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 Merit Partners: If given the ability to act as a Merit Partner within Workday, I will only access the Merit processes that pertain to my system member. This includes, but is not limited to, accessing the task itself or running reports on an active Merit process. If I need to access a Merit process in another system member, I will only access it with the express consent of a Merit Partner in that system member.

Authorization for the assignment of the Merit Partner role is identified and made by the designated requestor on the Merit Process Configuration Worksheet submitted to Workday Services.

Section 1: For Employee

EMPLOYEE UIN _____ SUPERVISORY ORG _____ AGENCY / CAMPUS _____

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

Section 2: For Internal Use

Application	Role	Access
Workday	Merit Partner	Tenant Wide

Please return form to Sri Kamarthi at skamarthi@tamus.edu