Department of Personnel & Administration
Division of Human Resources - Consulting Services
1313 Sherman Street, 1st Floor
Denver, CO 80203
hrs.consulting.services@state.co.us

CO-JOBS SECURITY ACCESS AUTHORIZATION STATEMENT OF COMPLIANCE

- State of Colorado employees may be granted access to the CO-Jobs system, for official business purposes only. The CO-Jobs system contains both public and confidential information and access shall not be granted to anyone for general perusal of a state agency's personnel/payroll records or reports.

- The release of any information to the public, supplied through automated processes, shall not take place unless the following events have transpired:
  - The official custodian must receive written requisition delineating the desired information, records, or data.
  - The official custodian must determine if the disclosure of requested information, record, or data is within the law.

- In order to protect the integrity of the CO-Jobs system data, employees granted access are responsible for their use of the CO-Jobs system data and reports, including the safeguard of assigned User IDs and passwords.

- User ID and passwords are assigned to individual State of Colorado employees and are not to be shared or passed on to others. Sharing user IDs and passwords may result in revocation of CO-Jobs system access.

- Separation from the State of Colorado, or moving to a position where system access is not required to perform business functions, will terminate rights to access the CO-Jobs system.

I have read, understand, and will conform to the above statements.

_____
Employee Name (Please print or type)

_____ _____
Employee Signature **Signature Date**

Department of Personnel & Administration
Division of Human Resources - Consulting Services
1313 Sherman Street, 1st Floor
Denver, CO 80203
hrs.consulting.services@state.co.us

CO-JOBS INSIGHT ACCESS SECURITY AUTHORIZATION FORM

You must complete all fields to be given access to the production environment of the CO-Jobs system.

EMPLOYEE INFORMATION	
First Name:	
Last Name:	
Title:	
E-mail:	
Phone:	
Department:	
List required Divisions or "All":	
HR Director/Manager Approval Signature:	
HR Director/Manager Approval Date:	

INSIGHT PERMISSIONS						
Insight HR Access: This access will allow the user to add, update and delete most aspects of the CO-Jobs system, including requisitions, postings, exam plans, OHC users, etc.	Add	☐	Revoke	☐	Modify	☐
Readonly: This access will allow the user to view information in CO-Jobs only, they will not be able to create or modify anything in the system.			Yes	☐	No	☐

TRANSFERING EMPLOYEES ONLY	
Joining Department:	
Leaving Department:	

HUMAN RESOURCES DIRECTOR/EXECUTIVE DIRECTOR APPROVAL	
I hereby certify that the person listed above, requesting access to the CO-Jobs system, has a justified business reason for accessing the system records of the Department listed above and the data contained therein.	
HR Director/Executive Director Approval Signature:	
HR Director/Executive Director Approval Date:	

FOR DHR USE ONLY				
Date Received:			DHR Approval:	
Date Insight Access Created:			DHR Approval:	