Guidelines for the Use of HRS-EPM Data

The University of Wisconsin System's HRS-EPM data warehouse provides UW-System Human Resource data. EPM consists of a collection of human resource, benefits, time and labor, absence management, payroll, and finance data from the transactional HRS environment.

Use of HRS-EPM data will be governed by the following principles.

1. Use of HRS-EPM data will comply with the State of Wisconsin and Federal laws and regulations concerning privacy and security, e.g., the Family Educational Rights and Privacy Act (FERPA), as well as complying with university policy.

2. HRS-EPM data will be used only for authorized UW business use, and will not be transferred to any third parties.

3. The HRS Governance Group retains ownership of HRS-EPM data at all times.

4. UWSA is responsible for maintaining and protecting the integrity and security of data stored in HRS-EPM.

5. All access to HRS-EPM data, whether it enables any UWSA Common System or any campus-developed application (including those that are service-related), must be approved by the HRS Governance Group. A form – Request for Access to HRS-EPM Data - is available for this purpose.

6. Any application granted access to HRS-EPM data will safeguard that data while in its possession. Applications will not maintain a persistent local store of HRS-EPM data without adequate justification, and will demonstrate appropriate security measures for the protection of such a store and adequate processes for timely synchronizing of the store with HRS-EPM.

7. Credentials used to access HRS-EPM data are granted for a single purpose only, and will not be reused for additional applications or any other use without express approval from the HRS Governance Group.

8. Approval for application access to HRS-EPM data should not be construed as approval for any future component of that application without explicit advance permission from the HRS Governance Group. Specifically, access granted to a web portal application does not automatically extend to any future portlet or external application behind such a portal. Portals or similar applications will not transfer any HRS-EPM data to any such subordinate application beyond the HRS-EPM unique identifier, and subordinate applications will make a separate request for access if needed.