Texas A&M University System
System Enterprise 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 web applications and Workday.

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 Workday records.

Section 1: For Employee and Supervisor Use

_____ _____ _____ _____
EMPLOYEE UIN   EMPLOYEE NAME   EMPLOYEE SIGNATURE   DATE

_____ _____ _____ _____
AGENCY/CAMPUS   SUPERVISOR   SUPERVISOR SIGNATURE   DATE

Section 2: For Authorized Security Requester

Access requested to support the Agencies / Campuses checked below:										
A-ALRSCH	B-TDEM	C-TTI	D-TEEX	E-TEES	F-TFS	G-TAMUG	H-HSC	I-TAMUCC	J-TAMUK	K-TAMUCT
L-TAMIU	M-TAMU	N-TAMUT	O-TAMUSA	P-PVAMU	R-TAMUC	S-TAMUS	T-TARL	V-TVMDL	W-WTAMU	X-ALEXT

Application	Role	Access		Application	Role	Access	
Event Registration	Event Registration Admin	Read	Update	Single Sign On	Central Admin	Update	Reset Passwords
	ADLOC(s)					Unlock Accounts	Manage Links
File Depot	User Access	Read	Update			Administer Roles	
	Depot(s)				Contact Admin	Read	Update
Guardian I-9	HR User	Full Featured	Location Mgr		Security Central Reviewer	Read	
	Mirror Access of UIN			Time & Effort	Central Admin	Read	Update
HR Connect	Central Admin	Read	Update		System Admin	Read	Update
	Vendor Admin	Read		TrainTraq	Department Registrar		
HUB Reporting	Central Admin		Update		Training Admin	Read	Update
	System Administrator	Read	Update		Workstation Processor	Read	Update
Insurance Billing	Benefits Partner	Read		UIN Manager	Central Admin	Add Only	Add & Update
Position Budget	Central Admin		Update	UIN Search	User Access	Read	
	System Admin		Update			Add Only	Add & Update
SECC	Contribution Admin		Update				
	Charity Administrator		Update				
	Report Reader	Read					

Workday Partner Roles				Workday View Only Roles		
Absence	Faculty	Recruiting	Tax Compliance	Absence	HR	Student
Background Check	Grad Studies	Research	Training	Benefits	IT	Talent
Benefits	HR	Retiree	UIN	Business Exec Comp	Payroll	Time Tracking
Budget	I-9	Security	Workers' Comp	Business Process	People Analytics	UIN
Compensation	Organization	Sponsored Rsrch		Compensation	Recruiting	Workers' Comp
Export Control	Payroll	Talent		Executive	SRS	

_____ _____ _____
AUTHORIZED SECURITY REQUESTER (print legibly)   SIGNATURE   DATE

Authorized Requestors: https://it.tamus.edu/sso/help-system/key-concepts/security/security-administration/authorized-security-requesters/

Please send a separate email for each employee requiring access, submit completed form to: support@tamus.edu