# UCAR Salary Access and Use Acknowledgement Form

All employees whose jobs require access to UCAR salary information must complete this form prior to authorization and access, thereby acknowledging and agreeing that they understand and shall abide by UCAR policies concerning access and use of salary information.

**Salary Information Access**

*COGNOS/CPM -* Salary information may be accessed for explicit use of budgeting and staff plans within the Lab/Program/Entity.

*PandA –*Salary information may be accessed for the explicit use of preparing proposal budgets.

**Any other access, use or sharing of salary information without prior authorization from Human Resources will be considered a violation of UCAR policy and subject to disciplinary action, up to and including termination.**

Employee salaries are confidential information covered by three UCAR policies found at: <http://www.fin.ucar.edu/polpro/index.html>:

* Ethical Conduct Policy (2-1)
* Employee Personal Records Policy (6-2)
* Access and Use of Computer and Information Systems Policy (3-6)

UCAR is committed to upholding high ethical standards in all of its scientific, technical, educational, and administrative operations. Consistent with this commitment, UCAR expects its employees to act with integrity and to exhibit behaviors that merit public trust and confidence.

Access to employment records or personal information regarding an employee is for official business purposes as authorized by the Director of Human Resources.

Each UCAR employee has a responsibility to exercise reasonable and prudent efforts to safeguard the privacy, confidentiality and security of employment records and the personal information of our current and former employees. This includes a prohibition on sharing salary information with unauthorized individuals.

Authorized users must access and use all computer and information systems in an ethical and legal manner and without adverse effect on employees. UCAR computer and information systems shall not be used to violate any UCAR policy. UCAR management may access any user's computer and information system(s) to review the manner of their use in order to ensure compliance.

In signing this form, I acknowledge and agree that I have read and understand the above referenced policies and shall abide by UCAR policies concerning access and use of salary information. ***(This is only an acknowledgement; it is required to accompany the separate approval form for system access.)***

Employee

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

 (Please Print)

June 20, 2012