

# HR Laserfiche Access Request

USER INFORMATION

NEW
  CHANGE
  REMOVE

Employee Name: _____	Employee Phone: _____
Employee E-Mail: _____	Employee UIN: _____
TAMU NetID: _____	FAMIS UserID _____

**TAMU NetID is required for Laserfiche access; if this is blank the form will be returned.**

FOLDER ACCESS

Select all folders being requested.  
(The folders listed below may not be available for all members)

### TAMUS-HRC Repository

- HRC-SBA Editors *System Benefits Office Employees only*
- HRC Scanners *Scanning & Validating Scanned Documents from HRConnect*
- Payroll Officers *Access Historical BPP Payroll Earnings Reports*
- Payroll Earnings Admin *System Workday Employees only*

### TAMUS-FAMIS Reports Repository

*HRIS Reports from the State, reports includes are the Quarterly Veterans hiring report, EEO report, Statewide Hiring Practices etc.  
Please select members being requested below*

<input type="radio"/> HRIS	<input type="radio"/> 01 – TAMUS	<input type="radio"/> 02 – TAMU	<input type="radio"/> 04 – TSU	<input type="radio"/> 05 – PVAMU
	<input type="radio"/> 06 – AL-RSCH	<input type="radio"/> 07 – AL-EXT	<input type="radio"/> 09 – TEEX	<input type="radio"/> 10 – TAMUG
	<input type="radio"/> 11 – TAMFS	<input type="radio"/> 12 – TTI	<input type="radio"/> 15 – TAMUCC	<input type="radio"/> 16 – TAMIU
	<input type="radio"/> 17 – TAMUK	<input type="radio"/> 18 – WTAMU	<input type="radio"/> 20 – TVMDL	<input type="radio"/> 21 – TAMUC
	<input type="radio"/> 22 – TAMUT	<input type="radio"/> 23 – HSC	<input type="radio"/> 24 – TAMUCT	<input type="radio"/> 25 – TAMUSA
	<input type="radio"/> 26 – TSSC	<input type="radio"/> 28 – TEES	<input type="radio"/> 30 – TDEM	

All Member Inquiry (Limited, must have All Member FAMIS Inquiry Access)

COMMENTS

Please add any additional comments regarding your access

Name: \_\_\_\_\_

UIN: \_\_\_\_\_

### STATEMENT OF RESPONSIBILITY

I understand that I will be in violation of System regulations, State and Federal law if I gain or help others gain unauthorized access to the systems above. I acknowledge that neither I nor anyone else possess the authority to allow anyone to use my ID or password. I understand that if I violate System regulations and State and Federal laws by gaining or helping others gain unauthorized access, I will be subject to disciplinary action and criminal prosecution to the full extent of the law. (Chapter 33, Title 7 of the Texas Penal Code). I accept the responsibility of keeping the reports and information confidential. I understand, accept and will complete training related to the software provided to me by Texas A&M System Members. Misuse or abuse of this responsibility as User/Supervisor may be just cause for revocation of software access and disciplinary action. I agree further not to attempt to circumvent the computer security system by using or attempting to use any transactions, software, files or resources I am not authorized to use.

\_\_\_\_\_

User Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### SUPERVISOR APPROVAL

Approved: *Request must be approved by your supervisor. Please forward the completed request form to your supervisor. If access is approved, they should forward on to FAMIS Services at the email address listed below.*

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### SUPERVISORS

Please scan and email approved form to: [FAMIS-Security@tamus.edu](mailto:FAMIS-Security@tamus.edu)

Please include 'Laserfiche Access' in the subject line of the email.

If there are any questions, please call the FAMIS Help Line, (979) 458-6464.