



## Uniform Accounting System User Responsibilities

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The State Auditor’s Uniform Accounting System access privileges to State employee information come with user responsibilities. Acceptance of these responsibilities is required for initial and continuing access. Please also be aware of the Statewide IT Policies and Standards, which can be found at <http://ets.wyo.gov/resources/policies-and-standards> 1200-P142 - User Responsibilities.

As a user of the systems (HRM Payroll/WOLFS/ infoAdvantage), I agree to be responsible and accountable for my activities and shall not violate or act with others to violate security policies, procedures, rules, standards, and applicable State and federal laws or regulations.

I agree to be continuously aware that all credentials (e.g., the combination of User IDs and passwords) that allow access to any State information, data, or system are explicitly the property of the State of Wyoming and only to be used for conducting official business.

I agree I am responsible to protect the credentials assigned to me by the State Auditor’s Office and shall not share these credentials with anyone else. If credentials are compromised, lost, or stolen, I shall immediately report this to the agency Authorized Liaison and the State Auditor’s Office.

I shall abide by all procedures pertaining to information security, confidentiality, and privacy when handling information owned by or entrusted to the State, for example information about vendors, payroll deductions, salaries, social security numbers, bank account numbers, etc. I agree to respect others’ privacy when handling their personal information and shall take appropriate precautions to protect restricted information, especially when transmitted or received via computer networks and all other communication sources.

I will not disclose restricted State information entrusted to my safekeeping to anyone not authorized to receive such information.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
User ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date