TEXAS A&M
AGRILIFE

TIME & EFFORT UNIT ADMINISTRATOR ACCESS APPLICATION

I understand that information concerning employees' identity which may come to my knowledge while using the Time & Effort application 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.

By logging on to this computer system, 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.

In addition, I understand that computer system password(s) I receive or devise is (are) confidential. I will not disclose to any unauthorized person the 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 is expressly prohibited.

I also 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.

_____   _____   _____
Employee Name   (print clearly)   Employee Signature   Unit/Department

_____   _____   _____
Employee UIN   Employee Title   Phone Number

Access Requested: please denote with a checkmark (☑)	Update	Read Only	Delete Access	For Security Officer ONLY. Signature / Date
Time & Effort Unit Administrator				

For ADLOC(s):_____

Departmental Verification Option
Departments can choose to "preview" the certification documents before the documents are made available to the employees and managers. This is an "opt in" feature and is not required. Check option below.

☐ Require Administrative Verification – all certification documents must be verified by Unit Administrator prior to certification by the PI or manager.

☐ NO Administrative Verification – certification documents appear in the PI or manager in-box as soon as the certification period is open.

Unit Head Approval is required if assigning access (or designee if deleting access):

_____
Unit Head Signature   Date:

_____
Unit Head Printed name

Return this form to AgriLife Administrative Services – Reporting at MS 2147