

Oklahoma State University Policy and Procedures

Human Resource Information Management Systems	3-0712 ADMINISTRATION & FINANCE November 2010
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Scope

1.01 Oklahoma State University System maintains all necessary employee data (faculty, staff and student; regular, temporary or periodic employment) within central administrative systems in order to administer equitable compensation and benefit plans, calculate and distribute employee pay, and report required employee information to university administrators, as well as, state and federal agencies. Generally, the Human Resources Information Management Systems are comprised of a core system and its various basic components and other "add on" systems as are necessary to meet the on-going demands of administering the various human resources responsibilities associated with the university.

1.02 Oklahoma State University recognizes and supports the principle that an individual has a right to privacy and reasonable expectation of protection from identity theft and other misuses of personal data maintained. As such, OSU is committed to only collecting and maintaining information that is necessary as well as establishing a secure environment and procedures, and promoting responsible access and use by Human Resource Information Management Systems users.

1.03 The Human Resource Information Management Systems are the authoritative source of employee information and determining an individual's status, such as employment or university retirement for the entire Oklahoma State University System.

1.04 Certain employee data possessed by university units and not associated with employment, such as personal medical information that may be maintained by a university health and/or wellness center, is excluded from the Human Resource Information Management Systems. Other employee data may also be excluded from the Human Resource Information Management Systems in order to comply with federal and/or state privacy laws and regulations with the approval of the Assistant Vice President for Human Resources.

Administration, Access and Security

2.01 University Human Resources is vested with the responsibility for administering data within the Human Resource Information Management Systems, including, but not

limited to, appropriateness of its use, granting access to the data, and promulgation of necessary procedures.

2.02 Data maintained within the Human Resource Information Management Systems is included to comply with university business requirements. Access to data within the Human Resource Information Management Systems is provided to approved individuals with a bona fide university business need.

2.03 All employment data specified by university procedures will be maintained within the Human Resource Information Management Systems.

2.04 An employee's social security number is required to be part of the data maintained within the Human Resource Information Management Systems for federal and state reporting purposes; however, access to social security numbers will be restricted to specifically authorized persons with a bona fide university business need.

2.05 Maintenance of, use or access to an employee's social security number by university departments, divisions or units outside of that provided by University Human Resources and the Human Resource Management Information Systems is prohibited. Exceptions to this provision may be granted by the Vice President of Administration and Finance. Requests for exceptions must be made in writing and use of data is expressly limited to the terms of that exception.

2.06 A unique individual identification number other than the social security number, will be generated by the university's central administrative systems. The Human Resource Information Management Systems will incorporate this Campus Wide ID (CWID) as the unique employee identification number.

2.07 As a state agency, employment data maintained within the Human Resource Information Management Systems may be subject to public inspection as provided for by state statute and following university procedure. Otherwise, data maintained within the Human Resource Information Management Systems is considered confidential. Use or release of data in a manner not consistent with a position's job duties and actual university business is prohibited.

2.08 Access to Human Resource Information Management Systems data systems is provided to specific individuals who have completed the applicable access request according to established procedures at the time of the request. Granted access is not to be shared with any others, including other university employees or supervisors. Also, granted access should not be used to provide Human Resource Information Management Systems data to others outside of a university business necessity or responsibility.

2.09 Individuals that possess personally identifiable Human Resource Information Management Systems data must use reasonable judgment and appropriate steps to safeguard that data from loss and unnecessary exposure to identity theft or misuse by others.

2.10 Individual university employees have the right to review information maintained within his/her file at a designated place. This includes not only records maintained in a paper format and file, but also electronic data and images. The university may require a university representative be present during the review. University Human Resources may designate certain documents as exempt from employee review by providing a list of document types and descriptions exempt from employee review.

2.11 University Human Resources will not release information to any organization or individual outside the University without written consent of the employee except for verification of employment in which University Human Resources will verify an individual's date of hire, title, department, full or part-time status, and if applicable, termination date.

2.12 If an employee or former employee authorizes University Human Resources in writing to release answers to specific questions to another party on a standard form, University Human Resources may do so. The party requesting the information may be required to cover the cost of such research and presentation.

2.13 Lists of employees or retirees will not be provided to organizations outside the University.

2.14 State and federal officials, after presenting proper identification to University Human Resources and explaining a bona fide need to obtain information regarding a specific person may have access to appropriate data. In such cases, such files will be reviewed in the presence of University Human Resources staff.

Departmental Data Systems

3.01 While departmental data systems are not considered part of the university's Human Resource Information Management Systems, data use, security and access for employee data must be held to a high standard similar to that established for the university systems.

3.02 Individual unit heads are responsible for ensuring employment data and systems within their unit are maintained in accordance with university policies and procedures concerning employee data.

3.03 Departments, divisions, etc., are discouraged from maintaining systems that include personal employee data that is also maintained in the university Human Resource Information Management Systems. Doing so can lead to confusion and frustration in keeping applicable data current within the university's systems. Also, data maintained within the department that is the same as data maintained in the university's Systems is held to the same standard of security, use, and access as if it were part of the university's Human Resource Information Management System, unless employee permission has been obtained to use the data otherwise.

4.01 Oklahoma State University reserves the right to change this Policy and Procedure or any portion thereof at any time.