

Privacy Indicators - HR

Overview

Privacy indicators exist in People First to protect the information of employees who meet certain criteria for the following four categories: 'Sworn/Certified', 'Restricted Employee', 'Restricted Relative', and 'Protected Identity'. For more information, refer to Section 119.071, Florida Statutes or see the Administration of Public Record Exemptions document at the Department of Management Services Human Resource Management website:

<http://www.dms.myflorida.com/index.php/content/download/46062/196571/version/1/file/Prog+Guide+-+AdminPubRecExempt+-+4-4-08.doc>

If an employee or position falls into one or more of these categories, verify that the appropriate corresponding privacy indicators are checked in People First.

Some information of certain State of Florida employees is exempt from public records, including firefighters, law enforcement personnel, judges, etc., and their spouse or children. The work and/or personal information are protected from disclosure in a public records request.

An employee's information may also be protected based on certain specific life occurrences; such as participating in the witness protection program.

Authorization

The following People First HR role codes can update Privacy Indicators; 'A', 'H', 'U', 'X', and 'Y'. The 'Restricted Relative' and 'Protected Identity' indicators can be checked or unchecked by HR role codes at any time on the employee.

There are two ways for the 'Sworn/Certified' and/or 'Restricted Employee' indicators to be checked on an employee. (1) The 'Sworn/Certified' and/or the 'Restricted Employee' indicators can be checked directly on the employee (PAR or Personal Info screen). (2) If either the 'Sworn/Certified' and/or the 'Restricted Employee' indicators are checked on the Position, the system will automatically check the corresponding indicator on the employee through an overnight batch process. Agency HR Personnel **can** uncheck the 'Sworn/Certified' and/or the 'Restricted Employee' indicators on the Position. Agency HR Personnel **cannot** uncheck the 'Sworn/Certified' and/or the 'Restricted Employee' indicators on the employee.

Note: Once the 'Sworn/Certified' and/or the 'Restricted Employee' indicators are checked on an employee by either (1) or (2) above, only a member of the DMS People First team can uncheck the indicators on the employee. This requires an e-mail from the Agency Personnel Officer to the People First Director requesting the action.

Process Steps

For privacy indicators on an Employee - To verify that the privacy indicator(s) are checked correctly in People First for your agency's employees:

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Step 1: Select an employee and click on Personal Information Maintenance.

The screenshot shows the PeopleFirst HR system interface. The top navigation bar includes 'Home', 'Management', 'PAR', 'Employee Information', 'Health & Insurance', 'Talent Management', 'Training', and 'Org Management'. The 'Current User' dropdown is visible. On the left, the 'Management' menu is expanded, and 'Personal Information Maintenance' is highlighted with a red circle. The search results table shows one employee: JANE DOE, Emp ID: 72001888, Pos ID: AA II, Org: DIRECTORS OFFICE - TELECOMMUNICATIONS. The 'Employee Selected' section shows the name and user ID.

Step 2: Click on Personal Info.

The screenshot shows the PeopleFirst HR system interface. The top navigation bar is the same as in Step 1. The 'Management' menu is expanded, and 'Personal Information Maintenance' is selected. Under this menu, 'Personal Info' is highlighted with a red circle. The search results table remains the same, showing JANE DOE.

Step 3: Check the box next to the most recent Effective Date. All four privacy indicator check boxes can be checked on this screen by Agency HR staff, but only the 'Restricted Relative' and 'Protected Identity' indicators can be unchecked. The 'Sworn/Certified' and/or 'Restricted Employee' indicators **cannot** be unchecked on the employee by Agency HR Personnel. Refer to the **Note** in the Authorization section. Look to see if the appropriate indicator(s) for the employee's privacy status have been checked. If the indicators are correctly checked, do nothing. If the

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indicators are not correctly checked; click the 'Edit' button, check the appropriate indicator(s) for the employee, and click 'Save'.

