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

_____ VP/Dean

_____ Office of the Provost

_____ Other (please indicate) ____________________________________________

_____ Department Chair/Approver

_____ VP for Health Sciences

_____ Divisional HR

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