BUSINESS POLICIES AND PROCEDURES MANUAL

COMPUTING AND
TELECOMMUNICATIONS
85.33.1
Revised 8-17
Information Technology Services
509-335-4357 (509-335-HELP)

Accessing Administrative Information Systems

OVERVIEW

University departments use mainframe computer applications to conduct various University functions. For security reasons, the University controls access to applications that are Administrative Information Systems (AIS). To authorize, remove, or change access to an AIS application, departmental personnel complete and route an AIS Access Request form. Completion and routing instructions for this form are included in this section.

NOTE: When an employee transfers to another department, the former department must notify the Crimson Service Desk at 509-335-4357 **and** submit AIS Access Request forms to remove the employee's access to each previously authorized AIS application. The employee's new department submits a completed Network Services Account Request form (see *BPPM* 85.37) *and* new access request forms for each AIS application required for the employee's new duties and responsibilities. (See *BPPM* 85.37 regarding procedures for requesting a network services account.)

ITS automatically removes authorizations to all assigned AIS applications, usually within 24 hours of the date an employee separates from University employment.

Additional Requirements

Prior to completing and routing an AIS Access Request, the department should ensure that the following steps have been completed:

Mainframe Connection

The department must acquire appropriate equipment and software. Information Technology Services (ITS) personnel can assist the department with the purchase of equipment and connection software capable of accessing the University's mainframe computers. Contact the Crimson Service Desk for assistance; telephone 509-335-4357 (509-335-HELP).

Departments may obtain the free connection software, called WC3270 or TN3270, by going to:

techstore.wsu.edu/softwareLibrary.aspx

Under TN3270 Software, select **WC3270**; or select **Mac TN3270** client to download.

AIS User ID

Before being allowed to access specific applications, each employee must be assigned an AIS User ID (*BPPM* 85.37).

NOTE: The following applications may be accessed for inquiry only by anyone with a valid AIS User ID: Campus Automobile Reservation System (CARS), Purchasing/Accounts Payable/Receiving Application (PAPR), Service Center Billing/Stores Inventory (SCBAIMS), WSU Organizational Directory (WSUORG).

Accessing Administrative Information Systems

Security

Many AIS applications provide access to sensitive University data. Administrators are to exercise discretion when authorizing employee access to University applications and data. University employees with a demonstrated "need-to-know" may access online information. Administrators are responsible for ensuring that authorized employees are aware of data security requirements.

Release of Data

University employees and administrators are to refer questions regarding release of data in an AIS application to the responsible administrative office. Data is released in accordance with regulations in *BPPM* 90.05, 90.06, and 90.07. (Refer to Table 1 or page two of the AIS Access Request for the responsible administrative office for each application.)

Documentation

Help and documentation are available online for most AIS applications.

Training

Training for each AIS application is provided by the responsible administrative office.

FORM COMPLETION

IMPORTANT: Complete a separate AIS Access Request form for each employee and for each application.

Use the AIS Access Request to obtain or update access to those general-use AIS applications discussed in this section and listed on the back of the form. Other more specialized AIS applications may have alternative procedures.

NOTE: The employee must obtain an AIS User ID *prior* to sending the AIS Access Request form to the applicable administrators for approval (*BPPM* 85.37).

The AIS Access Request form is available in PDF and FileMaker format on the PR&F website at:

policies.wsu.edu/prf/index/forms/

The following completion instructions are numerically keyed to the form sample in Figure 1. Form sections without instructions are considered self-explanatory.

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ADMINISTRATIVE INFORMATION SYSTEMS
ACCESS REQUEST

Washington State University
Pullman, WA 99164

Refer to page two of this form for routing and a summary of available applications and functions.
See BPPM 85.33 for complete instructions. NOTE: This is not a request for an AIS User ID. (See 85.37.)

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EMPLOYEE NAME (first, middle initial, last)	WSU NUMBER	EXISTING AIS USER ID (**required**, see 85.37)	**1**
EMPLOYEE TITLE	POSITION NUMBER	EMPLOYEE'S EXISTING E-MAIL ADDRESS	
DEPARTMENT		AREA/DEPARTMENT/UNIT NUMBER	**2**
DEPARTMENT CONTACT NAME	DEPT. TELEPHONE	MAIL CODE	

Enter only one AIS application per access form. See page two of this form for a list of applications.

