USER VIOLATIONS CONTROL (RACF) FORM

EVERY USER MUST:
1. Ensure that their PC is logged off from the PERSAL system if they leave their work station or the office.
2. Ensure that they have an authorized source document for every transaction done on the system.
3. Ensure that they change their password if they suspect that someone is aware of their password.
4. Inform their controller or supervisor when they are going on extended leave.
5. Familiarize herself or himself with the contents of the PERSAL Code of Ethics.

TO BE COMPLETED BY PERSAL COORDINATOR:

Indicate total Number of violations		Log – On Violation Report Dated	
Terminal Number		Violation Date	

TO COMPLETED BY PERSAL USER

Surname			
Full Name(s)			
Identity Number (ID)			
PERSAL Number			
Complete User ID		PERSAL User ID	
Contact Number			
E-mail Address			
Department			
Component/Section/Division			

REASON'S FOR VIOLATIONS

_____
_____
_____
_____
_____

Signature   **Date**

SECTION			
Name of Supervisor			
PERSAL Number			
Contact Number		E-mail	
Signature		Date	

DEPARTMENTAL			
PERSAL Coordinator			
PERSAL Number			
Contact Number		E-mail:	
State if any action to be taken:			
Signature		Date	