SECTION 3: AKPAY SECURITY
Overview

AUTHORITY

The Department of Administration, Division of Finance, is authorized by Alaska Statutes to maintain system security for the Alaska Statewide Payroll System (AKPAY).

PERSONNEL/PAYROLL FORMS

The paperwork required to establish, change, or delete an operator in AKPAY include the following:

AKPAY Certifying Officer and User Affidavit
LOGONID Change Request
AKPAY Security Worksheet

TERMINOLOGY

Certifying Officer - A certifying officer is a department head (commissioner) or responsible representative designated by a department head. For AKPAY, certifying officers are identified by Operator ID and password.

Functional Security - Functional security controls the screens that may be accessed by an authorized operator of AKPAY in the update and/or inquiry mode.

Operator ID - The unique eight-character code used in AKPAY to identify an individual operator (user) to the system. The Operator ID allows users to sign on to AKPAY. The agency's designated Security Contact Person requests an Operator ID code and the associated authority for an individual on the AKPAY Security Worksheet and the AKPAY Certifying Officer and User Affidavit (COA). An Operator ID code is assigned to a new operator upon approval of the Worksheet and COA by the Department of Administration, Division of Finance, AKPAY Security Accountant.

Operators - Users of AKPAY who are authorized for access to the system by their agency and the Department of Administration, Division of Finance.

Payroll RD Code - A department-specific, five-digit code assigned to a group of employees for purposes of system security, time and attendance batches, and the sorting of some AKPAY reports. The payroll RD code is entered on the 10x - Employee Base I screen at the time of appointment. In addition, special department-specific RD codes are assigned by the Division of Finance and used to create adjustment batches. Department-specific RD codes are five-digit numbers beginning with two zeros, i.e., 00XXN. The XX represents the department number or a special two-digit number assigned by the Division of Finance. The N represents the type of adjustment, either earnings, deductions, or taxes.

Security Contact Person - The person designated by a department's Administrative Services Director to be responsible for approving all AKPAY security requests. A designated alternate (or two, if necessary) must also be selected by the department's Administrative Services Director.

View Security - View security controls the information displayed on each screen when accessed by an authorized operator of AKPAY.

GENERAL INFORMATION

AKPAY's security system is used to protect the confidentiality of the information in the system and restrict both inquiry to and update of the information. Security controls are established when operators (users) of AKPAY are set up, changed, or deleted in AKPAY.

The Division of Finance maintains system security for AKPAY. Access to the payroll system is controlled through functional and view security. Functional security controls the screens that may be accessed by users in the update and/or inquiry mode. View security controls the information displayed on each screen when accessed.

Functional and view security ensure that:

- Access to AKPAY is restricted to authorized users.
- Users perform only authorized functions.
- Users modify only the payroll information for which they are responsible.
- Access to sensitive information is restricted to authorized users.

All users must have a signed and approved AKPAY Certifying Officer and User Affidavit on file with the Division of Finance to be granted an AKPAY Operator ID. If the user is only to have inquiry access to AKPAY, a signed and approved AKPAY Certifying Officer and User Affidavit must still be on file. An inquiry user is attesting to the statement on the AKPAY Certifying Officer and User Affidavit: "use of confidential information in a manner not connected with the performance of my duties is a class A misdemeanor."

All users are accountable for actions performed under their assigned Operator ID. The password for a user's Operator ID should not be shared with other users. The password should be known only to the assigned user and should be changed every 45 days. Easily guessed passwords should not be used. For example, the following types of passwords should be avoided:

- User's first and/or last names
- Names of children, spouse, pets, etc.
- Various combinations of year, month, and/or day

A generic password is assigned when an Operator ID is added. The generic password must be changed within ten working days. If it is not changed, the Operator ID is inactivated. Access to AKPAY is denied until the Agency Security Contact Person requests the Division of Finance to reactivate the Operator ID. Then the process begins again.