

UNIVERSITY OF SOUTHERN CALIFORNIA
PAYROLL/PERSONNEL/BENEFITS SYSTEM (PPBS)

Code of Responsibility

The security and confidentiality of employee records are matters of concern to all USC employees. Those employees with access to ais-c2000, PPBS, OTiS, and Glacier are in a unique position of trust in maintaining the security and confidentiality of employment records. Each system user is expected to adhere to the following code:

1. Unauthorized use of or access to employment records is prohibited.
2. System users are prohibited from personally benefiting or allowing others to benefit by knowledge of any confidential information gained by virtue of their work assignments.
3. System users are prohibited from exhibiting or divulging the contents of any record or report to any person except in the execution of normal duties and responsibilities.
4. System users may not knowingly include or cause to be included in any records or report a false, inaccurate, or misleading entry.
5. No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of duties.
6. System users agree not to leave a terminal unattended without properly and completely exiting from the system.
7. System users may not update or alter in any way their own records or records of family members.
8. Each system user has unique access (a login ID and password and operator code and password). No system user may divulge or allow anyone else to use their access. If a system user suspects someone of knowing or using their access, he/she will immediately notify the supervisor.
9. No one is to aid, abet, or act in conspiracy with another to violate any part of this code.

Violation of this Code may lead to reprimand, suspension, or dismissal consistent with the University of Southern California personnel and employment policies.