

Section I

Department of Energy Privacy Impact Assessment (PIA)

Name of Project: Human Resources System/Payroll System

Bureau: Department of Energy

Project's Unique ID: Cyborg

Date: August 6, 2008

A. CONTACT INFORMATION:

1) Who is the person completing this document?

Name: George Gee III

Title: Senior Applications Software Engineer

Organization: Software Control International

Address: P.O Box 4699, Building 1007, MS 7022

Oak Ridge, TN. 37831-7022

2) Who is the system owner?

Name: Lisa Frank

Title: Manager, Benefits Administration

Organization: Bechtel Jacobs Company LLC

Address: P.O Box 4699, Building 1330, MS 7020

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3) Who is the system manager for this system or application?

Name: David D. Newton

Title: Applications Manager

Organization: Bechtel Jacobs Company LLC

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4) Who is the IT Security Manager who reviewed this document?

Name: David Rose

Title: Cyber Security & Compliance Manager

Organization: Bechtel Jacobs Company LLC

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5) Who is the Privacy Act Officer who reviewed this document?

Name: Amy Rothrock

Title: Privacy Act Officer

Organization: Department of Energy/Oak Ridge Operations

Address: 200 Administration Rd.

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B. SYSTEM APPLICATION/GENERAL INFORMATION:

1) Does this system contain any information about individuals? Yes

a. Is this information identifiable to the individual? Yes

b. Is the information about individual members of the public? Yes

c. Is the information about DOE or contractor employees? Yes

2) What is the purpose of the system/application?

The Cyborg Solution Series/ST System, is a comprehensive, commercial off the shelf (COTS) Human Resources and Payroll package. This application supports the functions of Benefits, Compensation, Labor Relations, Staffing, Training, Workforce Diversity and Payroll. It receives time and effort input from the Payroll, Absence, and Labor System for BJC employees and from subcontractor provided spreadsheets and from J.P. Morgan for retirees.

3) What legal authority authorizes the purchase or development of this system/application?

Department of Energy

C. DATA in the SYSTEM:

1) What categories of individuals are covered in the system?

Contractor and former contractor (public)

2) What are the sources of information in the system?

a. Is the source of the information from the individual or is it taken from another source?

Some data comes directly from individuals and some information comes from other applications within the boundary. Payroll Department inputs for payroll changes. Human Resources inputs for HR and Benefits changes. KPENS (K-screen Transaction Import to Cyborg) for retirees includes Social Security Number.

b. What Federal agencies are providing data for use in the system?

Tax levies and garnishments from Federal authorities include Social Security Number.

c. What Tribal, State and local agencies are providing data for use in the system?

Tax levies and garnishments from state authorities includes Social Security Number. Qualified Domestic Relations Orders (QDRO) from local authorities includes Social Security Number and Date of Birth.

d. From what other third party sources will data be collected?

J.P. Morgan 401K data includes Social Security Number. Bank Routing Numbers from banks.

e. What information will be collected from the individual and the public?

This application collects (from employees) the following: Social Security Number, name, address, date of birth, bank account number, dependants, military status, race, gender.

3) Accuracy, Timeliness, and Reliability

a. How will data collected from sources other than DOE records be verified for accuracy?

BJC functional personnel have processes in place to ensure accuracy of the data. An I9 (Employment Eligibility Verification form) is provided by the individual to Human Resources. A file is sent annually to the Social Security Administration Employee Verification Service to verify Social Security Number, Name, Date of Birth, and Gender.

b. How will data be checked for completeness?

BJC applications require a complete set of data for processing purposes. Procedures and processes are in place to ensure the completeness of the data.

c. Is the data current? What steps or procedures are taken to ensure the data is current and not out-of-date?

BJC personnel have processes and procedures in place to ensure the accuracy of the data. It is the employees' responsibility to provide updated and current information to the appropriate organization. GLI-NES Web allows employees and subcontractors to update their "location", home address, and emergency contact information.

d. Are the data elements described in detail and documented?

Yes, vendor provided document.

D. ATTRIBUTES OF THE DATA:

1) Is the use of the data both relevant and necessary to the purpose for which the system is being designed? Yes

2) Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected, and how will this be maintained and filed? No

3) Will the new data be placed in the individual's record? N/A

4) Can the system make determinations about employees/public that would not be possible without the new data? N/A

5) How will the new data be verified for relevance and accuracy? N/A

6) If the data is being consolidated, what controls are in place to protect the data from unauthorized access or use? N/A

7) If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? N/A

8) How will data be retrieved? Does a personal identifier retrieve the data? If yes, explain and list the identifiers that will be used to retrieve information on the individual.

Online and batch retrieval. Yes. Employee Number, Name or Social Security Number is used to retrieve information.

9) What kinds of reports can be produced on individuals?

Numerous business-related reports are available with information about individuals (employees and subcontractors).

Major reports:

Payroll ACH file includes Bank Account Number and Name.

SB-RPT - Savings Bond report includes Social Security Number, Name and Address.

