) 779-4822.
- When first changing roles to Emeriti, there could be up to a two week delay before email can be accessed again.