CPPS SECURITY ACCESS AUTHORIZATION

STATEMENT OF COMPLIANCE

- Employees of the State of Colorado may be granted access to the CPPS for official business purposes only. These systems contain 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:
  - Written requisition delineating the desired information, records or data must be received by the official custodian.
  - 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 systems' data employees granted access are responsible for their use of the 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 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 CPPS.

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

Employee Name (Please print or type) _____

Employee Signature _____

Employee Signature Date _____

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