The screenshot displays the 'PeopleFirst' HR system interface. At the top, there is a navigation bar with links for Home, Management, PAR, Employee Information, Health & Insurance, Talent Management, Training, and Org Management. Below this is a 'Current User' dropdown menu. The main content area is divided into sections: 'Personal Info' and 'Personal Info->Overview'. The 'Personal Info' section shows fields for Employee ID # (JANE B DOE), Title (72001888 - ADMINISTRATIVE ASSISTANT II - SES), and Agency (DMS - Management Svcs). The 'Personal Info->Overview' section contains a table with columns for Effective Date, End Date, Last Name, First Name, Middle Name, Restricted Employee, Sworn, and Publish Nickname. The table has three rows, with the first row checked. Below the table is a 'Page 1 of 1' indicator and a 'Menu' button. The 'Personal Info->Details' section contains a form with fields for Effective Date, End Date, Last Name, Middle Name, First Name, Title, Nickname, Suffix, Full Name, Gender, Social Security, and Date of Birth. Below the form are checkboxes for 'Sworn/Certified', 'Restricted Employee', 'Restricted Relative', 'Protected Identity', and 'Publish Nickname'. The 'Restricted Employee' checkbox is checked. At the bottom of the form are 'Edit', 'Save', and 'Cancel' buttons.

	Effective Date	End Date	Last Name	First Name	Middle Name	Restricted Employee	Sworn	Publish Nickname
<input checked="" type="checkbox"/>	06/01/2011	12/31/9999	DOE	JANE	B	X		
<input type="checkbox"/>	08/12/2005	05/31/2011	DOE	JANE	B			
<input type="checkbox"/>	07/16/1948	08/11/2005	DOE	JANE	B			

Process Steps

For privacy indicators on a Position - To verify that the 'Sworn/Certified Indicator' and/or 'Restricted Employee Indicator' check boxes are set correctly in People First for your agencies Positions:

Step 1: To check or uncheck the 'Sworn/Certified' and/or the 'Restricted Employee' indicators on the Position, access the Org Management Tab in People First and select Position Maintenance.

Note: Removing either or both of these indicators on the Position **will not** remove the corresponding indicators on the employee if they are already set. Setting either or both of these indicators on the Position **will** set the corresponding indicators on the employee through an overnight batch process.

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The screenshot shows the 'Org Management Home Page' with several navigation and utility sections. The 'My Quick Links' section on the left includes links for reports, benefits, emergency contact, and more. The 'Helpful Websites' section lists external resources like 'Employ Florida' and 'MyBenefits'. The main content area, titled 'Org Management Home Page', features six tiles: 'Position Maintenance' (circled in red), 'Organization Maintenance', 'Class Maintenance', 'Broadband Maintenance', 'Actions', and 'Table Maintenance'. Each tile includes a small icon and a brief description of its function.

Step 2: To verify that the 'Restricted Employee' indicator is set correctly on a Position, select a Position and click on Position Attributes.

This screenshot shows the search results for 'Position Attributes'. On the left, the 'Position Maintenance' table lists various position attributes, with '9121 Position Attributes' circled in red. On the right, the search results table shows a single entry for 'AA II' with a 'Pos ID' of 72001888 and an 'Org Code' of 729001000000000000000000. The 'Org Desc' is 'DIRECTORS OFFICE - TELECOMMUNICATIONS' and the 'Job Type' is 'Career Service'.

Infotype	Description	Exists
1000	Object Maintenance	✓
1001	Object Relationships	✓
1002	Description	✓
1007	Vacancy	✓
1013	Employee Group/Subgroup	✓
9105	Security	✓
9120	Pay Additives	✓
9121	Position Attributes	✓
9122	Additional Attributes	✓
9123	Job Roles	✓
9124	Position Funding	✓
9126	Addresses	✓
9128	Alternate FLAIR Acct Code	✓
9130	License/Cert & State Prop	✓

Pos Title	Pos ID	Org Code	Org Desc	Job Type
AA II	72001888	729001000000000000000000	DIRECTORS OFFICE - TELECOMMUNICATIONS	Career Service

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Step 3: Select the most recent Effective Date.

Print | Alerts | My Timesheet | EAP | Contact Us | Log Off

Home Management PAR Employee Information Health & Insurance Talent Management Training **Org Management**

Current User:

Position Attributes

Object ID: 72001888 AA II

Object Type: Position

Position Attributes->Overview

	Position ID	Description	Effective Date	End Date
<input checked="" type="checkbox"/>	72001888	AA II	06/04/2010	12/31/9999
<input type="checkbox"/>	72001888	ADMINISTRATIVE ASSISTANT II - SES	10/01/2009	06/03/2010
<input type="checkbox"/>	72001888	ADMINISTRATIVE ASSISTANT II - SES	05/16/2008	09/30/2009
<input type="checkbox"/>	72001888	ADMINISTRATIVE ASSISTANT II - SES	08/12/2005	05/15/2008

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Menu New

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Step 4: Verify that the 'Restricted Employee' indicator is set correctly on the Position. If it's not, click the Edit button, make the necessary update, and click the Save button.

