

GLACIER ACCESS FORM

Check One: New User Prior User Remove Access

Name: _____

Employee Number: _____

CCH Level 5 – (KSOM
Only, CCH Level 7): _____

Email Address: _____

Work Address: _____

Work Phone: _____

Job Title: _____

Access Level

Select Glacier Administrative Access Level:

- _____ Level 2
- Add/Resend Individual Passwords
 - Review and Update Individual Records
 - Create/View/Print Reports
 - View Glacier Administration

- _____ Level 3
- Add/Resend Individual Passwords
 - View only those records you create

Using Glacier

1. Glacier access will be cancelled after six months of inactivity
2. Read User's Guide 300-21 fully.
3. Before creating a new record, be sure to fully search Glacier to be sure a record does not already exist.
4. When creating a new record, do **not** enter the name in capitals: please use **Title Case**.
5. Glacier is separate from any other USC system. Updating Glacier does not impact Workday or SIS.
6. Employee records: Do not create record until the nonresident has physically arrived in the US.
7. Short Term Visitors: Do not create record more than 3 weeks before expected arrival.
8. If you set someone up in Glacier, then later learn that the individual is not coming, or is not a nonresident, or in any way the record is in error, you **must notify the Lead Administrator immediately**.
9. Be sure to advise all nonresidents that all changes to critical fields (any field other than address and email) must be supported by submission to USC of all paperwork which Glacier creates.

Code of Responsibility

1. Unauthorized use or access to Glacier records is prohibited.
2. Administrators are prohibited from personally benefiting or allowing others to benefit by knowledge of any confidential information gained by virtue of work assignments.
3. Administrators are prohibited from exhibiting or divulging the contents of any record or report to any person except in the execution of normal duties and responsibilities.
4. Administrators may not knowingly include or cause to be included in any records or report a false, inaccurate or misleading entry.
5. No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of duties.
6. Administrators agree not to leave a system unattended without properly and completely exiting from all systems.
7. Administrators may not update any critical fields on a nonresident alien's record. The only fields the administrator may update are those on the "Quick Update" screen.
8. Each user has a unique access (user name, password). No Administrator may divulge or allow anyone else to use their access. If an Administrator suspects someone of knowing or using their access, notify the Lead Administrator immediately.
9. No one is to aid, abet, or act in conspiracy with another to violate any part of this code.

Violation of this Code may result in cancellation of access, and also lead to reprimand, suspension, or dismissal consistent with the University of Southern California employment policies.

I have read and agree to abide by the Code of Responsibility:

Signature: _____

Date: _____

Print Name Legibly: _____

Approval:

Supervisor Signature: _____

Date: _____

Please sign, scan and email signed Access form to payroll@usc.edu. You should receive your access in 3 days. Retain a copy of this form for your files.

University Payroll Services Only

Glacier Access updated on: _____

Processor: _____