



ANDREW M. CUOMO
GOVERNOR

STATE OF NEW YORK
DEPARTMENT OF CIVIL SERVICE
ALFRED E. SMITH STATE OFFICE BUILDING
ALBANY, NEW YORK 12239
www.cs.state.ny.us

MEMORANDUM

TO: Directors, Human Resources Management/Personnel
FROM: Director, Division of Classification and Compensation
SUBJECT: Access to NYSTEP/TPM Transactions
DATE: January 14, 2011

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I am pleased to announce that effective January 10, 2011, TPM users will be able to view TPM transactions for all agencies. These transactions include long and short form requests. Access to these transactions will assist agencies in researching the Division's determinations on transactions to better develop requests. It is expected that access to this rich set of information will result in initial agency requests that are more complete and conform to the Division's classification criteria. TPM users with grievance permissions already have access to out-of-title work grievance determinations in NYSTEP.

Attached to this memorandum is a revised memorandum on NYSTEP security protocols. Agencies are reminded to be diligent in protecting personal and private information of individuals that may be the subject of TPM requests. Since all agencies will have access to the TPM, agency personnel should make every effort to ensure that personal information such as Social Security number, date of birth and driver license number is redacted from documents to be included in TPM requests unless the information is directly relevant to the particular request.

Please contact your C&C analyst if you have any questions regarding this change.



Patricia A. Hite

Attachment



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MEMORANDUM

TO: NYSTEP Users

FROM: Director, Division of Classification and Compensation
Director, Division of Staffing Services

SUBJECT: NYSTEP Security Protocols

DATE: January 14, 2011

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Maintaining the security of employees' private and personal information used in workforce management activities is the responsibility of every employee. Accordingly, every State agency and every individual user of NYSTEP must ensure the security of the information in the system.

NYSTEP data shall not be made available or released to any third party, except as directed by a court of competent jurisdiction or as necessary to comply with applicable law, such as the New York State Freedom of Information and Personal Privacy Protection Laws found in Public Officers Law Articles 6 and 6-a, respectively.

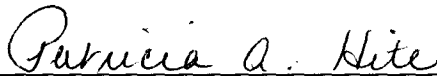
Agencies' responsibilities include, but are not limited to:

- Restricting NYSTEP access to authorized employees who must use the system to perform the duties of their positions.
- Assigning authorized employees to a user class appropriate to the individual's need to access information.
- Reassigning authorized employees to a new user class when their need to access information changes.
- Notifying the Department of Civil Service immediately when a user ID is no longer being used or has been compromised because of a breach or potential breach in security.
- Training all employees on the security requirements of using NYSTEP.

Individual users of NYSTEP are also responsible for preserving the security of information in the system. Individual users' responsibilities include, but are not limited to:

- Maintaining the privacy of personally identifying information.
- Maintaining the confidentiality of their user ID and password.
- Logging off before leaving a device connected to the system unattended, even for a brief period of time.

Intentional and/or repeated accidental breach of any security requirements may, at the sole discretion of the Department of Civil Service, constitute grounds for termination of the user's access to NYSTEP.



Patricia A. Hite
Director, Division of Classification
and Compensation



Blaine Ryan-Lynch
Director, Division of Staffing
Services