



INFORMATION SYSTEMS & ADMINISTRATIVE SERVICES

14894

SERVICE REQUEST
UISAS 160 (R 7/94)

300 LAKESIDE DR, 8TH FLOOR, OAKLAND, CA 94612-3550

<input type="checkbox"/>	RETRIEVAL OF INFORMATION
<input checked="" type="checkbox"/>	MODIFICATION TO SYSTEM
<input type="checkbox"/>	PRODUCTION RUN OF SYSTEM

DATE	DATE/CYCLE DUE	ESTIMATE REQUIRED?	YES	NO
10 30 03	12/01/03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERSON AUTHORIZING REQUEST: Michael O'Neill	EXTENSION 7-0905	CONTACT Kathy Henmi	EXTENSION 7-0945
DEPARTMENT Payroll Coordination	ADDRESS 10th Fl. Franklin Bldg.	RECHARGE NO. 0126	
AUTHORIZED SIGNATURE <i>[Signature]</i>	REPORT FORMAT ATTACHED → <input type="checkbox"/>	SYSTEMS/FILES/PROGRAMS Payroll	

RETRIEVAL/SYSTEM MODIFICATION: Description of Request

Please replace the SSN with the employee ID number on the face of the paper check and make modifications to the data mailer per the attached requirements.

PRODUCTION RUN

SYSTEM	EFFECTIVE DATE OF INFORMATION	TYPE OF RUN	RERUN		ADD'L		TYPE OF OUTPUT	REPORT	TAPE	XEROX TAPE
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

RETRIEVAL/PRODUCTION RUN

DISTRIBUTION OF OUTPUT INSTRUCTIONS: (FOR RETRIEVAL REQUESTS, INCLUDE LONG TERM FILE RETENTION INSTRUCTIONS IF APPROPRIATE)

IS&AS USE ONLY

DATE RECEIVED	REQUESTOR	DATE COMPLETED	COMPLETED BY	CHARGING TIME / CHARGES	STAFF TIME / CHARGES	FORM	JOB NAME
COMMENTS							
ESTIMATE INFORMATION		COMPLETION DATE	STAFF HOURS	ESTIMATED COSTS	ACTUAL COSTS	ESTIMATED TOTAL COSTS	
				\$	\$	\$	

APPROVAL TO PROCEED
(BASED ON ESTIMATE)

(SIGNATURE)

(NAME, TITLE, ADDRESS)

Attachment to Service Request #14894
October 29, 2003
November 13, 2003 revised

SOCIAL SECURITY NUMBER & PAPER CHECKS/DATA MAILERS

Because of the increase in identity theft, the State legislature has become very proactive in trying to protect an individual's personal information. With the passage of legislation, the University of California must take certain steps to become in compliance with state laws. Additionally, where the display of employee personal information is not required as a matter of business necessity, we need to modify our processes in order to reduce the susceptibility of personal information to unauthorized access.

Paper Checks

Please replace the employee's Social Security Number (SSN) (EDB 0111) with the employee's Identification Number on the face of the paper check.

Data Mailers

Currently, for the data mailers, there are four options campuses may choose from. Depending on the option, the SSN may be displayed or not.

1. short mailer – no SSN displayed
2. original laser statement – SSN displayed
3. large data mailer – SSN displayed
4. new laser statement – option to print SSN (System Parameter 27)

Options 2 and 3 above display the SSN. Please provide the campuses with the same ability to display or not display the employee's SSN by the use of the System Parameters Table as is done for the new laser statement (option 4 above). There is no need to provide this same ability for option 1.

This should be implemented in time for checks issued January 1, 2004 or as soon as possible thereafter.