Spring 2009 Newsletter

Brought to you by the Jack Baskin School of Engineering Business Office

New Things/Important Information for PIs:

PAYROLL CALL FOR CONTINUED OR NEW EMPLOYMENT OF GRADUATE STUDENT RESEARCHERS

Please respond to the call sent to you by Jolinda Singleton and Katie Chaboude **by the requested deadline**. Payroll has only a small window of time to enter students into the payroll system. If your response is not received timely your student **could get paid late**. Since the funding information also needs to be forwarded to the Graduate Division your student **could receive late charges** for the quarter's fees and tuition.

HOW TO BUY COMPUTERS.

Preferred method is Cruzbuy.
Change to SOE website https://intranet.soe.ucsc.edu/business-office/computers
   ❖ Computer purchases with pro card – only non-inventorial computers allowed
   ❖ Direct pay reimbursement – not allowed

**If you are interested in a Cruzbuy training please contact Gisela Richards, Gisela@soe.ucsc.edu, who will coordinate with purchasing staff.

TRAVEL AND ENTERTAINMENT

To ensure that you have the most current forms and policies please go to
http://financial.ucsc.edu/Pages/default.aspx

PRACTICES FOR PROTECTING ELECTRONIC RESTRICTED DATA

There are various restricted data in use at UCSC, defined as "Any confidential or personal information that is protected by law or policy and that requires the highest level of access control and security protection, whether in storage or in transit."

Examples at UCSC are:
   * Personal Identity Information (PII),
   * Electronic protected health information (ePHI) protected by Federal HIPAA legislation,
   * Credit card data regulated by the Payment Card Industry (PCI),
   * Records of students who have requested "Non-Release of Public Information" (NRI) under the Federal Family Education Rights and Privacy Act of 1974 (FERPA),
   * Information relating to an ongoing criminal investigation,
   * Court-ordered settlement agreements requiring non-disclosure,
   * Information specifically identified by contract as restricted,
   * Other information for which the degree of adverse affects that may result from unauthorized access or disclosure is high.

A full write up is available at:
http://its.ucsc.edu/security/policies/rd.php

Key points are:
1.) Do not leave any of this data on your desktop computer, if you do not have a business need for it.
2.) If you do have a business need for this data, please notify local ITS staff, so they can discuss securing the data with you.

There are implications of holding restricted data on desktop computers; you need to be aware of them.