PCI DSS Employee List

Update to UBox or Return updated list to [stuart.schrager@income.utah.edu](mailto:stuart.schrager@income.utah.edu)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version:** | **Modified By Dept. Contact:** | **Date:** | **Approved By IA:** | **Date:** |
| **1.0** |  |  |  |  |
| **2.0** |  |  |  |  |

**Employees with Access to Payment Card Data**

Department Name:

ORG ID:

Department PCI Contact:

Annual Payment Card Industry Data Security Standard Training is completed in the following manner (check one):

Financial and Business Services Training Module – individual training <https://utah.bridgeapp.com/learner/library>

Group Training – use training log: <https://fbs.admin.utah.edu/download/ecommerce/group_training.pdf>

HSC only - Learning Management System (LMS) – self-enroll or assigned by department through CIS

(Add Lines to the table as needed)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Name | UNID | Hire Date | Termination Date | Role  (as listed on Dept Procedure) | Background Check Y/N | WIAN Access Request  Y/N | Last Training Date | Verified by IA |
| Ex: Jane Doe | u0468738 | 4/14/2009 | 10/10/2015 | administrator | Y | Y | 4/2/2015 |  |
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