



State of Nevada

Office of the State Controller

Policy on Establishment and Maintenance of User ID's

POLICY

With the implementation of the Integrated Financial System, the State of Nevada is using electronic approval codes to process payment vouchers to agency vendors. Agencies will no longer complete and sign hand written vouchers and route them to the Controller's Office through the Pre-Audit Division. Agency personnel are issued User Ids and passwords to electronically approve their payment vouchers.

The State Controller's Office issues User IDs and passwords to access the ADVANTAGE Financial System at the request of the agency head, as defined in this policy. The agency head can delegate this authority to other authorized individuals but still remains responsible for documents processed under User Ids issued to their agency. The Controller's Office issues the User IDs and passwords to individual users. Since the User ID and password combinations carry an equivalent legal authority as a hand written signature, individuals must protect access to their User IDs and passwords and should not share the information with anyone, even the agency head.

The State Controller's Office takes the privacy and protection of the User IDs and passwords very seriously. The sharing of User IDs and passwords is grounds for disciplinary action against the agency head or the employee (NAC 353.080).

PURPOSE

To outline procedures for issuing and maintaining the integrity of the User IDs and passwords issued for agency use.

SCOPE

This standard applies to all state agencies issued User IDs and passwords by the State Controller's Office for access to the ADVANTAGE Financial System.

REFERENCE

NRS 353.090 – Adopting regulations for post-audit review of agency claims
NRS 353.3195 – Regulations regarding use of electronic symbols to substitute or supplement signature
NRS 227-120 – Services and equipment for accounting
NRS 719 – Electronic Transactions
NAC 353 – Electronic approval codes

PROCEDURES

A. Establishment of a User ID:

1. An individual employee may request a User ID, password and User Profile from the State Controller's Office using the form and procedures prescribed by the State Controller's Office.
2. The employee must attend and complete the ay ADVANTAGE Financial Training class or the section or sections of the class as required by the specific ADVANTAGE profile being requested prior to receiving their User ID.
3. The employee must also successfully complete the ADVANTAGE Recertification Training class every two years with the first due two years from the completion date of their initial ADVANTAGE Financial Training class and subsequent recertification at each two year anniversary from the last completion date. The Controller's Office is not responsible to provide the user with a reminder to complete their recertification.

If the user does not pass a portion or portions of the recertification training class then they will be required to complete the corresponding "core" course within 90 days to receive credit for recertifying. For example: If the minimum grade for the Cash Receipts section is not met then the core Cash Receipts section of the Advantage Financial Training class must be completed in the classroom within 90 days. Upon completion of the required core class(es), the user will receive credit for both the core class(es) as well as the recertification class. Any required core classes must be completed prior to their suspension date in order to retain access to ADVANTAGE.

Failure to complete the recertification requirements will result in suspension of the user's access to ADVANTAGE until recertification requirements are satisfied. The Controller's Office will be allowed 3-5 business days to reinstate suspended users after they have successfully completed their recertification requirement. There will be no exceptions.

4. The agency must send the original User Establishment Form to the State Controller's Office.
5. The agency head, as defined in this document, must approve each request for a User ID, password and User Profile for his employees.

B. Changing a User ID:

1. If, during the course of any employee's tenure with an agency, there is reason to change an employee's User Profile for temporary changes of duty assignments or for a permanent promotion, a change request must be submitted to the State Controller's Office using the forms and procedures prescribed by the State Controller's Office.
2. The agency head, as defined in this document, must approve all changes to an employee's User Profile.

C. Deletion of a User ID:

1. When an employee terminates employment or transfers to another agency, the agency is required to notify the State Controller's Office that the employee no longer works at the agency using the forms and procedures prescribed by the State Controller's Office.
2. It is recommended the form be completed and signed by the agency head, as defined in this document. However, the User Deletion Form does not require the signature of the agency head.

D. User forgets User ID or password:

1. For security reasons, passwords automatically expire every 93 days. After an employee's password has expired, the employee will be prompted to change the password on their next login attempt. If an employee forgets his/her User ID or password, the employee should contact the ADVANTAGE Financial Help Desk to request the information.
2. For forgotten User IDs or passwords, the employee will need to remember the requested information required under the current procedure prescribed by the State Controller's Office.
3. If the System Security Administrator believes the employee requesting the information is not the legitimate owner of the information, the System Security Administrator may, at his/her discretion, require the employee request a new User ID as outlined in Section A.

E. Compromise of User ID or password:

1. If an employee believes another party has somehow gained access to their User ID and password allowing that party to use his/her electronic signature, the employee should contact the System Security Administrator or the ADVANTAGE Financial Help Desk and should change their password immediately.
2. If an employee believes there has been an attempt to perpetrate fraud upon the State, the employee is required to report the incident to an appropriate level of management, up to and including the State Controller's Office so that corrective action is taken to ensure the integrity of the User ID and password system.

F. Willful violation of User ID and password security:

1. If the State Controller's Office becomes aware of an incident involving fraud or the sharing of User IDs and passwords among employees, the Office may, at its discretion, impose disciplinary action or hold the employee(s) personally liable for any loss incurred by the State (NAC 353.080).

DEFINITIONS/BACKGROUND

As used in this document, unless the context otherwise requires, the following words and terms have the means ascribed to them:

AGENCY HEAD: The appointed or elected head of a Department, Division, Commission, Bureau, Office or other named State entity who processes their own financial documents. An agency head can delegate his authority relating to this area only by notifying the State Controller's Office in writing of the intent to do so. Any such delegation will identify the appropriate individual(s) to whom the authority is delegated on a form to be determined by the State Controller's Office.

USER PROFILE: A series of options in the ADVANTAGE Financial System identifying the level of security assigned to individual employees, including the documents they can approve, the level of approval they may apply and the tables they have the ability to view.

SYSTEM SECURITY ADMINISTRATOR: An individual assigned by the State Controller's Office to oversee the implementation and maintenance of the ADVANTAGE Financial System security features. The employee will be responsible for adding, revising and deleting employees as well as for resetting forgotten or misused passwords. The System Security Administrator will also be responsible for monitoring the use of the system.

EXCEPTIONS/OTHER ISSUES

As a result of the implementation of this policy and procedure, the State Controller's Office will be reviewing agency files to determine if the Establishment and Maintenance of agency User ID requests conform to the new policy and procedure. Any Controller's Office ADVANTAGE User Establishment Form found not to be in conformance with this policy will be returned to the agency for correction. Agencies will have a predetermined number of days to correct and resubmit the forms or the User IDs will be suspended. Agencies will also be required to submit the agency head delegation information by the specified time period in order for the delegates to approve and submit the information for the agency.