



**SSO / LEAVE TRAQ / TIME TRAQ & UIN MANAGER ACCESS APPLICATION**

I understand that information concerning employees' identity which may come to my knowledge while using the Single Sign On (SSO) / Leave Traq / Time Traq and UIN Manager applications, 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 the computer systems below, 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 from the UIN Manager.

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.

For UIN Manager Only: 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 Drivers 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.

Employee Name (print clearly)	Employee Signature	Unit/Department
Employee UIN	Employee Title	Phone Number

<b>Access Requested: (please denote with a checkmark (✓))</b>	<b>Grant Access (specify type)</b>		<b>Delete Access</b>	<b>For Security Officer ONLY. Signature / Date</b>
	<b>Update</b>	<b>Read Only</b>		
Single Sign-On (SSO) Department Administrator				
LeaveTraq Department Administrator				
Time Traq Departmental Administrator				
Monthly Payroll Administrator				
iBenefits Department Processor				
Train Traq Department Processor				
	<b>Grant Access (only one type)</b>			
Time Traq Departmental Approver				
Monthly Payroll Approver				
Universal Identification Number (UIN) Manager				

For ADLOC(s): \_\_\_\_\_

Unit Head Approval required if assigning access  
 (or designee if deleting access): \_\_\_\_\_ Date: \_\_\_\_\_