

UB Jobs Access Request

I, _____, am requesting access to the UB Jobs recruitment system.
(Print Name)

I understand that by requesting and receiving approval for this access from the VP/Dean's areas and Human Resources, I agree to abide by the following confidentiality statements:

To ensure the privacy and security of data, I will:

- 1.) Access, distribute and share data only as needed to conduct campus business as required by my job.
- 2.) Respect the confidentiality and privacy of individuals whose data I access.
- 3.) Observe any ethical restrictions that apply to data to which I have access.
- 4.) Protect confidential information displayed on my workstation monitor.
- 5.) Immediately report to my supervisor any and all security breaches.

I will not:

- 1.) Discuss verbally or distribute in electronic or printed formats, confidential data, except to authorized personnel who have a need to know for specific job related purposes, or as may be required by law, court order, or order of a government agency.
- 2.) Falsely identify myself.
- 3.) Gain or attempt to gain unauthorized access to data or campus computing systems.
- 4.) Share my user ID(s) and password(s) with anyone nor use anyone else's user ID(s) or password(s) or leave my workstation unattended or unsecured while logged in to campus computing systems.
- 5.) Copy or reproduce any records containing information or divulge such records to others.
- 6.) Make unauthorized copies of employee data.
- 7.) Engage in any activity that could compromise the security or confidentiality of employee data.

A breach of this agreement by a University employee may result in disciplinary action as determined by University policies.

Employee's Signature

Date

Department Chair/Approver Signature

Date

VP/Dean's Signature

Date



To be completed by requestor for access to UB Jobs

First Name: _____ **Last Name:** _____

UBITName: _____

Person Number: _____ - _____ **Phone Number:** _____ **Ext.** _____

Official Job Title: _____

UB Email: _____

Departments needing access to within UB Jobs

1. _____

2. _____

3. _____

4. _____

5. _____

Please put any additional departments on the back of this sheet.

User Access Needed:

_____ Hiring Manager

_____ Department Chair/Approver

_____ VP/Dean

_____ VP for Health Sciences

_____ Office of the Provost

_____ Divisional HR

_____ Other (please indicate) _____

For Business Office Use Only

Access Approved By: _____ **Effective Date:** _____

Date Notified Requestor: _____

An Equal Opportunity/Affirmative Action Employer

Human Resources: 120 Crofts Hall, Buffalo, NY 14260-7022 Tel: (716) 645-5627

Web: <http://www.buffalo.edu/hr>