

June 9, 2005

SOM DEPARTMENT BUSINESS OFFICERS
SSPPS ADMINISTRATION
UNIT AND DIVISION ADMINISTRATORS

RE: Misuse of Financial/Payroll Access and Data

Dear Colleagues:

I want to follow up on the subject agenda item from the May DBO meeting. Based on recent indicators, there is a growing concern not only on campus, but at UCOP as well, about the increase in this type of improper activity. As a result, we have been asked to reiterate University policy on these matters.

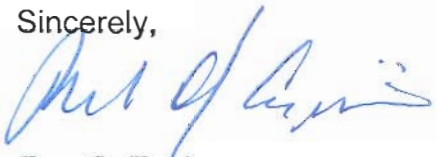
Use of the UCSD financial/payroll systems and related data is for bona fide University business ONLY. It is against UCSD policy (PPM 480-3, <http://adminrecords.ucsd.edu/PPM/docs/480-3.HTML>) to seek out or use personal or confidential information relating to others for personal interest or advantage, such as for negotiating personal compensation. The UCSD policy states that misuse of computing, networking, or information resources may result in the loss of computing privileges and/or disciplinary action, up to and including dismissal.

Audits of usage will be done periodically throughout each fiscal year. Please ensure that all individuals in your departments understand this and the additional responsibilities that come with this access, as follows:

- Never provide anyone with your password or with access to the system;
- Promptly report suspected security violations;
- Sign out and exit your browser when done using the system;
- Read and understand UCSD's policy on computer security (<https://mayer.ucsd.edu/cgi-bin/financiallink.pl/1060970973/Node29800>).

This is a very serious concern for the University, so we appreciate your prompt attention to this matter. Please feel free to contact me (x41512) if there are any questions.

Sincerely,



Ron G. Espiritu
Associate Dean for Business & Fiscal Affairs
Health Sciences - School of Medicine

C: G. Hasegawa
E. Hidalgo
T. Jackiewicz
J. Leibman