4

Add	Delete	Change*	Application	Functions or Options Required (See next page for available functions/options.)
☐	☐	☐	**5**	**6**

| PRIVACY (FERPA) TRAINING REQUIRED? (See table on page 2.) | | TRAINING COMPLETED?** | |
| ☐ Yes   ☐ No | | ☐ Yes   ☐ No | |

| STATE PURCHASING TRAINING COMPLETED? (Required for PAPR access) | PURCHASING AND PROCUREMENT 101 **or** SMALL PURCHASES ☐ Yes   ☐ No | WA STATE PURCHASING AND PROCUREMENT ETHICS ☐ Yes   ☐ No |

COMMENTS

* For a change request, the department **must** attach a completed Network Services Account Request (see 85.37.5).
** NOTE: FERPA privacy training is effective for three years. Completed training may apply to requests for access to more than one AIS application within this three-year period.

Appropriate Use Statement

I understand that I am responsible for respecting the confidentiality of information accessed via computer information systems. I understand that this information is to be used for official University purposes only. Misuse of system information can result in termination of employment or other disciplinary actions. The security of information is provided for by federal laws, state laws, and University regulations.
(See BPPM 90.05, 90.06, and 90.07, and Executive Policy Manual EP8.)

I understand that I am responsible for safeguarding my assigned password. I will not share my password with others.
I will store passwords in secure locations. I will contact Information Technology Services Administrative Services and Accounts if I suspect that my password has been compromised.

I understand that unauthorized access to and/or unauthorized use of the University's computer systems or electronic databases may constitute criminal acts under RCW 9A.48.070-.100 and RCW 9a.52.110-.130.

I have read the above statement.

| EMPLOYEE'S SIGNATURE   **7** | DATE |

Employee signature is not required for access termination.

Departmental Approval

| DEPARTMENT CHAIR'S SIGNATURE | TYPED/PRINTED NAME | DATE |

The department retains a copy and routes the original completed form to the responsible central administration office. See page two of this form. NOTE: For a change request, the department must attach a completed Network Services Account Request (see 85.37.5).

Approval of Responsible Central Administration Office

| APPROVAL SIGNATURE | TYPED/PRINTED NAME | DATE |
| COMMENTS | DATE FERPA TRAINING COMPLETED (Enter date if training required.) | DATE STATE PURCHASING TRAINING COMPLETED (Enter date if training required) |

The responsible central administration office retains a copy.

INFORMATION TECHNOLOGY SERVICES USE ONLY

| PROCESSED BY INITIALS | DATE PROCESSED | ADABAS | TRACKIT NUMBER | DATE PROCESSED |

85.33.14

WSU1350-GENEX146-0817

Figure 1

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Existing AIS User ID (1)

Refer to *BPPM* 85.37 for application procedures if the employee does not have a current AIS User ID.

Area/Department No. (2)

Enter the number(s) for those areas/departments/unit's data to which the employee requires access or update capability.

If the Area/Department Number is not known, access the AIS application WSUORG to look up a number for a given department or area. Refer to *BPPM* 10.05 for more information about WSUORG.

Employee Title / Position Number (3)

Enter the employee's position title and position number.
NOTE: This information is not required for applications to use the BALANCES, BRS, CARS, PAPR, PROPERTY, or SCBAIMS applications.

Add, Delete, Change (4)

Indicate the action desired.

In addition to submitting completed access request forms, the former department must notify the Crimson Service Desk at 509-335-4357 to remove the employee's access to previously authorized AIS applications when any of the following changes occur:

- Employee changes responsibilities
- Employee changes departments
- Hourly employee is terminated

When an employee changes departments, the new department submits access request forms for each AIS application required for the employee's new duties and responsibilities.

NOTE: When a full-time employee terminates employment with WSU, ITS automatically removes the employee's authorizations to all AIS applications after the employee's separation date.

Application (5)

Enter the name or abbreviation of the desired application. Refer to this section or to the grid on the back of the form for a list of available applications. Enter only one application per form.

Functions or Options (6)

Enter desired functions or options. Refer to the application description in this section or Table 1 or page two of the form.

Employee's Signature (7)

The employee must read the Appropriate Use Statement and sign the form before access may be authorized.

