

**TEXAS A&M UNIVERSITY SYSTEM
BUSINESS COMPUTING SERVICES WEB APPLICATIONS
STATEMENT OF RESPONSIBILITY**

I understand that all information concerning employees which may come to my knowledge while using any of the applications defined on this form is to be held in the strictest confidence and may not be disclosed except as provided in policy and procedures pertaining to performance of my job duties and assignments.

I acknowledge my responsibility for strictly adhering to university policy and state and federal law. I also am aware that penalties exist for unauthorized access, unauthorized use or unauthorized distribution of information contained in or accessed from these applications.

I understand that computer system password(s) I receive or devise is (are) confidential. I will not disclose to any unauthorized person any password(s) which I am given or devise and I will not write down such password(s) or post them where they may be viewed by unauthorized people. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of my password(s). I agree further NOT to attempt to circumvent the computer security system by using or attempting to use any transaction, software, files or resources I am not authorized to use. I understand that use of a password not issued specifically to me or to a group of which I am a member is expressly prohibited.

I understand that failure to observe these restrictions constitutes a "Breach of Computer Security" as defined in the TEXAS PENAL CODE, CHAPTER 33, and that such an offense will subject me to university or agency disciplinary action and criminal prosecution to the full extent of the law.

For UIN Applications: I understand that the same identification requirements exist to create or update a Universal Identification Number (UIN) as exists to complete a Form I-9. This includes such documents as a valid Driver's License, a Social Security Card, passport or other forms of official government identification. I understand that I must use these forms of identification in resolving UIN assignment issues, updating the UIN Server records and in creating B/P/P System records.

Section 1: For Employee and Supervisor Use

EMPLOYEE UIN	DEPARTMENT	AGENCY / INSTITUTION	
EMPLOYEE NAME (print legibly)	SIGNATURE	DATE	PHONE NUMBER
EMPLOYEE'S SUPERVISOR (print legibly)	SIGNATURE	DATE	PHONE NUMBER

Please forward this form to the appropriate Authorized Security Requestor for your Agency / Institution. The list of Authorized Requestors is at the URL <http://it.tamus.edu/sso/help-system/key-concepts/security/security-administration/authorized-security-requesters/>

Section 2: For Authorized Security Requestor Use

Access is being requested for the Agencies / Campuses checked below.

- A-ALRSCH
 C-TTI
 D-TEEX
 E-TEES
 F-TFS
 G-TAMUG
 H-TAMUHSC
 I-TAMUCC
 J-TAMUK
 K-TAMUCT
 L-TAMIU
 M-TAMU
 N-TAMUT
 O-TAMUSA
 P-PVAMU
 R-TAMUC
 S-SAGO
 T-TARL
 V-TVMDL
 W-WTAMU
 X-ALEXT

Application	Role	Access	Application	Role	Access
Single Sign On	Central Administrator <input type="checkbox"/> Reset Passwords?	<input type="radio"/> Update	iBenefits	Workstation Processor HIPPA- 11009 training completed on: _____	<input type="radio"/> Update
	Contact Administrator	<input type="radio"/> Read <input type="radio"/> Update	HRCAdmin	Workstation Processor HIPPA- 11009 training completed on: _____	<input type="checkbox"/> Billing <input type="checkbox"/> Imaging
	Security Central Reviewer	<input type="radio"/> Read			<input type="checkbox"/> HR <input type="checkbox"/> Payroll
LeaveTraq	Central Administrator*	<input type="radio"/> Read <input type="radio"/> Update	HRCconnect	Central Administrator HIPPA- 11009 training completed on: _____	<input type="radio"/> Read <input type="radio"/> Update
	Sick Pool Administrator	<input type="radio"/> Read <input type="radio"/> Update	Guardian I9	HR User Mirror Access of UIN: _____	<input type="radio"/> Full Featured
	Help Administrator	<input type="radio"/> Read <input type="radio"/> Update			<input type="radio"/> Location Mgr
TimeTraq	Central Administrator*	<input type="radio"/> Read <input type="radio"/> Update	UIN Manager	Central Administrator Requires Screen 101 access. BPP id: _____	<input type="radio"/> Update
	Payroll Approver	<input type="radio"/> Read <input type="radio"/> Update	UIN Search		<input type="radio"/> Read <input type="radio"/> Update
Monthly Payroll (eBVDS)	Central Administrator	<input type="radio"/> Read <input type="radio"/> Update	File Depot	Depot(s) _____	<input type="radio"/> Read <input type="radio"/> Update
	Payroll Approver	<input type="radio"/> Read <input type="radio"/> Update	Staff Directory	Staff Directory Administrator (Role is for M-TAMU employees only.)	<input type="radio"/> Read <input type="radio"/> Update
TrainTraq	Workstation Processor	<input type="radio"/> Read <input type="radio"/> Update	Event Registration	Event Registration Administrator ADLOC(s): _____	<input type="radio"/> Read <input type="radio"/> Update
	Training Administrator	<input type="radio"/> Read <input type="radio"/> Update			
	Department Registrar ADLOC(s): _____	<input type="radio"/> Update			
Time & Effort	Central Administrator*	<input type="radio"/> Read <input type="radio"/> Update			

* Requires SSO Central Administrator privilege to assign managers.

AUTHORIZED SECURITY REQUESTER (print legibly)	SIGNATURE	DATE	PHONE NUMBER
Please forward the completed form to BCS User Services: BCSSupport@tamus.edu Fax# 979-458-6299 Mail Stop 1124			

Section 3: For BCS Administration Use

Comments: _____

SSO UPDATED BY _____

DATE _____