

From: Lake, Steven
To: Adams, Marcia S. <Adams_MarciaS@scdps.state.sc.us>
Date: 2/9/2004 8:44:50 AM
Subject: FW:

Marcia,

This is the information that you asked me to get from Cheryl regarding changes in system access. Keep in mind that Angela had more access than the others in HR at DPS. Therefore, she did have more changes than the others. Let me know if you have questions.

Steven

-----Original Message-----

From: Beard, Cheryl F.
Sent: Thursday, February 05, 2004 10:42 AM
To: Lake, Steven
Subject:

The following access have been taken away for employees in HR. Based on their job duties and responsibilities they do not need these screens.

Kaye Addy - PD25 Add Employee Leave
PD32 Print Detail leave report

Tracy Huston - PD29 Emp Additional Information

Angela - PD30 Salary Access
PD31 Employee History
PD29 Employee Additional Information
PD32 Print Detail Leave report
PD33 Inquire on Employee Deductions
Project Phoenix - Drivers License Info

All three of these individuals work in the Recruiting and Employment, EEO and Training Areas. They do not need access to payroll screens based on their job duties and responsibilities. In HR I try to limit access to what is needed so that employee information is not left available for others to view. We are in an open space and payroll information on employees is confidential, therefore, I believe only those that need the access should have it to perform their job duties. Thanks, Cheryl

*Cheryl Beard, Manager
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