



## RCAB Systems Access Termination Form

Submit the completed form to [HR@rcab.org](mailto:HR@rcab.org)

Date:

Person Name:

Job Title:

Location Name:

Institution Number:

Location Name:

Institution Number:

Termination Date:

OR TERMINATE ALL ACCESS IMMEDIATELY  Yes:

IF ACCESS IS NOT TO BE REMOVED FROM ALL SYSTEMS, SELECT TO WHICH SYSTEMS ACCESS SHOULD BE REMOVED.

### Lay Benefits

BAS / MyEnroll - Benefits Administration  
 BAS / MyEnroll Monthly Invoice

### Catholic Schools Office

RED - CSO

### Finance

Paylocity - Payroll  
 Sage Mateo - Savings and Loan  
 Sage Intacct - Accounting

### Parish Services

BA E-mail Address Access  
 BK E-mail Address Access  
 Support Ticket Portal  
 ParishSoft Application  
 Adaptive Budget Software  
 Donum App Portal Administrator  
 Donum App Portal User

Add additional comments or instructions here

If an employee leaves a position it is important to terminate access to all systems they should no longer have access to. Some of these systems store legally protected data.

Approver name and Title\*:

Please complete name, job title, and location information above.

Approver Signature\*

\*Must be signed by someone in authority at the location

For Pastoral Center User Only:

BA Email Address:

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