

Effective July 1, 2020

## **CHIEF FINANCIAL OFFICER MEMORANDUM NO. 19**

### **SUBJECT: VENDOR EMPLOYEE FILE PROCEDURES**

The Division Accounting and Auditing (A&A) addressed confidentiality of information associated with State Employees' Social Security Numbers (SSN) used in Florida Accounting Information Resource (FLAIR) by using the People First Log in ID in the FLAIR vendor field. The Employee ID shall be the primary key for employee related non-payroll transactions (i.e. travel reimbursements) processed in FLAIR.

#### **Departmental Access Control:**

State agencies will have inquiry access only in the Vendor Employee (VE) File and will no longer be able to add or update in FLAIR. All changes to the VE file will occur through People First.

Users will be able to have two types of inquiry access:

- "T" Inquiry- able to view Employee ID and Name (cannot view SSN)
- "S" Inquiry, able to view all information (includes SSN)

Agency access control custodians will be granted "S" security value and will have the authority to update applicable agency users to "S" or "T" security values. A&A advises agencies to only grant inquiry access to employees based on their position descriptions and the type of work they perform.

#### **Employee Reimbursements:**

An Employee's SSN should not be used when entering a transaction into Departmental FLAIR for Employee Reimbursement payments. The Employee ID should be used for all non-payroll related Employee Reimbursements.

#### **Allocation Entry:**

All existing records in the VE File will be marked for deletion and will not be used in future transactions. State Agencies who do not allocate their payrolls down to the employee level, must use the Statewide Vendor File Non-Standard Record, N000004044 001 for payroll allocations. State Agencies should use the Statewide Vendor File Non-Standard Record, N 000004546 001 for non-payroll allocations.

#### **Purging VE Records:**

Vendor Employee Records will be purged from the VE file the later of six months from the last date of employment or six months after the last employee payment date. If a State Agency needs to make a payment to a former employee after the purge process, agencies should pay the former employee through the Statewide Vendor File as a payee.

#### **Privacy Indicators:**

The VE File will contain People First privacy indicators. State Agencies should use the privacy indicators to protect confidential information when receiving public information requests.

**Reports:**

All Departmental FLAIR generated reports that originally contained SSN will now have Employee ID. However, all Central FLAIR generated reports will continue to contain SSN. A&A advises State Agencies to review their employees access to ensure reports that contain SSN are only granted to employees that based on their position descriptions and the type of work they perform.

**Direct Loads to Central FLAIR**

Direct loads through Central FLAIR will not be impacted. State Agencies should continue to use SSN when processing payments outside of the Vendor Employee File.