THE UNIVERSITY OF BRITISH COLUMBIA

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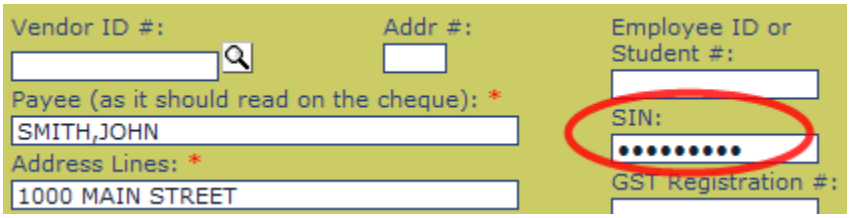
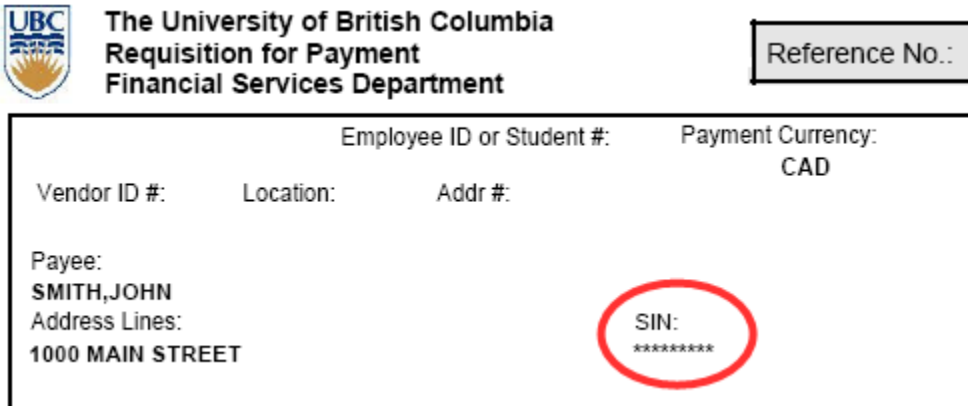
MEMORANDUM

To: All Smart Forms Users

October 27, 2010

Re: SIN Number in Honorarium Requisition

To comply with the Privacy Act, with effect from November 1st, 2010, SIN # will be hidden from the data entry screen as well as the hard copy of Honorarium Smart Forms.

When SIN # is entered in the SIN # field, black dots will be displayed and the actual number cannot be seen. The system is able to validate the number entered and an error message will be populated if it is not a valid SIN #. In PDF, a string of asterisks will be printed.

When a Vendor ID is entered and SIN # is already set up in the Vendor profile, a string of black dots will be displayed in the SIN # field. In PDF, a string of asterisk will be printed. Re-entry of the SIN # is not required.