

Bowling Green State University
BG@100 Information Item
ESC Submission: September 18, 2008



Identification Information:

<i>Reference Number</i>	CSS-0009
<i>Functional Area</i>	Campus Community
<i>Title</i>	Email Address Clean Up

Background Information:

When HR and Payroll went live with HCM in June, 2005, an interface was developed to delete BGSU email addresses in PeopleSoft when those email addresses are being deleted from the campus email system, SIS and other systems housing this information. The email delete is a rather extensive, semi-annual process involving examination of accounts for students, employees, and retirees. The interface developed to remove the email addresses from PeopleSoft, but it was discovered recently that while a delete file was created as input to the process each time the email delete in SIS was run, the file was never processed in PeopleSoft. The HR Office was unaware of their role in this process and subsequently never ran the job. Now that Campus Solutions will house email addresses for all campus affiliates (not just employees), it is important that it be brought up to date.

Information Item:

In order to bring Campus Solutions in line with the BGSU email system for electronic addresses, a one-time process will be developed to extract these addresses from Campus Solutions and compare the addresses against the BGSU email system to identify those email addresses that are still active in Campus Solutions, but no longer exist in the campus email system. Because email account ids are re-used after a pre-determined period of time, it is important that Campus Solutions be cleaned up and integrity in these addresses be restored. Once this clean up occurs, the existing email delete interface can be run to keep the addresses synchronized in the future. In addition, a communication plan between those individuals in ITS who are responsible for scheduling the email delete process and the HR Office will be implemented.

