Reset Form

Texas A&M University System

System Enterprise Applications - Statement of Responsibility

Print

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, the B/P/P System 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 | SUPERVISORY ORG | AGENCY/CAMPUS | EMAIL ADDRESS

EMPLOYEE NAME (print legibly) | SIGNATURE | DATE | PHONE NUMBER

EMPLOYEE'S SUPERVISOR (print legibly) | SIGNATURE | DATE | PHONE NUMBER

Section 2: For Authorized Security Requestor

Access is being requested for 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	
Single Sign On	Central Admin	☐ Update	☐ Reset Passwords	Time & Effort	Central Admin	☐ Read	☐ Update
		☐ Unlock Accounts	☐ Manage Links		System Admin	☐ Read	☐ Update
	Contact Admin	☐ Read	☐ Update	UIN Manager	Central Admin	☐ Add Only	☐ Add and Update
	Security Central Reviewer	☐ Read		UIN Search		☐ Read	☐
TrainTraq	Training Registrar	ADLOC(s)				☐ Add Only	☐ Add and Update
	Training Admin	☐ Read	☐ Update	File Depot		☐ Read	Update
	Workstation Processor	☐ Read	☐ Update		Depot(s)		
Position Budget	Central Admin		☐ Update	HR Connect	Central Admin	☐ Read	☐ Update
	System Admin		☐ Update		Vendor Admin	☐ Read	
Guardian I-9	HR User	☐ Full Featured	☐ Location Mgr		HIPAA Admin	☐ Read	
	Mirror Access of UIN:			BPP		☐ Read	
Earning Codes	Requester		☐ Update		CIS Account		
	Workday Services Approver		☐ Update		Mirror Access of		
	SOBA Approver		☐ Update		Set-up Access		
	SEA Approver		☐ Update	Insurance Billing	Benefits Partner	☐ Read	
	Administrator		☐ Update		Billing Processor		☐ Update
Event Registration	Event Registration Admin	☐ Read	☐ Update		Billing		☐ Update
	ADLOC(s)				System		☐ Update
SECC	Contribution Admin		☐ Update				
	Charity Administrator		☐ Update				
	Report Reader	☐ Read					

Workday Partner Roles				View Only Roles		
☐ Absence	☐ HR	☐ Retiree	☐ Workers' Comp	☐ Absence	☐ Executive	☐ Student
☐ Benefits	☐ I-9	☐ Security		☐ Benefits	☐ HR	☐ Talent
☐ Budget	☐ Organization	☐ Talent		☐ Business Executive	☐ IT Partner	☐ Time Tracking
☐ Compensation	☐ Payroll	☐ Tax Compliance		Compensation	☐ Payroll	☐ UIN
☐ Faculty	☐ Recruiting	☐ Training		☐ Business Process	☐ Recruiting	☐ Workers' Comp
☐ Grad Studies	☐ Research	☐ UIN		☐ Compensation	☐ SRS	

AUTHORIZED SECURITY REQUESTER (print legibly) | SIGNATURE | DATE | PHONE NUMBER

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

Please send a separate email for each employee requiring access. This will allow us to process and fulfill your request more efficiently.
Please forward the completed form to: support@tamus.edu