The Texas A&M University System
Enterprise Data Warehouse
BusinessObjects 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.

_____   _____   _____
Employee UIN   Work Email Address   Title

_____   _____
Member   Department

_____   _____   _____
Employee Name   Employee Signature   Date

_____   _____   _____
Supervisor   Supervisor Signature   Date

_____   _____   _____
Financial Access Approver   Financial Approver Signature   Date

_____   _____   _____
HR/Payroll Access Approver   HR/Payroll Approver Signature   Date

Requires Financial Access Approval		
Financial*	Approved	Denied
Budget	Approved	Denied
Academic	Approved	Denied
Requires HR / Payroll Access Approval		
HR / Payroll*	Approved	Denied
HR Confidential	Approved	Denied
Payroll with Deductions*	Approved	Denied
Benefits**	Approved	Denied
TrainTraq	Approved	Denied
Insurance Billing	Approved	Denied

** Required for Benefit Access
Restricted to Companies:

*(optional):

* Financial access restricted to member(s)

_____

*HR/Payroll access restricted to adloc(s)

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Send completed form to support@tamus.edu