Reset Form

Print

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
☐ Q-TAMUV	☐ R-ETAMU	☐ S-TAMUS	☐ T-TARL	☐ V-TVMDL	☐ W-WTAMU	☐ X-ALEXT	

Application	Role	Access	
Event Registration	Event Registration Admin	☐ Read	☐ Update
	ADLOC(s)		
File Depot	User Access	☐ Read	☐ Update
	Depot(s)		
Guardian I-9	HR User	☐ Full Featured	☐ Location Mgr
	Mirror Access of UIN		
HR Connect	Central Admin*	☐ Read	☐ Update
	Vendor Admin*	☐ Read	
HUB Reporting	Central Admin		☐ Update
	System Administrator	☐ Read	☐ Update
Insurance Billing	Benefits Partner*	☐ Read	
Position Budget	Central Admin		☐ Update
	System Admin		☐ Update
SECC	Contribution Admin		☐ Update
	Charity Administrator		☐ Update
	Report Reader	☐ Read	

Application	Role	Access	
Single Sign On	Central Admin	☐ Update	☐ Reset Passwords
		☐ Unlock Accounts	☐ Manage Links
		☐ Administer Roles	
	Contact Admin	☐ Read	☐ Update
	Security Central Reviewer	☐ Read	
Time & Effort	Central Admin	☐ Read	☐ Update
	System Admin	☐ Read	☐ Update
TrainTraq	Department Registrar		
	Training Admin	☐ Read	☐ Update
	Workstation Processor	☐ Read	☐ Update
UIN Manager	Central Admin	☐ Add Only	☐ Add & Update
UIN Search	User Access	☐ Read	
		☐ Add Only	☐ Add & Update

Workday Partner Roles			
☐ Absence	☐ Faculty	☐ Recruiting	☐ Tax Compliance
☐ Background Check	☐ Grad Studies	☐ Research	☐ Training
☐ Benefits*	☐ HR	☐ Screening	☐ UIN
☐ Budget	☐ I-9	☐ Security	☐ Worker's Comp
☐ Compensation	☐ Organization	☐ Sponsored Rsch	
☐ Export Control	☐ Payroll	☐ Talent	

Workday View Only Roles		
☐ Absence	☐ Executive	☐ SRS
☐ Benefits*	☐ HR	☐ Student
☐ Business Exec Comp	☐ ISS	☐ Talent
☐ Business Process	☐ IT	☐ Time Tracking
☐ Compensation	☐ Payroll	☐ UIN
☐ Compliance	☐ Recruiting	☐ Workers' Comp

* Benefits related role assignments require approval by System Benefits Administration

SYSTEM BENEFITS ADMINISTRATION (print legibly)	SIGNATURE	DATE

AUTHORIZED SECURITY REQUESTER (print legibly)	SIGNATURE	DATE

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

Please send a separate email for each employee requiring access, submit completed form to: support@tamus.edu