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May 24, 2001

IN REPLY REFER TO:
DBFBP 01-12

TO: Agencies Addressed

FROM: Diana Flagg, Chief
Bureau of State Payrolls

SUBJECT: Availability of Employee W-4 Data on Information Warehouse

To make employee payroll information more readily available to Agency users, the Office of the Comptroller has begun moving employee payroll related data into the DBF Information Warehouse. As of this time, employee W-4 data may be accessed through the Information Warehouse. Employee Salary Detail files are scheduled to be available as soon as possible.

Agencies should exercise caution in determining which of their employees should have access to this data. As specified in Title X, Section 119.07, Florida Statutes, Social Security numbers are confidential data and should be treated accordingly. Section 119.07, F.S. also protects specified groups of employees from disclosure of their addresses and other personal information. **Agency personnel accessing information through the Information Warehouse are reminded that the information for those employees should be protected. Employee W-4 records will have an indicator with 'Y' to denote which employees are protected.**

To gain access to the payroll component of the Information Warehouse, agency personnel should contact their Payroll Access Control Custodians. Instructions for granting access are attached. Please ensure that the Payroll Access Control Custodians are provided a copy of this memorandum, along with the attached instructions.

If you have questions or need further assistance from the Bureau of State Payrolls, please contact Paul Gruber at (850) 410-9295, SUNCOM 210-9295, or email pgruber@mail.dbf.state.fl.us.

DF/PG:kw

Attachment

INSTRUCTIONS
Granting Access to Payroll Data
on the Information Warehouse:

After entering NASSAM:

1. Select option 10 - *Security*

Go to the **SAMAS SECURITY ADMINISTRATION MENU** screen.

2. Choose option 2 - *Update*.

3. Once option 2 has been selected, a screen with a **COMMAND =>** prompt will be displayed. At this screen the Access Control Custodian will supply the following in the respective places:

USER ID: Enter the user-id of the person you wish to have access capability.

To give the person the capability to view payroll tables in the warehouse, at the "Access Payroll Information (YES or NO)" field, enter Yes.

If the individual is also to be a Payroll Administrator, then at the "GIVE ACCESS TO PAYROLL INFO. (YES OR NO)" field, enter Yes.

The changes will be processed and become effective the next day.

Should you have any questions, please call the DBF SAMAS Help Desk at (850) 410-9340 or Suncom 210-9340 or email to is_helpdesk@mail.dbf.state.fl.us.