

UAConnect

Hourly or Student Employee Agreement and Required Reading List

The hourly or student employee and supervisor must agree to the terms listed below. In addition, both must review the information in the **Required Reading List** before returning to complete the Security Request form.

As an hourly or student employee:

- I understand that the information contained in **UAConnect** is considered private and confidential and that I have been authorized to use **UAConnect** information while under supervision solely for the job-related purposes that have been approved for me.
- I understand that any use or disclosure of such information is not permitted by federal law or University policy – including, but not limited to the *Family Educational Rights and Privacy Act (FERPA)*, the *Gramm-Leach-Bliley Act*, the *Health Insurance Portability and Accountability Act (HIPAA)*, or the *University of Arkansas' Code of Computing Practices*, as applicable – is strictly prohibited.
- I agree that I will not inappropriately view, report, or distribute the information contained in **UAConnect**.
- I understand that failure to comply with these regulations and agreements will result in disciplinary action, including the possibility of dismissal, and will be included in my performance review.

As the supervisor of the hourly or student employee:

- I understand I am responsible for this **UAConnect** account and that it may be audited for appropriate usage. I also understand that if any misuse is determined this account will be locked.
- I understand the username for this account will be associated with my university email, and that I will set the password in [Password Manager](#). I also understand that I am responsible for the use of this email account.
- I agree to cancel the Hourly or Student Employee **UAConnect** account when the individual leaves the employment of our department by submitting a **Remove Security Request** Type in **UAConnect**.

Required Reading List

[University of Arkansas Code of Computing Practices](#)
[Family Educational Rights and Privacy Act \(FERPA\)](#)
[Health Insurance Portability and Accountability Act \(HIPAA\)](#)
[Gramm-Leach-Bliley Act \(GLBA\)](#)