

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

| 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 | Vaccine | Business Process | People Analytics | UIN |
| Compensation | Organization | Sponsored Rsrch | Workers' Comp | Compensation | Recruiting | Workers' Comp |
| Export Control | Payroll | Talent | | Executive | SRS | |

| | | |
|---|-----------|------|
| AUTHORIZED SECURITY REQUESTER (print legibly) | SIGNATURE | DATE |
|---|-----------|------|

Authorized Requestors: <https://it.tamus.edu/ss0/help-system/key-concepts/security/security-administration/authorized-security-requesters/>