Position Attributes->Details

Effective Date	06/01/2011 *	End Date	12/31/9999 *
Position	72001888 * ADMINISTRATIVE ASSISTANT II - SES		
Pay Plan	08 - SES *		
Class Code	0712 - ADMINISTRATIVE ASSISTANT II - SES		
CBU	89 - NOT REPRESENTED *		
Physical County	037 * Leon		
HQ County	037 Leon		
Occupation Group	129 - OFFICE AND ADMINISTRATIVE SUPPORT *		
EEO 4	02 - Professionals *		
Exempt Category 2	2W - Refer to 110.205(2)(W) F.S. *		
Full Time Equivalent	1.00 *		
Fill Priority	0 - No priority fill		
CS to SES			
SES Criteria	C - Confidential (SF) *		
Original SES Criteria			
Probationary Period	0 Months *		
Regulatory Response			
Financial Disclosure	<input type="checkbox"/>		
Vendor Invoice	<input type="checkbox"/>		
Special Risk Retirement	<input type="checkbox"/>		
Supervisor Indicator	<input type="checkbox"/>		
Shared Indicator	<input type="checkbox"/>		
Restricted Employee Indicator	<input checked="" type="checkbox"/>		
Seasonal Indicator	<input type="checkbox"/>		

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Step 5: To verify that the 'Sworn/Certified' indicator is set correctly on a Position, select a Position and click Additional Attributes.

The screenshot shows the PeopleFirst HR system interface. The top navigation bar includes links for Home, Management, PAR, Employee Information, Health & Insurance, Talent Management, Training, and Org Management. The current user is identified as [redacted].

The **Position Maintenance** section displays a table of infotypes:

Infotype	Description	Exists
1000	Object Maintenance	✓
1001	Object Relationships	✓
1002	Description	✓
1007	Vacancy	✓
1013	Employee Group/Subgroup	✓
9105	Security	✓
9120	Pay Additives	✓
9121	Position Attributes	✓
9122	Additional Attributes	✓
9123	Job Roles	✓
9124	Position Funding	✓
9126	Addresses	✓
9128	Alternate FLAIR Acct Code	
9130	License/Cert & State Prop	

The **Search** section shows a search for Position ID 72001888, with results for AA II in the DIRECTORS OFFICE - TELECOMMUNICATIONS department, Career Service job type.

Step 6: Select the most recent Effective Date.

The screenshot shows the **Additional Attributes** page for Position ID 72001888 (AA II). The **Additional Attributes->Overview** table lists the effective dates for this position:

Position ID	Description	Effective Date	End Date
72001888	AA II	06/13/2008	12/31/9999
72001888	ADMINISTRATIVE ASSISTANT II - SES	08/12/2005	06/12/2008
72001888	ADMINISTRATIVE ASSISTANT I - SES	04/19/2003	08/11/2005
72001888	ADMINISTRATIVE ASSISTANT III - SES	04/01/2003	04/18/2003

The first row, representing the most recent effective date (06/13/2008), is highlighted with a red circle.

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Step 7: Verify that the 'Sworn/Certified' indicator is set correctly on the Position.
If it's not, click the Edit button, make the necessary update, and click the Save button.

Additional Attributes->Details

Effective Date	06/01/2011 *	End Date	12/31/9999 *
Position	72001888	ADMINISTRATIVE ASSISTANT II - SES	
Date Established	08/24/1988 *	Bond Indicator	<input type="checkbox"/>
Function Code	0000	Abuse Screen	<input type="checkbox"/>
Contract Length	12	Drug Screen	<input type="checkbox"/>
Number of Pay Periods	0.0	Instructor Indicator	<input type="checkbox"/>
		Sworn/Certified Indicator	<input checked="" type="checkbox"/>
Security Level Check	2 - Background & fingerprint required		
Security Check Reason	S - Sensitive *		
Rescreen Nbr of Months	036		
Shift Code	REGULAR *		
Default Work Schedule	5-08 - Five days a week / 8 hours a day		
FLSA Work Period	40 - FRI-THU Default 40HR FLSA Week *		
DL Class	N - FL No DL Required *		
HSMV City Location			
HSMV Location Code	0000		
HSMV Troop Assignment	00 -		