![Roman Catholic Archdiocese of Boston logo] **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

☐ Schoolopedia

Finance

☐ Paylocity - Payroll

☐ Sage Mateo - Savings and Loan

☐ Sage Intacct

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.

Parish Services

☐ BA E-mail Address Access

☐ BK E-mail Address Access

☐ Support Ticket Portal

☐ ParishSoft Application

☐ Adaptive Budget Software

☐ Donum App Parish Administrator

☐ Donum App Parish User

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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