

# 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, 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 Use

Access is being requested for the Agencies / Campuses checked below:

☐ A-ALRSCH ☐ C-TTI ☐ D-TEEX ☐ E-TEES ☐ F-TFS ☐ G-TAMUG ☐ H-TAMUHSC ☐ 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 B-TDEM

Application	Role	Access	Application	Role	Access
Single Sign On	Central Administrator <input type="checkbox"/> Reset Passwords?	<input type="radio"/> Update	Time & Effort	Central Administrator	<input type="radio"/> Read <input type="radio"/> Update
	Contact Administrator	<input type="radio"/> Read <input type="radio"/> Update	UIN Manager	Central Administrator	<input type="radio"/> Update
	Security Central Reviewer	<input type="radio"/> Read	UIN Search		<input type="radio"/> Read <input type="radio"/> Update
TrainTraq	Workstation Processor	<input type="radio"/> Read <input type="radio"/> Update	File Depot	Depot(s):	<input type="radio"/> Read <input type="radio"/> Update
	Training Administrator	<input type="radio"/> Read <input type="radio"/> Update			
Prep Budget	Central Administrator	<input type="radio"/> Update	Event Registration	Event Registration Administrator ADLOC(s):	<input type="radio"/> Read <input type="radio"/> Update
Guardian I-9	HR User Mirror Access of UIN:	Full Featured Location Mgr			

#### Legacy Applications - READ ONLY Access

HR Connect	Workstation Processor HIPPA Training Date: _____	BPP	CIS Account Number: _____ Mirror The Following Access: _____ Set-up The Following Access: _____
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Workday Partner Roles				View Only Roles		
Benefits HIPPA Training Dt:	Grad Studies	Recruiting	Talent	Absence	Payroll	Time Tracking
	HR	Research	Workers' Compensation	Benefits	Recruiting	
Budget	I-9	Retiree	UIN	Business Process	Safety	
Compensation	Organization	Safety		Compensation	Student Employment	
Faculty	Payroll	Security		HR	Talent	

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 SEA Support: [SEASupport@tamus.edu](mailto:SEASupport@tamus.edu)