

**TEXAS A&M UNIVERSITY SYSTEM
BUSINESS COMPUTING SERVICES WEB 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 applications.

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 B/P/P System records.

<hr/> EMPLOYEE NAME (PRINT CLEARLY)	<hr/> EMPLOYEE UIN	<hr/> EMPLOYEE SIGNATURE	
<hr/> DEPARTMENT	<hr/> AGENCY / INSTITUTION	<hr/> DATE	<hr/> PHONE NUMBER

For Agency Security Officer Use:

REQUESTED ACCESS for WORKSTATION(s): _____ Access Options: U - Update
R - Read Only

Application	Access	Application	Access
Single Sign On - Central Administrator Password Reset Yes or No	U or R	iBenefits - WS Benefits Processor Must complete HIPAA Training	U or R
Single Sign On - Contact Administrator	U or R	TimeTraq - Central Administrator *	U or R
LeaveTraq - Central Administrator *	U or R	TimeTraq - Payroll Approver	U or R
LeaveTraq - Sick Pool Administrator	U or R	Monthly Payroll - Central Administrator *	U or R
LeaveTraq - Help Administrator	U or R	Monthly Payroll - Payroll Approver	U or R
TrainTraq - Training Administrator	U or R	Time & Effort - Central Administrator	U or R
TrainTraq - WorkStation Processor	U or R	Concur Travel - Central Administrator	U or R
TAMU Campus Staff Directory (WS M)	U or R		U or R
UIN Search	R		U or R
UIN Manager - Central Administrator Must have access to BPP screen 101	U		U or R

* Requires SSO Central Administrator privilege for manager assignment

<hr/> EMPLOYEE'S SUPERVISOR (PRINT CLEARLY)	<hr/> SIGNATURE	<hr/> DATE	<hr/> PHONE NUMBER
<hr/> CHIEF HUMAN RESOURCE or PAYROLL OFFICER (PRINT CLEARLY)	<hr/> SIGNATURE	<hr/> DATE	<hr/> PHONE NUMBER

For BCS Administration Use:

<hr/> B/P/P UserID/HIPAA Training VERIFIED	<hr/> DATE	Form may be sent to TAMU Mail Stop 1124 or faxed to 979-458-6299
<hr/> SSO UPDATED BY	<hr/> DATE	