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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 92 LCM-178

Date: November 18, 1992

Division: System Support &
Information Services

TO: Local District Commissioners

SUBJECT: Userid Files to Match with Personnel Systems

ATTACHMENTS: Attachment I - Active Userid Data File(Available On-Line)

In order to continue to provide an acceptable level of security and to clarify our major security objectives, the Department of Social Services in 1991 established twelve General Security Rules which were to apply to all Department employees and to all system environments.

One of these rules stated "upon an employee's departure from the Department, the userid shall be deactivated." The Department has established a process whereby supervisors are expected to notify the appropriate Transaction Terminal Security System (TTSS) staff of a person's departure from the Department, to insure that their userid is deactivated. To support this process we have developed a program which compares the active userids on TTSS with our internal Departmental personnel records. This is used to determine if any person(s) with an active userid have left the Department. This system helps reduce the time during which a userid is left with access privileges when that userid should have been deactivated.

Counties who are connected to the Department's OAS can be provided electronically, a file which could be converted to a DOS file in order to do an automated comparison with your County Personnel Records. We would like to initiate an automated process with your County to provide you a file of your active userids extracted from TTSS. This file would then be matched against your Personnel records at the completion of a payroll cycle to determine if any departed employees are listed as active on the TTSS database. If matches of this nature occur, you can use the on-line status capability to take appropriate corrective action.

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At your earliest convenience we would appreciate receiving an indication of your interest in participating in this process which will strengthen our security. If you are interested, please contact Allan R. Goldsmith, Director of the Bureau of Data Administration (User ID SS1750; Ph: (518) 474-9669), and he will provide you instructions which will allow you to take full advantage of this capability. Attached is a list of the data which will be included in the file for each userid record. If your County is not in a position to participate in this automated match process at this time, please notify us in the future if conditions change and you wish to participate.

John J. DiPalermo
Deputy Commissioner
System Support & Information Services

ATTACHMENT I

ACTIVE USERID DATA FILE

THE FOLLOWING DATA WILL BE SUPPLIED FOR EACH USERID ON TTSS:

EMPLOYEE ID	LENGTH	9
LAST NAME	LENGTH	24
FIRST NAME	LENGTH	10
MIDDLE INITIAL	LENGTH	1
USERID	LENGTH	6
JOB TITLE	LENGTH	24
WORKER UNIT	LENGTH	5
WORKER NUMBER	LENGTH	5
LAST SIGNON DATE	LENGTH	6