Reset Form Print

THE TEXAS A&M UNIVERSITY SYSTEM
FAMIS SERVICES
FAMIS ACCESS FORM

☐ **CC 00 – Master Campus** ☐ **CC 09 – TEEX** ☐ **CC 18 – WTAMU** ☐ **All Parts Access**

☐ **Add Access** ☐ **Change Access** ☐ **Expire Access, Effective**_____

(mm/dd/yyyy)

PART I: USER INFORMATION Must Be Completed

1. Have you ever had a FAMIS ID before? ☐ YES ☐ NO FAMIS UserID:
2. Name (Last, First, Middle):
3. Employee UIN):
4. Phone Number:
5. Department Name:
6. Mail Stop:
7. E-mail Address:
8. Access same as another FAMIS user? User name:
   NOTE: Listing a name for question #8 will determine all further access-- GO TO PART VII.

PART II: FINANCIAL ACCOUNTING (FRS) ACCESS

Types of Inquiry Access -

1. The user will view transaction or balance screens on accessible accounts. ☐ YES ☐ NO
2. The user will view Accounts Payable screens on accessible accounts. ☐ YES ☐ NO
3. The user will view Accounts Receivable invoiced through FAMIS. ☐ YES ☐ NO
4. Department or Sub-Department Codes in which the user will have inquiry access. Usually just your department or enter "ALL" for all departments

Types of Update Access -

1. The user will update transaction or balance screens. ☐ YES ☐ NO
2. The user will update Accounts Payable screens. ☐ YES ☐ NO
3. The user will update Accounts Receivable invoiced through FAMIS. ☐ YES ☐ NO

Types of Payroll Access -

1. The user will need inquiry only access to Payroll Information ☐ YES ☐ NO
   For Payroll Inquiry to all members, CFO or Delegate must approve here: X
2. The user will need to adjust Payroll Encumbrances ☐ YES ☐ NO
3. The user will need to create or approve Payroll Cost Transfers ☐ YES ☐ NO

PART III: SPONSORED RESEARCH (SPR) ACCESS

Types of Access -

1. The user will need to view Sponsored Research Information. ☐ YES ☐ NO
2. The user will need to update Sponsored Research Information. ☐ PRP ☐ PRJ ☐ AWD ☐ NO
3. The user will need to update Sponsored Research Control Screens. ☐ YES ☐ NO

PART IV: FIXED ASSET ACCESS (FFX) ACCESS

Types of Access -

1. Inquiry
   a. The user will need to view fixed asset (property) information. . ☐ YES ☐ NO
   b. Department or Sub-Department Codes in which the user need inquiry access. Usually just your department or enter "ALL" for all departments
2. Update
   a. The user will need to change fixed asset (property) information. ☐ YES ☐ NO
   b. Department or Sub-Department Codes in which the user need update access. Usually just your department or enter "ALL" for all departments.

PART V: ANNUAL FINANCIAL REPORT (AFR) ACCESS

Types of Access -

1. The user will need inquiry only access to AFR information. ☐ YES ☐ NO
2. The user will need access to make manual AFR entries. ☐ YES ☐ NO
3. The user will need to print the AFR. ☐ YES ☐ NO
4. The user will need access to the Printer Maintenance screen. ☐ YES ☐ NO

PART VI: ADDITIONAL COMMENTS

PART VII: SIGNATURES REQUIRED FOR ABOVE ACCESS Must Be Completed

User signature (User agrees to this access and states that information in Part I is true.)

Date: _____ (mm/dd/yyyy) X _____ User Signature

Name of Director, Department Head or Delegate:

I approve of this user having the access designated in each section of this form.

Date: _____ (mm/dd/yyyy) X _____ Director, Department Head or Delegate Signature

CFO or Delegate Approval Required for All Member Inquiry Access:

I approve of this user having the access designated in each section of this form.

Date: _____ (mm/dd/yyyy) X _____ CFO or Delegate Signature