XFLXPT - Flexible Spending Account report includes Social Security Number, Name and Address.

What will be the use of these reports?

Reports are used for the business of the BJC specific to the functional areas of CFO (Chief Financial Officer), HR (Human Resources) and BA (Benefits Administration).

Who will have access to them?

Reports are available to functional staff as needed to perform their job.

10) What opportunities do individuals have to decline to provide information (e.g., where providing information is voluntary) or to consent only to particular uses of the information (other than required or authorized uses)?
Voluntary self-identification for race, disabilities, veteran status.

E. Maintenance and Administrative Controls:

1) If the system is operated in more than one site, how will consistent use of the system and data be maintained in all sites?

The applications do not cross Accreditation Boundaries.

2) What are the retention periods of data in the system?

BJC will retain data until close of contract.

3) What are the procedures for disposition of the data at the end of the retention period? How long will the reports produced be kept? Where are the procedures documented?

Disposition of the data for the BJC D&D Contract will occur at the end of the contract. At that time, data will be turned over to DOE or designated Contractor. Data will be archived or deleted at the end of the contract based on DOE guidelines for retaining records.

4) Is the system using technologies in ways that DOE has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)? No

5) How does the use of this technology affect public/employee privacy? N/A

6) Will this system provide the capability to identify, locate, and monitor individuals? No.

7) What kinds of information are collected as a function of the monitoring of individuals? N/A.

8) What controls will be used to prevent unauthorized monitoring?

No monitoring is possible outside of normal applications usage.

9) Under which Privacy Act system of records notice does the system operate? N/A

10) If the system is being modified, will the Privacy Act system of records notice require amendment or revision? N/A

F. Access to Data:

1) Who will have access to the data in the system?

Access to data is controlled by the applications administrators for each application. Functional roles are defined for online access and batch retrieval specific to system users. Application users (CFO/HR/Benefits Administration), application developers and database administrators have access to data in the system.

2) How is access to the data by a user determined?

Access to data is approved by the application owners and granted by the application administrator on a need-to-know basis. Access to data is controlled by the application administrators for each application. Functional roles are defined for online access and batch retrieval specific to system users.

3) Will users have access to all data on the system or will the user's access be restricted?

User access is controlled by the system administrators by granting roles to individuals. Roles are restricted to see only the functionality/data required by that role.

4) What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access?

Application owners enforce separation of responsibilities to only allow access to functionality/data necessary to perform job functions.

5) Are contractors involved with the design and development of the system and will they be involved with the maintenance of the system? If yes, were Privacy Act contract clauses included in their contracts and other regulatory measures addressed? Yes

6) Do other systems share data or have access to the data in the system? If yes, explain.

Yes. HRIS (Human Resources Information System) and TRS (Cyborg Reporting Solution) are refreshed with data from Cyborg. Westcorp Check Writing System. Positive Pay and Check Reconciliation System. Pension Actuarial System. P-Stub System.

7) Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?

Any applications that process Privacy Act data are classified as "Protected" by the BJC Cyber Security Manager. Those applications then document and test the controls necessary to protect the interfaces/data.

8) Will other agencies share data or have access to the data in this system?

Savings Bond data sent to Federal Reserve Bank of Cleveland, Pittsburgh Pennsylvania with Social Security Number, Name and Address.
ACH (Automated Clearing House) check data sent to SunTrust with Bank Routing Number, Bank Account Number and Name.
W2 data sent to Social Security Administration annually with Social Security Number, Name and Address.
W2 data sent to Ohio Department of Taxation annually with Social Security Number, Name and Address.
W2 data sent to Kentucky Department of Revenue annually with Social Security Number, Name and Address.
Unemployment Insurance (SUI) data sent to Tennessee Department of Labor and Workforce Development quarterly with Social Security Number and Name.
Unemployment Insurance (SUI) data sent to Ohio Bureau of Employment Services quarterly with Social Security Number and Name.
Unemployment Insurance (SUI) data sent to Kentucky Division of Unemployment Insurance quarterly with Social Security Number and Name.
Combined Register, ACH and Combined Total reports of weekly payroll runs sent to Anacomp for microfiche reproduction for historical retention and returned to BJC including Name, Bank Routing Number, and Bank Account Number.
Pension actuary information including Social Security Number and Date of Birth sent to Mercer.
401-K and profit sharing dollars sent to J.P. Morgan including Social Security Number, Name, Address, Date of Birth and Gender.
Medicare Part D information including Social Security Number and Date of Birth sent to Retiree Drug Subsidy Center.
Insurance coverage information including Social Security Number and Date of Birth sent to Aetna (Medical and Dental), MetLife (Life Insurance) and VSP (Vision Service Plan).

9) How will the data be used by the other agency?

Data is used to document earnings, benefits, direct deposit data, savings bond purchases, 401K and profit sharing tracking savings, flexible spending account dollars.

10) Who is responsible for assuring proper use of the data?

Proper use of the data is the responsibility of the receiving agency.

PIA Approval Signatures

Original copy signed and on file with the DOE Privacy Office.