



DIVISION OF PERSONNEL MANAGEMENT SEPARATION OF DUTIES SECURITY ACKNOWLEDGEMENT

This form is required for all employees who have security roles in PeopleSoft HCM which trigger a Separation of Duties (SOD) risk. A new form is required when an employee with a permanent SOD exception moves to a new position or is granted additional roles which creates new risks. A new form is required for each temporary SOD exceptions and extensions thereof.

Name _____

Department or Agency _____

Work Location _____

Classification/Title _____

Type of SOD Exception Permanent Temporary Expiration Date: _____

In the course of my work assignments, I have been assigned security roles in PeopleSoft HCM which trigger a Separation of Duties risk. I understand that because of such risks, an exception has been requested on my behalf.

I am aware that the State of Wisconsin Work Rules, Code of Ethics, and any agency specific policies and internal control procedures must be followed. I also recognize my continuing obligation to exercise all reasonable precautions to avoid errors, misappropriations, and fraud.

By signing below, I acknowledge that failure to adhere to the requirements set forth in this statement may be a violation to the public trust and may be considered just cause for termination under § 230.34, Wis. Stats., grounds for civil or criminal penalties under § 19.579 or 19.58, Wis. Stats., or both.

I understand that I should direct questions to my manager or DPM enterprise staff.

Signature

Date

cc: Employee P-File

NOTE: Any security access granted to an employee outside the normal security request process in HCM which triggers a Separation of Duties risk requires an explanation, including expiration date, to be attached to this form.