

THE TEXAS A&M UNIVERSITY SYSTEM BUDGET/PAYROLL/PERSONNEL (B/P/P) SYSTEM MAINFRAME STATEMENT OF RESPONSIBILITY

I understand that information concerning employees and/or positions which may come to my knowledge while using the Budget/Payroll/Personnel (B/P/P) System 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 from the B/P/P System.

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 DATE OF BIRTH	
EMPLOYEE SIGNATURE	EMPLOYEE TITLE	DATE	PHONE NUMBER
AGENCY	DEPARTMENT	SUPERVISOR	
		SUPERVISOR SIGNATURE	DATE

For Agency Security Officer Use:			
Request New USERID Setup for Access to the B/P/P System: Please establish access to the TAMUS Budget/Payroll/Personnel System for the employee above.			
CIS ACCOUNT NUMBER	EMPLOYEE'S SECURITY OFFICER (PRINT CLEARLY)	SECURITY OFFICER SIGNATURE	
		DATE	PHONE NUMBER
PLEASE SET-UP THE FOLLOWING ACCESS: _____			
PLEASE MIRROR THE FOLLOWING ACCESS: _____			

For B/P/P Use:			
			USERID: _____
B/P/P UPDATED BY	DATE		WORKSTATION: _____
			RACF SECURITY GROUP: BPP1
B/P/P UPDATED BY	DATE		
CIS PERSONNEL:	DATE	NATURAL PERSONNEL:	DATE
NOTIFIED:	DATE		