

**TEXAS A&M UNIVERSITY SYSTEM  
BUSINESS COMPUTING SERVICES DATA WAREHOUSE APPLICATION  
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 NAME (Print Clearly)	EMPLOYEE UIN	EMPLOYEE EMAIL ADDRESS	
AGENCY / INSTITUTION - DEPARTMENT	EMPLOYEE SIGNATURE	DATE	PHONE NUMBER
EMPLOYEE'S SUPERVISOR (Print Clearly)	SUPERVISOR SIGNATURE	DATE	PHONE NUMBER

**For Agency Security Officer Use:**

<b>Texas A&amp;M System Data Warehouse Subject Areas</b>	<b>Data Warehouse Portal</b>	<b>BusinessObjects</b>	<b>Restricted Access</b>
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- Academics**
- Financials (FRS, FFX, AR)**
- Budget ( PREP and FAMIS Budget Module )**

**Restricted values (Member IDs):** \_\_\_\_\_

Chief Financial Officer, Comptroller, Budget Director, or designee (Print Clearly)	SIGNATURE	DATE	PHONE NUMBER
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**HR/Payroll Universes (Position, Pay History, Leave, etc.)**

**Restricted values (Adlocs):** \_\_\_\_\_

- Employee Hours Worked (System-wide access)**
- SQL "Access" tables maintained by BPP (System-wide access)**
- Training Records**

Human Resource Officer, Payroll Officer, or designee (Print Clearly)	SIGNATURE	DATE	PHONE NUMBER
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**For BCS Administration Use:**

BusinessObjects UPDATED BY	DATE
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Form may be sent to:  
[DataWarehouse@tamus.edu](mailto:DataWarehouse@tamus.edu)

SSO UPDATED BY	DATE
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