



ROMAN CATHOLIC
ARCHDIOCESE OF BOSTON

RCAB Systems Access Termination Form

Submit the completed form to 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

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

Add additional comments or instructions here

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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