

**Administrative Services**  
**State Accounting**  
**Statewide Business Unit Access Confidentiality Agreement**

I understand the statewide access I have to Enterprise Resource Planning (ERP) data; Payroll and Financial Work Center/ JDE, provides me access to confidential information. I agree to protect the privacy and confidentiality of this data. Use of this information for private or personal business is not allowed; for the purposes of this statement, use of my own information for the purposes of employment-related activities including, but not limited to, leave requests, and tax withholding, is permitted. I will only access information I need for allowed activities and will not be careless with confidential information. I am responsible for the integrity of any confidential information I access or use.

I am responsible for any use of my password caused by my intentional act or negligence. I will keep my password secret. I am responsible for my failure to protect my password or otherwise providing unauthorized persons, through my intentional act or negligence, access to confidential information. Failure to comply with this agreement may result in revocation of my access to ERP data, and disciplinary or other action related to my employment.

\_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_

Agency: \_\_\_\_\_ Division: \_\_\_\_\_

\_\_\_\_\_  
Date

Other Information:

\_\_\_\_\_  
Address Book Numbers