Department Chair's

The form must be authorized by an administrator responsible for

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Signature (8)	the areas/departments/units indicated on the form.
Routing	The department retains a copy and sends the original form to the responsible administrative office. Refer to Table 1 or page two of the form for routing instructions.
	The responsible administrative office indicates approval and any access restrictions.
	If Information Technology Services (ITS) is involved in processing the request, the responsible administrative office retains a copy and sends the original to ITS. If ITS is not involved in request processing, the responsible administrative office retains the original.
	Personnel from the responsible administrative office or ITS process the requested action and notify the departmental contact or employee.
AIS APPLICATIONS	The following discussion covers the most often accessed AIS applications and available options for those applications. For information regarding AIS applications that are not discussed in this section or Table 1, contact the Crimson Service Desk; telephone 509-335-4357 (509-335-HELP).
BALANCES: **Account Balances/Detail**	Authorized departmental personnel access University financial information systems, i.e., Account Balances/Detail.
Application Description	The Controller's Office updates account balances at the end of each business day.
	An employee may access several types of reports, depending upon the level of authorized access and the employee's needs.
	Expenditure and revenue reports are available at budget and area levels. The reports may reflect breakdowns by object, subobject, program, subprogram, source, subsource, fund, subfund, or transaction detail.
	Tables of codes used in the University's accounting system are available from this application, e.g., objects, subobjects, sources, subsources. To access Code Tables press the **PF key** indicated on the main menu.
	Listings of University accounts are available from this application. To access this feature press the PF key indicated on the main menu.
Routing and Approval	Route a completed and approved AIS Access Request form to the General Accounting Manager in the Controller's Office.

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	Controller's Office personnel verify and approve the request and then route the signed form to Information Technology Services.
Questions and Training	The Controller's Office personnel are available to answer questions and provide training for these systems.
BRS: Billing Receivables System	University departments and service centers previously processed charge transactions for clients other than University departments through the University's Billing Receivables System (BRS). This application contains historical data only. See *BPPM* 30.57 regarding access to the current system used to process such charge transactions.
Application Description	The Bursar's Office administers BRS and associated manual processes. The Bursar's Office is located in French Administration 342.
Procedures	For general accounts receivable procedures applying to all University receivables systems (including BRS), see *BPPM* 30.56.
Special Requirements	
Collection Account	A University account is designated by the Controller's Office to receive collected revenues (*BPPM* 30.15).
Legal Provisions	The Bursar's Office administers access to student receivables information in conformance with the provisions of the Family Educational Rights and Privacy Act of 1974 (*Public Law* 93-380) and *WAC* 504-21. Employees accessing University and student receivable accounts are to be familiar with these provisions.
Routing and Approval	Send the completed and approved *AIS Access Request* form to the Bursar's Office.
Questions and Training	The Bursar's Office answers questions and provides training to authorized users of BRS.
Privacy Training	Each employee receiving access to BRS must complete the online student records privacy training before access is given. To access the online training, select the **FERPA Training** link on the Registrar's Office Network website at:

      ronet.wsu.edu/

Employees must take FERPA training every three years to be current and eligible for access to student systems.

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CARS: Campus Automobile Reservation System

Departments reserve Motor Pool motor vehicles through the Campus Automobile Reservation System (CARS).

CARS is available to all AIS users for inquiry purposes. Submit a completed and authorized AIS Access Request to obtain authorization to request vehicle reservations through CARS. Refer to *BPPM* 95.35 for more information regarding vehicle reservations.

Special Requirements

The employee reserves vehicles for all areas/departments/units indicated on the form.

A department must have an active blanket (requisition) number to reserve vehicles through CARS (*BPPM* 70.05).

Routing and Approval

Send the completed and approved AIS Access Request form to the Motor Pool.

DEPPS: Departmental Personnel Payroll System

Authorized departmental personnel access employment information, report positive pay, and certify the departmental payroll through the Departmental Payroll Processing System (DEPPS).

Application Description

DEPPS provides information regarding:

- Positions and associated assignments.
- Positions and associated appointments.
- Certain employee personal data.
- Employee status data.
- Appointment data.

A limited set of confidential employee personal data elements, e.g., last four-digits of social security number, are available to personnel who have received approval to access such restricted information. NOTE: Personnel with a demonstrated need to access all employee data elements may request access to the Higher Education Personnel Payroll System (HEPPS). See HEPPS below.

Departmental Payroll Processing

Departments use the Departmental Payroll Processing function of DEPPS to report positive pay and to certify the departmental payroll. See *BPPM* 55.22 for information about Departmental Payroll Processing.

Special Requirements

University personnel who access employee records should be aware of University and state regulations regarding release of personnel records. Refer to *BPPM* 90.05 and 90.07.

