Office of the Controller Payroll Division

<u>PAYSTUB ONLINE ACCESS AUTHORIZATION</u>

PayStub Online Department Payroll/Personnel Privacy Protection Policy

Department staff who are granted Payroll/Personnel access can view and print department-wide confidential personnel and payroll information. Access to this information is to be taken seriously. Each user must ensure that this information is kept confidential, used for business purposes only, and not revealed inappropriately. Examples of employee personal information <u>not</u> to be released without authorization include:

Pay Rates	Deductions	Pay History
Earnings	Withholdings	Benefits

I understand that PayStub Online Payroll/Personnel access privileges carry with them important obligations:

- I agree that I will <u>not</u> share my login password with anyone.
- I agree that if I become aware of another person's password I will immediately inform that person that he/she needs to establish a new password.
- I agree that if I am informed by another person that they know my password, or if I have reason to believe that another person may know my password, I will immediately change my password.
- I agree to never release or disseminate information without authorization.
- I agree to never use the data in PayStub Online for personal business or for any other unauthorized purpose.
- I agree to notify Payroll/Personnel Services Division immediately if my job duties and responsibilities change, and I no longer require department-wide access to PayStub Online.

I agree that the release of computerized information to persons or agencies by me is authorized only when I have the prior approval of:

- My manager/supervisor,
- The Personnel Officer of the Department of Human Resources, or
- The Payroll Director of the Payroll/Personnel Services Division.

I understand that the inappropriate release or dissemination of such material may constitute an invasion of the employee's privacy.

Signature: _____   Date: _____

Printed Name:_____   _____ _____ _____
               (Last)   (First)   (M.I.)   (DSW)

Department Authorization

Effective Date:_____   Dept. Name: _____Dept. Code: _ _ _

    ADD the above employee to department-wide PayStub Online access
    DELETE the above employee from department-wide PayStub Online access

Approval Authority: _____   Title: _____
                  (Signature)

Printed Name: _____   Date: _____