Personal Information Summary - FAQ

Why am I being asked to review my personal information now?
In preparation for the new HR\Payroll system (Workday), HR is committed to reviewing, validating and updating data when necessary. However, review and confirmation of personal detail such as address, phone number, etc. are the responsibility of each employee. Ensuring accurate data now will prevent potential issues during the system upgrade.

What is ‘Personal Information’?
‘Personal Information’ refers to any information that identifies you as an individual.

Why am I being asked me to identify personal demographic information such as my gender, race/ethnicity, veteran status and disability status?
Providing this information is voluntary and strictly confidential. Collecting this data allows Brandeis, as well as state and federal agencies, to assess whether our recruitment, retention, and other employee processes are effective at ensuring equal employment opportunity.

Brandeis is a federal and state contractor, which means that Brandeis receives funds from the federal government and the Commonwealth of Massachusetts in the form of financial aid, research funds, and various other grants. Granting agencies as well as accrediting bodies often require Brandeis to complete assurances; which often include a statement of compliance and information to verify that Brandeis maintains compliance with state and federal civil rights laws.

Brandeis is also required to submit various reports to state and federal agencies, which includes aggregate data on employee demographics.

Who has access to this information?
Only individuals within Human Resources and a limited number of other offices where job duties require use of the information can access the information you provide. This information is not released except as necessary to fulfill legitimate University objectives.

What happens if I don’t update my information?
Brandeis will continue to use information that you have previously provided.

How do I access BUSS when I am not on campus?
When not on campus, you must sign in through Brandeis’ VPN or “wormhole”
Follow the link below for more information:
http://www.brandeis.edu/humanresources/buss/login.html

What is VPN or wormhole?
Wormhole is Brandeis' "Virtual Private Network," or VPN. This tool allows secure access to resources on the Brandeis network when you are off campus. With Wormhole, you can connect to your UNet filesystem, the files.brandeis.edu fileserver, browse websites that are restricted to those outside of the Brandeis community. Other websites accessible through “wormhole” include BUSS, and even your office computer from anywhere off campus. All communication using Wormhole is securely encrypted between your computer off campus and the VPN gateway at Brandeis.
https://kb.brandeis.edu/pages/viewpage.action?pageId=4620515