



**Texas A&M University Division of Finance  
 IMG - 250 Financial Management Services  
 Payroll Imaging Access Request  
 Send completed forms to Mail Stop #6000, Attn: FMO-FTS**

User Information (Information must include your <i>official</i> first name, middle initial and last name.)							
First Name				MI	Last Name		
Title					Dept. Code		Mail Stop
Phone Number		Email				UIN	
Check the Requested Service Needed:	Add user		Delete User		Change User Access		

Select Access Needed	Yes/No	Descriptions
Ascent Capture		Access to scan documents, use quality control, validate and verification.
Enterprise Reports		Access to scanning stations and for viewing reports. If you have selected Enterprise Reports, please select specific report options below.
Workplace (AKA content Services)		Imaging System with Access to the Payroll Content Services Library. If you have selected Workplace, please select additional membership and User Options Below.

**Select Access needed:**

Enterprise Report Options: Select the Reports that the user will need to access.	Access	Reports	
			PAYR
			PAYGRP
			PAYGRP1
			PAYGRP2
			PAYGRP3
			PAYGRP4
			PAYGRP5
			PAYGRP6
			PAYGRP7
			PAYGRP8
			PAYGRP9
			PAYGRP10
			PAYGRP11
			PAYGRP12
		PAYGRP13	
		PAYGRP14	

Workplace User Options: Select the Reports that the user will need to access	Group Memberships	Viewer	Owner
	General Users		
	Payroll Services		
	Tax Section		
Viewer: Users can view and print documents.			Owner: Same access as can check out, create revisions, cancel checkout, check in documents and annotate images, change properties of documents they own, can modify document properties, archive/reclaim documents and index/de-index documents

**Security Statement:**

I understand that I will be violating System Rules and Regulations and State and Federal law if I gain or help others gain unauthorized access to information stored in the Texas A&M University Division of Finance Imaging system. I acknowledge that neither I, nor anyone else, possess the authority to allow anyone to use my I.D. or password. Furthermore, I understand that information I have access to view may be confidential in nature (i.e., social security numbers and payroll information); neither I, nor anyone else, possess the authority to allow me to use this information for non-System purposes. I also understand that if I violate System Regulations and State and Federal laws by gaining or helping others gain unauthorized access to information stored in the Imaging system, I will be subject to disciplinary action and criminal prosecution to the full extent of the law (Chapter 33, Title 7 of the Texas Penal Code). By logging on to this computer system, I acknowledge my responsibility for strictly adhering to System Regulations and State and Federal laws. I am also aware that penalties exist for unauthorized access, unauthorized use or unauthorized distribution of information from the Imaging system. I further agree not to attempt to circumvent the computer security system by using or attempting to use any transactions, software, files or resources I am not authorized to use.

User UIN	User Signature	Date
Danny Grimes	Danny Grimes Signature	Date