

—SPS ALERT—

Special Alert 183: HR, Timekeeping, Payroll and Benefits Updates

Release date: 10/8/2021

As part of our ongoing efforts to keep Personally Identifiable Information (PII) confidential, we will be distributing a Confidentiality Agreement on a quarterly basis for all SPMS support roles. You will receive this agreement as an event in your SPS inbox each quarter.

Please take the time to read the agreement carefully, as violations of the agreement may impact your employment, and acknowledge that you have read the agreement through the event in SPS. Please see the attached Job Aide. Your acknowledgment each quarter will be kept in SPS as part of your employment record. Secretary Brinkley, the DBM Secretary, will be following up with agencies that are unresponsive to this request.

We will all benefit from these reminders on how to keep **PII** safe and confidential.

Please look out for the first event next week, by Oct. 15, 2021.

Thank you for your cooperation.

- [SPMS Confidentiality Statement Job Aide Oct 2021.pdf](#)
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