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Justification	If the requesting employee requires access to the restricted employee personal data elements available in DEPPS, include a justification in **Comments**.
Routing and Approval	The initiating department routes the completed and approved form to the Office of the Vice President for Finance and Administration.
Payroll Processing	The Office of the Vice President for Finance and Administration authorizes the department user for DEPPS inquiry access only. The initiating department must contact Payroll Services separately to request training and approval for the user to access the Departmental Payroll Processing function of DEPPS.
Questions and Training	Direct general questions regarding DEPPS to the Office of Human Resource Services. Contact Payroll Services with questions regarding Departmental Payroll Processing.
HEPPS: Higher Education Personnel Payroll System	Authorized personnel in departments with a demonstrated "need to know" access employment information through HEPPS.
	HEPPS access is restricted to employees working in central University offices such as HRS, Payroll Services, and other employees with demonstrated business needs for access to all personnel data.
Application Description	HEPPS provides information regarding:

- Positions and associated assignments.
- Positions and associated appointments.
- All employee personal data.
- Employee status data.
- Appointment data.

Departmental Payroll Processing	Departments with personnel who have been approved for HEPPS use the Departmental Payroll Processing function of HEPPS to report positive pay and to certify the departmental payroll. See *BPPM* 55.22 for information about Departmental Payroll Processing.
Special Requirements	University personnel who access employee records should be aware of University and state regulations regarding release of personnel records. Refer to *BPPM* 90.05 and 90.07.
Justification	Under **Comments** describe why the indicated employee requires access to all personnel data, including critical data elements such as full social security number.

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Routing and Approval

The initiating department routes the completed and approved form to the Office of the Vice President for Finance and Administration.

Payroll Processing

The Office of the Vice President for Finance and Administration authorizes the department user for HEPPS inquiry access only. The initiating department must contact Payroll Services separately to request training and approval for the user to access the Departmental Payroll Processing function of HEPPS.

Questions and Training

Direct general questions regarding HEPPS to the Office of Human Resource Services. Contact Payroll Services with questions regarding Departmental Payroll Processing.

OARS: Official Academic Records System

University employees with a demonstrated "need-to-know" access the Official Academic Records System (OARS) which includes student education, directory, and enrollment records. NOTE: This application contains historical data only. Contact the Registrar's Office regarding access to the system used to process current student academic records.

Application Description

Use OARS to access the following data:

- Any student's directory or registration data.
- Any student's schedule or the class list for any University class.

Special Requirements

Legal Provisions

The Registrar's Office administers access to student records in conformance with the provisions of the Family Educational Rights and Privacy Act of 1974 (*Public Law* 93-380) and *WAC* 504-21. For information regarding access to student records see *BPPM* 90.05 and 90.06.

Justification

Under **Comments** describe why the indicated employee requires access to student records.

Routing and Approval

Send the completed and approved AIS Access Request to the Registrar's Office.

Questions and Training

Contact the Registrar's Office for answers to questions regarding OARS or to schedule training.

Privacy Training

Each employee receiving access to OARS must complete the online student records privacy training before access is given. To access the online training, select the **FERPA Training** link on the Registrar's Office Network website at:

ronet.wsu.edu/

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Privacy Training (cont.)

Employees must take FERPA training every three years to be current and eligible for access to student systems.

PAPR: Department Order

Departmental personnel prepare orders for purchases of up to the direct buy limit and place the orders directly with vendors.

Application Description
Routing and Approval

Refer to *BPPM* 70.07 for a description of Department Orders. Route a completed and approved AIS Access Request to Purchasing Services.

NOTE: This authorization grants the user the ability to prepare Department Orders. It does not include expenditure authority to approve departmental purchases.

Questions and Training

Contact Purchasing Services for answers to questions regarding the Department Order or to schedule training.

**PROPERTY:
Equipment Inventory**

Departmental personnel review unit equipment inventory records by directly accessing the Property AIS application.

Application Description

Refer to *BPPM* 20.50 for complete information about equipment inventory.

Departmental personnel access records by location, department, account number, inventory number, item number, or voucher number.

If departmental personnel directly update records online, completion of Inventory Control Reports is not required. To obtain authorization to directly update records, request update capability on the AIS Access Request under **Options**. See also *BPPM* 20.50.

Routing and Approval

Route a completed and approved AIS Access Request to the Property Inventory Section of the Controller's Office.

Questions and Training

Contact the Property Inventory Section of the Controller's Office for answers to questions regarding Property or to schedule training.

**SCBAIMS:
University Stores Ordering**

Departmental employees may order University Stores items online. NOTE: Employees access the University Stores Ordering system by web browser, rather than through the SCBAIMS AIS application using the WC3270 or TN3270 program.
The browser-based University Stores Ordering system links internally to SCBAIMS to verify that the employee is authorized for University Stores purchases.

