

Effective July 1, 2024

**CHIEF FINANCIAL OFFICER MEMORANDUM NO. 19**

**SUBJECT: VENDOR EMPLOYEE FILE PROCEDURES**

The Division Accounting and Auditing (A&A) maintains confidentiality of information associated with State Employees' Social Security Numbers (SSN) used in Florida Accounting Information Resource (FLAIR) by using the People First Log in ID in the FLAIR vendor field. The Employee ID is the primary key for employee related non-payroll transactions (i.e. travel reimbursements) processed in FLAIR.

**Departmental Access Control:**

State agencies have inquiry access only in the Vendor Employee (VE) File and are not able to add or update in FLAIR. All changes to the VE file must occur through People First.

Users are able to have two types of inquiry access:

- "I" Inquiry- able to view Employee ID and Name (cannot view SSN)
- "S" Inquiry, able to view all information (includes SSN)

Agency access control custodians are granted "S" security value and have the authority to update applicable agency users to "S" or "I" security values. A&A advises agencies to only grant inquiry access to employees based on their position descriptions and the type of work they perform.

**Employee Reimbursements:**

An Employee's SSN may not be used when entering a transaction into Departmental FLAIR for Employee Reimbursement payments. The Employee ID should be used for all non-payroll related Employee Reimbursements.

**Allocation Entry:**

State Agencies who do not allocate their payrolls down to the employee level, must use the Statewide Vendor File Non-Standard Record, N000004044 001 for payroll allocations. State Agencies should use the Statewide Vendor File Non-Standard Record, N 000004546 001 for non-payroll allocations.

**Purging VE Records:**

Vendor Employee Records will be purged from the VE file the later of six months from the last date of employment or six months after the last employee payment date. If a State Agency needs to make a payment to a former employee after the purge process, agencies should pay the former employee through the Statewide Vendor File as a payee.

**Privacy Indicators:**

The VE File contains People First privacy indicators. State Agencies should use the privacy indicators to protect confidential information when receiving public information requests.

**Reports:**

All Departmental FLAIR generated reports that originally contained SSN now have Employee ID. However, all Central FLAIR generated reports contain SSN. A&A advises State Agencies to review their employees' access to ensure reports that contain SSN are only granted to employees based on their position descriptions and the type of work they perform.

**Direct Loads to Central FLAIR**

State Agencies who process payment through direct load to Central FLAIR should use SSN, as these payments are do not utilize the Vendor Employee File.