

Agenda

- HR DataMart overview
- Creating Discoverer queries
- Repercussions of bad data
- Securing Confidential Information
 - HRS 92F and 487N-4
- Overall Office Security Review
 - Physical and Electronic Security

HR DataMart Overview

- Daily Update (PSxxxx files)
 - Nightly upload of last approved PeopleSoft transaction
 - Files names start with PS (not PSQ)
 - Not updated on Saturdays, Sundays and Holidays

HR DataMart Overview

- Quarterly Update (eg., PSQxxxx) files
 - Frozen on the last day of month for 03, 06, 10, 12
 - Data available since October, 1994
 - October for Surveys; December data for terminations
 - Terminations deleted from file at end of December
 - Remember to put Conditions/Limits
 - Extract Month (2 digit field)
 - Extract Year (4 digit field)

HR DataMart Overview

- Other files available
 - RCUH (for UH employees on UH projects) - limited
 - SCOPIS (on Financial side of the house) - restricted
 - Suspended Records – available to everyone
- Resources
 - HR Data Dictionary (HR Info Systems/HR Data Warehouse/Data Dictionary)
- Tools
 - Brio with SSH Tunneling
 - Discoverer (free and secured via the web)
 - MS/ACCESS with SSH Tunneling

Discoverer

- Free and secured
- Use Internet Explorer Only (IE only)
- Uses the same database as Brio
- Pre-defined queries available
- Export to Excel for further manipulation
- Share queries with your friends

Discoverer

- Creating Tables/Reports
 1. Listing of Faculty
 2. Listing of I5 Faculty only (Like Condition)
 3. Conditions
 1. Missing Home Address (IS NULL Condition)
 2. Missing Tenure Code
- Creating Crosstabs/Pivots
 1. Number of Faculty by Rank

Repercussions of Bad Data

Wrong Home Address

- ERS (future electronic transfer of information)
- Health Fund
- Union Notification (UPW, HGEA, UHPA)
- State DAGS for W2 processing
- Child Support Enforcement Agency (CSEA)
- Strike Materials or Certified Mail

Wrong FTE

- Leave accruals
 - New online leave system will accrue by position
- FTE certification reports
- ERS credit
- Benefits Eligibility
- Tuition Waiver

Wrong UH Number

- Staff ID card
- Multiple UH numbers for same person
- Mismatch between UHIMC and PeopleSoft
- Leave
- Grad Assistant mismatch with Banner
- Payroll Deductions (Bus Pass, Parking, TSA)

Security of Confidential Info

- HRS 92F-12(14)
 - OHR contacts Office of Information Practices (OIP)
 - 92F states discloseable data
 - Name, salary (for Faculty & Execs only), position number, department, business address, job title, etc.
 - Not stated in 92F but still discloseable (per OIP)
 - FTE, Employee Status, Birth Month/Day only, etc.
 - Absolutely confidential and not discloseable
 - Salary (for APT, CS, GA), SSN, Birth Year only, survey results if employee identifiable, etc.

HRS 487N-4

- Breach of Confidential Data
 - Written report to Legislature within 20 days
 - Number of individuals affected
 - Letters written to all affected employees
 - Procedures that were implemented to avoid breach from reoccurring

How secure is your Confidential Data?

[add 1 point for each YES]

Physical Security

Creating physical obstacles
to obtain confidential data

Checklist

- Is building/office alarm installed?
- Is your server bolted to the concrete floor?
- Is there a firewall installed for your network?
- Are your personnel files locked at night?
- Is there an annual security review?
- Are there open personnel files laying around?
- Are folders within easy reach of the public?

Electronic Security

Creating computer obstacles
to obtain confidential data

User Security Policies

- change passwords every 6 months
- complex password (punctuations, over 10 char)
- not share passwords and not write them down
- keep no unencrypted confidential information on your workstation hard drives
- use free ZIP software with password
- keep limited confidential info on a server (if avail)
- caution when opening attachments or freebies

Email

- NOT secured transmission
- Send no confidential data via email
- Alternative - Filedrop Utility
 - Allows for transmission of large attachments
 - Secured transmission of attachments ONLY
 - Email portion of Filedrop is not secured
 - www.hawaii.edu/filedrop

WHAT'S YOUR SCORE?

Total points = 13

MEDIA COMES KNOCKING

- 10 -13 – Probably safe. Media and burglars aren't interested
- 7-9 – Media preparing an investigative report; Burglars casing the joint for easy pickings
- 1-6 – Media is interviewing you on what safeguards were in place; who is responsible and were they informed; why wasn't anything done beforehand; and on and on and on . . .



How to keep the monkey OFF your back



Action Plan

- Take an immediate assessment of your office security (physical and electronic)
- Written memo to your Executive on deficiencies and recommended upgrades
- Follow up if no action taken by your Executive
- Follow up with your Executive's Executive
- Continue to follow up if no action taken

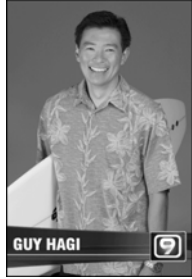
Did you do everything possible to get the monkey off your back?

GOAL

- Make it difficult for a breach to occur
- Make sure your Executive is apprised



KEEP THE MEDIA AWAY !!



Questions?