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SCBAIMS: **University Stores (cont.)**	To access the online University Stores Ordering system, go to: webapps.wsu.edu/ais/centralstores/
Special Requirements	The employee orders items for all areas/departments/units or expense accounts indicated on the form. A department must have an active blanket (requisition) number in order to use the computer to purchase items from University Stores (*BPPM* 70.06).
Routing and Approval	Send the completed and approved AIS Access Request to University Stores. University Stores contacts the requesting employee after processing the request. Allow one week for processing.
SCBAIMS: **Service Center Billing System**	Service centers may request access to the Service Center Billing System, which provides automated client billing. Refer to *BPPM* 30.15 for more information regarding service centers.
Special Requirements	Indicate the name of the service center under **Comments.**
Routing and Approval	Route a completed and approved AIS Access Request to the Controller's Office.
SRTS: Student Records **Transcript System**	University employees with a demonstrated "need-to-know" access the Student Records Transcript System (SRTS) which includes the complete official academic record for students. NOTE: This application contains historical data only. Contact the Registrar's Office regarding access to the system used to process official academic transcripts for current students.
Application Description	Use SRTS to access any current student's official academic record.
Special Requirements	
Legal Provisions	The Registrar's Office administers access to student records in conformance with the provisions of the Family Educational Rights and Privacy Act of 1974 (*Public Law* 93-380) and *WAC* 504-21. For information regarding access to student records see BPPM 90.05 and 90.06.
Justification	Under **Comments** describe why the indicated employee requires access to student records.

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Routing and Approval | Send the completed and approved AIS Access Request to the Registrar's Office.

Questions and Training | Contact the Registrar's Office for answers to questions regarding SRTS or to schedule training.

Privacy Training | Each employee receiving access to SRTS must complete the online student records privacy training before access is given. To access the online training, select the **FERPA Training** link on the Registrar's Office Network website at:

ronet.wsu.edu/

Employees must take FERPA training every three years to be current and eligible for access to student systems.

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Table 1

Application Name (Application ID)	Available Options and Levels of Access (specify requirements)	Route to Responsible Central Administration Office	Mail Code
BALANCES Account Balances/Detail	The user can view accounting data for indicated areas, departments or units.	Controller's Office, General Accounting	1025
BRS Billing Receivables System (Historical Data Only)	The user may be authorized for inquiry access only or for update capability as required.	University Receivables (Note: Privacy training is required. To access training, select the FERPA Training link from the Registrar's Office website at: https://www.ronet.wsu.edu/)	1039
CARS Campus Automobile Reservation System	The user can make reservations for indicated departments.	Motor Pool	1075
DEPPS Departmental Personnel Payroll System	The user may be authorized for inquiry access only. The reason the user requires access must be indicated in "Comments." NOTE: For access to accounts for payroll processing, the user must contact Payroll Services separately to request training and approval.	Office of the Vice President for Finance and Administration	1045
FINAID Financial Aid and Scholarship System (Historical Data Only)	The user may be authorized for inquiry access only. The reason the user requires access must be indicated in "Comments."	Financial Aid (Note: Privacy training is required. To access training, select the FERPA Training link from the Registrar's Office website at: https://www.ronet.wsu.edu/)	1068
HADARS Housing and Dining Accounts Receivable System (Historical Data Only)	The user may be authorized for inquiry access only. The reason the user requires access must be indicated in "Comments."	Housing and Dining Financial Services	1722
HEPPS Higher Education Personnel Payroll System	The user may be authorized for inquiry access as required. The reason the user requires access must be indicated in "Comments." NOTE: For access to accounts for payroll processing, the user must contact Payroll Services separately to request training and approval.	Office of the Vice President for Finance and Administration	1045
OARS Official Academic Records System (Historical Data Only)	The user may be authorized for inquiry access as required. The reason the user requires access must be indicated in "Comments."	Registrar's Office (Note: Privacy training is required. To access training, select the FERPA Training link from the Registrar's Office website at: https://www.ronet.wsu.edu/)	1035
PAPR Department Order	The user can prepare Department Orders for purchases up to the direct buy limit and place orders directly with vendors.	Purchasing Services	1020
PROPERTY Equipment Inventory System	The user may be authorized for inquiry access only or for update capability as required.	Controller's Office, Property Inventory	1025
SCBAIMS Central Stores Ordering	The user may be authorized to order for indicated departments or requisition numbers.	University Stores	1190
SCBAIMS Service Center Billing	The user can perform miscellaneous IRI billing for indicated service centers.	Controller's Office	1025
SRTS Student Records Transcript System (Historical Data Only)	The user may be authorized for inquiry access as required. The reason the user requires access must be indicated in "Comments."	Registrar's Office (Note: Privacy training is required. To access training, select the FERPA Training link from the Registrar's Office website at: https://www.ronet.wsu.edu/)	1035

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