

DEPARTMENT OF SOCIAL SERVICES

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MARY JO BANE  
Commissioner

**LOCAL COMMISSIONERS MEMORANDUM**

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.

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  |