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University of Utah
HUMAN RESOURCES WEB APPLICATIONS
Security Authorization Form

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PRIVACY REGULATIONS: University Policy 4-001 and 4-004 (http://www.regulations.utah.edu/it/4-001.html), (http://www.regulations.utah.edu/it/4-004.html).

I have read and will comply with the provisions for security and confidentiality of employee records and files as described below and in University Policy #4-001 and 4-004. I also certify that I am an employee of the University with a legitimate business interest in the records as defined in the Privacy Regulations. I understand that in accordance with the University Policy #2-9, I can be disciplined and/or dismissed from employment if found to be in violation of this agreement. The PeopleSoft Database contains information about individuals that is "private information" as that term is defined in the Utah Government Records Access and Management Act, Utah Code Ann. § 63-2-101 et seq. I will not disclose any information from the database to anyone other than University employees who have a legitimate need to know. I will refer all other requests for information to the University's Office of General Counsel. I understand that inappropriate disclosure can result in University discipline as well as criminal penalties.

1. Person Requesting

I WILL	I WILL NOT
- Access, distribute, and share Institutional Data only as needed to conduct University business. This includes all production AND non-Production data; e.g. test program output, failed production runs, etc. - Respect the confidentiality and privacy of individuals whose records or data I access. - Protect my security authorizations (user Ids and passwords) and be personally accountable for all work performed under my security authorizations. - Protect confidential information displayed on my workstation monitor. - Ensure that Institutional Data I store on my computer's hard disk or on non- network hardware is protected and backed-up as needed. - Report knowledge of security breaches. - Comply with all department and University security policies and procedures. - Abide by any applicable state or federal laws with respect to access, use, or disclosure of information, including but not limited to Utah Government Records Access and Management Act, section 63-2-100, et seq, Utah Code Ann.	- Discuss verbally or distribute in electronic or printed formats confidential Institutional Data except as needed to conduct University - Knowingly falsely identify myself. - Gain of attempt to gain unauthorized access to Institutional Date of University computing systems. - Share my user ID(s) and passwords(s) with anyone. - Leave my workstation unattended or unsecured while logged in to University computing systems. - Use or knowingly allow other persons to use Information Resources for personal gain. - Destroy, damage or alter any University Information Resources or property without proper authorization. - Make unauthorized copies of Institutional Data or applications. - Engage in any activity that could compromise the security or stability of Information Resources and Institutional Data.

Employee ID	Employee Name (Print)	Signature	Work Phone

2. Department Head Authorizing Access – Employee name on the HR Dept Head/Org Head Lookup

Employee ID	Authorizing Name (Print)	Signature	Date

3. Find the role(s) that fit your job description <u>and</u> add them to the table below, along with the dept ID.

<u>Role Name</u>   <u>Description</u>
Payroll Reporter…….   *Update* in D-Jobs, view Paycheck Roster, HR Information Library <u>and</u> Dept Admin in PA
ePAF Initiator……….   Submit and view for all regular eForms (NOT including eI-9 & E-Verify)
eI-9 Initiator………...   Submit and view ONLY for eI-9s and E-Verify eForms
ePAF Viewer………..   VIEW ONLY eForms (NOT including eI-9, E-Verify or ePERS. Employee should NOT have ePAF initiator or approver access)
D-Jobs View………..   *VIEW ONLY* in D-Jobs (only request when employee does NOT have Payroll Reporter access)
HRIL only…………..   Contact your HR Rep
Dept Admin…………   Create postings in PeopleAdmin (ONLY request when employee does NOT have payroll reporter access)

Add *or* Remove	Department ID(s) (cont. on separate page if needed)	Role Name *see above and write each role name below*

4. Check here to remove all access

     ** Date Attended ePAF training _____ and/or eI-9 training _____ (required)
     ** Will this employee be completing FACULTY eForms _____ (Yes/No)
     SEND COMPLETED FORM to your HR Representative: http://www.hr.utah.edu/contact/search/