

TEXAS WORKFORCE COMMISSION LETTER

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Keywords: Financial Reporting/
Fiscal Admin

To: Local Workforce Development Board Executive Directors
Commission Executive Staff
Integrated Service Area Managers

Through: Laurence M. Jones, Director, Workforce Development Division

From: Randy Townsend, Chief Financial Officer

Subject: **Semiannual Security Verification Procedures for the Cash Draw and Expenditure Reporting System**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with information and procedures for semiannual security verifications of the Cash Draw and Expenditure Reporting (CDER) system.

REFERENCE:

Texas Workforce Commission Interoffice Memorandum, issued June 25, 2003, and entitled, "Cash Draw and Expenditure Reporting System"
Financial Manual for Grants and Contracts, Appendix K, "Record Retention and Access Requirement"

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. Federal and state laws, rules, policies, and required procedures with a "No Local Flexibility" rating are indicated by the acronym, **NLF**, in the margin to the right of the applicable paragraph. Additionally, all information with a "No Local Flexibility" rating is indicated by "must" or "shall."

Failure to comply with the federal and state laws, rules, policies, and required procedures with a "No Local Flexibility" rating may result in corrective action, up to and including sanction and penalty.

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All guidance or recommended practices with a "Local Flexibility" rating are indicated by the acronym, **LF**, located in the margin to the right of the applicable paragraph. Additionally, guidance or recommended practices with a "Local Flexibility" rating are indicated by "may" or "recommend."

Boards are not subject to corrective action for failure to comply with guidance or recommended practices with a "Local Flexibility" rating.

BACKGROUND:

Security for automated systems is a major concern for public and private business sectors. Restricted system access, passwords, and regular system access verification are controls implemented for effective and efficient system and data security.

On June 25, 2003, the Texas Workforce Commission (Commission), Finance Department issued an Interoffice Memorandum (memorandum) to Board Executive Directors requiring them to designate a Security Administrator and Backup Security Administrator.

Additionally, the memorandum identified the Security Administrator’s roles and responsibilities, including restricting user access and resetting user passwords. The memorandum is available at:

http://intra.twc.state.tx.us/intranet/fin/docs/interofficememo_cder_secadmin.doc. [Note: The Intranet site is not available to the general public.]

In May 2007, the Commission will e-mail Board Executive Directors and Security Administrators the “Cash Draw and Monthly Expenditure Reporting System Security Report” (security report) listing CDER user names and access information for verification. The Commission will initiate a second verification in September 2007, and semiannually thereafter in March and September of each year. A sample security report is provided as Attachment 1 to this WD Letter. An individual security report will be generated for each Board and each Board will receive only its respective report.

PROCEDURES:

Boards must ensure that Security Administrators review the security report, and determine whether each user is a current employee of the Board and whether the access reflected for each user is:

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- current;
- required for the user to perform job duties; and
- allows for sufficient separation of duties and internal control.

Boards must ensure that within 10 business days of the date the Commission’s Finance Department e-mails the security report:

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- Security Administrators complete any necessary changes in CDER; and
- Executive Directors or Security Administrators e-mail the security report to peoplesoft.financial.security@twc.state.tx.us:
 - verifying that all information in the security report is accurate; or
 - identifying any changes and verifying that the changes have been completed.

Boards must be aware that the semiannual security verification is subject to the record retention requirements in Appendix K of the Financial Manual for Grants and Contracts.

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Boards must continue to maintain and follow local procedures for their Security Administrator to establish user access and permission for Board staff that use the CDER system.

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A sample Cash Draw Operator Security Request form is available at: http://intra.twc.state.tx.us/intranet/fin/docs/cash_draw_security_form.xls for Boards' reference or use in the design of their procedures. *[Note: The Intranet site is not available to the general public.]*

Boards must continue to follow existing CDER system procedures when a new CDER system account is needed:

- Access the CDER system at <http://www.twc.state.tx.us/boards/cashdraw.html>;
- Click ***Request an Account***; and
- Enter and submit the required information.

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ACTIONS REQUIRED:

Boards must ensure that appropriate staff is apprised of and complies with the requirements in this WD Letter.

INQUIRIES:

Questions or concerns should be e-mailed to cashdraw.ta@twc.state.tx.us.

ATTACHMENTS:

Attachment 1: Sample Cash Draw and Monthly Expenditure Reporting System Security Report

Rescissions: None	Expiration: Continuing
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