

## Texas A&M University Health Science Center FAMIS Access Request

**1. Instructions:** This form is used to designate or remove access for FAMIS (Purchasing, Departmental Budget Request, Departmental Correction Request, Employee Payroll Action, Property and Support Account Maintenance). Please refer to User Access Descriptions for appropriate access types. The employee requesting access should read the Statement of Responsibility and sign the form. Any update requested on this form will overwrite all existing access, unless otherwise specified.

**Drop completed form with signatures into laser fiche folder TAMHSC\9.0 In-Boxes\FAMIS Access Requests.**

<b>2. User Information:</b>		Request Type:	
Employee Name:		Employee UIN:	
		E-Mail:	
Employee Location Dept / Sub Dept:		Phone:	
		Mail Stop:	
Add to FAMIS e-mail listserv?		FAMIS User ID:	

**3. Mentor Information:**

Required for gaining entry access to FAMIS prior to formal training.  
*As the mentor, I will provide purchasing module training and assistance for the user.*

Mentor Name:		Mentor Signature:		Mentor E-mail:	
				Phone Number:	

**4. FAMIS/Canopy**

List specific Departments/Sub-Departments requested. Attach additional department information if needed.

Access Type:	Request Type:				List ALL Dept / Sub Dept	System Parts		
	Inquiry	Creator	Approver	Signer		23	99	
Purchasing								
DBR (Dept Budget Req)								
DCR (Dept Corr Req)	N/A							
EPA (Payroll)								
FFX (Fixed Assets)								
FFX TDP	N/A		N/A					
Support Acct Maint.								

**9. Additional Comments**

**Statement of Responsibility:** I understand that I will be in violation of university regulations, State and federal law if I gain or help others gain unauthorized access to the systems above. I acknowledge that neither I nor anyone else possesses the authority to allow anyone to use my I.D. or password. I understand that if I violate university regulations and state and federal laws by gaining or helping others gain unauthorized access, I will be subject to university disciplinary action and criminal prosecution to the full extent of the law. (Chapter 33, Title 7 of the Texas Penal Code). I accept the responsibility of keeping the reports and information confidential. I understand, accept and will complete training relating to the software provided to me by TAMU Health Science Center. Misuse or abuse of this responsibility as User/Supervisor may be just cause for revocation of software access and disciplinary action. I agree further 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 Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head or Delegate

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Component Primary Business Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HSC Finance & Administration Approval

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 1. Instructions and Access Type Descriptions

**DO NOT PUT AN X OR OTHER INDICATOR IN THE DEPARTMENT BOX! YOU MUST ENTER THE DEPARTMENT CODES NEEDED. USE THE COMMENTS SECTION IF MORE SPACE IS NEEDED.**

To complete this form, you must select the type of modifications you are requesting. For each section you should choose from the following:

**No Change** - The access for this section does not require a change. This is the default option.

**New User** - The employee does not currently have any access or this type of access and now needs access.

**Remove all access and expire employee access** - The employee is leaving your department or leaving the University and all access should be removed.

**Add to Existing Access** - the specific modification should be made to the employee's access but no existing access should be changed or removed. For example, adding a new Department/Sub-department, feature or system access without modifying any existing access.

**Remove from Existing Access** - only this specific/partial access should be removed from the employee's access and all other access should remain the same

**2. User information** – must be filled out completely.

**3. Mentor Program** - In order to gain access to the entry or update functions you must have a mentor who agrees and is able to act in an advisory capacity so that you can begin work prior to completion of all formal training. At no time should you share your password with your mentor or mentee and at no time should you or your mentor use each other's workstations or financial system accesses.

## 4. FAMIS/Canopy: (Financial Accounting Management Information System/Web based portal for FAMIS)

**Purchasing** - This access is typically requested for users that serve as departmental bookkeepers or accountants. This access type includes access to components of FAMIS that include: Limited/Exempt, Requisitions, Receiving, Preliminary Fixed Assets, Support Account creation and maintenance, Departmental Profile Maintenance.

**DBR** - Departmental Budget Request access gives the user the ability to move funds from one FAMIS account to another, within certain guidelines and preset parameters. This includes the Budget Reserves pools as well as movements between accounts and Departments within certain tolerances

**DCR**- Departmental Correction Requests (DCR).

**EPA/Payroll** - Employee Payroll Action access is typically requested for Human Resource / Payroll personnel. This access gives the user the ability to process payroll actions for employees in the department / college. This access only includes those payroll activities available in FAMIS and does not include access to BPP, TrainTraq, LeaveTraq, or TimeTraq.

**FFX** - This access is typically requested for those users that have been identified as the Departmental Property contacts in the department. This access gives the user the ability to create, update or transfer to another department and Surplus Property assets records. It includes inquiry access to view screens 361,362,910, 911 and 882.

**Inquiry** – Inquiry access to view documents. Restricted by department for EPA/Payroll and Property.

**Creator** - can create the documents.

**Approver** - (optional) is allowed to approve but not provide final signature authority for an expenditure of funds, movement of assets, etc.

**Signer** - Can formally approve or sign purchase, budget, property or payroll documents

### Important Notes

You, the department, must send a completed, signed copy of this form to laser fiche folder TAMHSC\9.0 In-Boxes\FAMIS Access Requests. Individuals whose employment paperwork has not been fully processed and who are not available for computer resource allocation will experience a delay in their access processing. Our goal is to provide preliminary access within 2-3 business days from our receipt. Incomplete or improperly signed forms will be returned to the user and experience a delay in processing. Forms which are incomplete or contain access related errors will be returned to the requestor for correction.