

FMS-801 Payformance Access Request
Texas A&M University – Financial Training & Security
 E-Mail Form to Accesshelp@tamu.edu

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

This form replaces all existing forms. Any additional access **MUST** include all existing access desired. Any access not specifically listed will be removed from the user's access profile.

Last Name:		First Name:		Middle Initial:	
UIN:		Phone #::		E-Mail:	
Action:				Effective Date:	

Check all groups that the individual should have access to:

Yes/ No	Description TAMU	Yes/ No	Description TAMU Galveston	Yes/ No	Description TAMU System & TAMU-OSRS
	TAMU Pavilion On Demand Initiator		TAMUG On Demand Initiator		TAMUS Full Check Run
	TAMU Pavilion On Demand Approver		TAMUG On Demand Approver		TAMUS On Demand Approval
	TAMU Payroll On Demand Initiator		TAMUG Full Check Run		TAMUS On Demand Initiator
	TAMU Payroll On Demand Approver		TAMUG Payroll Full Check Run		TAMUS Payroll Full Check Run
	TAMU Payroll Full Check Run		TAMUG Payroll Reprint		
	SOFC On Demand Initiator				TAMU-OSRS Full Check Run
	SOFC On Demand Approver				TAMU-OSRS On Demand Approval
	SOFC Full Check Run				TAMU-OSRS On Demand Initiator
	TAMU On Demand Initiator				TAMU-OSRS Payroll Full Check Run
	TAMU On Demand Approver		Special Groups-All Agencies		Special Groups-All Agencies
	TAMU Full Check Run		Report Recipient		Positive Pay Access
			Security Administration		Printing

Check all features that the individual should have access to:

Yes/No	Description	Yes/No	Description	Yes/No	Description
	App Manager (Add)		Printer Manager		Scripts-Positive Pay
	App Manager (Delete)		Process-Launch Script		Scripts-Print Preview
	App Manager (Edit)		Process-Print		Watch Setup
	Scripts-Configurator		Reports-Report Launcher		Watch Start/Stop
	Enhanced Watch – Report Scheduling		Reports-Audit		Enhanced Watch – Execute Watch
	Enhanced Watch – Watch Scheduling		Reports-Checkbook List		Sys Admin-Set Server
	Checkbook Maintenance		Reports-Document Inventory		Sys Admin-Purge Watch Logs
	Account Setup		Reports-Record Layout		Sys Admin-Set Archiving Options
	Process-Copies		Reports-History		Sys Admin-Purge History
	Copy Setup		Reports-Recipient Setup		Sys Admin-Restore History
	Import-Forms		Reports-Report Template		Sys Admin-Set Automation User
	Import-Logos/Signatures		Process-Reprints		Sys Admin-Purge Advisements
	Import Checkbooks		Security-Security Maintenance		Sys Admin-Restore Advisements
	Import-Fonts		Security-Application Security Mtnt		Printer Types
	PayStation New/Edit Vendor		Security-Security Device Setup		Manage Checkbook Graphics
	PayStation Import Vendor		Security-Feature/Device Assgmt.		Script Maintenance
	PayStation Print Checks		Scripts-Splitter		Security – Script Security Maintenance
	PayStation Print Blank Checks		Scripts-Sort		SigLock-Authorize Signatures
	Reports-Positive Pay		Scripts-Paginator		SigLock-Signature AuthRequired

User Signature		Date
UIN	Director	Date