



University of Maryland Baltimore CITS
eUMB HRMS User Authorization Form and System Access Agreement
Department - Employee of UMB

- New - User does not currently have a User ID for the eUMB system – add user
- Change - User currently has a User ID for the eUMB system – change access and/or role
- Delete - Completely remove User's access to the eUMB system – delete user

User Information - Please type or print

User Name (Last, First, MI)		Date	School/Department
eUMB Employee ID	Campus Email Address		Campus Phone

Departments to be Accessed

Assign Access	Remove Access

Department Roles

Role	Assign Role	Remove Role	Commitment Accounting Department(s)
Department HR Representative	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Department Administrator	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Commitment Accounting Approver	<input type="checkbox"/>	<input type="checkbox"/>	
Commitment Accounting Initiator	<input type="checkbox"/>	<input type="checkbox"/>	
Commitment Accounting Reviewer	<input type="checkbox"/>	<input type="checkbox"/>	
Commitment Accounting FYI Email	<input type="checkbox"/>	<input type="checkbox"/>	
Commitment Accounting Inquiry	<input type="checkbox"/>	<input type="checkbox"/>	
Time and Labor Approver	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Time and Labor Initiator	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Pay Increase Initiator	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Pay Increase Approver	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Department Budget Approver	<input type="checkbox"/>	<input type="checkbox"/>	N/A
School Budget Approver	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Create Private Queries - Web Browser	<input type="checkbox"/>	<input type="checkbox"/>	* NOTE: This role must be approved by CITS _____
Create Private Queries - 2-Tier Client	<input type="checkbox"/>	<input type="checkbox"/>	* NOTE: This role must be approved by CITS _____
Create Public Queries - Web Browser	<input type="checkbox"/>	<input type="checkbox"/>	* NOTE: This role must be approved by CITS _____
Create Public Queries - 2-Tier Client	<input type="checkbox"/>	<input type="checkbox"/>	* NOTE: This role must be approved by CITS _____

Comments

Employing Unit (must be Department Chair or Unit Director) - I accept the terms of the Agreement defined on the second page of this form

Signature		Date	Phone
Print Name	Title	Email Address	

User Signature - I accept the terms of the Agreement defined on the second page of this form

Signature	Date

****Deliver signed forms to the Help Desk, LL06 HS/HSL (601 W. Lombard Street, Baltimore, MD 21201)****

eUMB System Access Agreement - Department - Employee of UMB

1. Definitions of terms in this Agreement:

- "CITS" – The UMB Center for Information Technology Services.
- "Employing Unit" - The UMB unit in a school or administrative department for which User performs job functions requiring access to the eUMB system.
- "eUMB System" - The data developed by and for UMB concerning its employees, whether in paper, digital, or other form, and the systems in which the data is entered and maintained.
- "UMB" – University of Maryland Baltimore.
- "User" – The undersigned UMB employee, who is being given access to the eUMB System.

2. The User, who works for UMB in the Employing Unit, has been assigned by the Employing Unit to carry out job functions of benefit to UMB which require that User have access to the eUMB System. UMB grants User access to the eUMB System for the limited purpose of carrying out User's employment responsibilities related to the UMB employees of the Employing Unit.

3. User and the Employing Unit agree that User will be required to attend and successfully complete all training required by UMB as a condition of initial and continued use of, and access to, the eUMB System.

4. User agrees to hold in confidence any passwords or access codes issued to User, or created by User, for access to the eUMB System.

5. User agrees to access and use personal information about UMB employees in the eUMB System only for legitimate job-related purposes, and agrees not to disclose personal information from the eUMB System to any person who is not: (a) a supervisor of the subject of the personal information; (b) the subject of the personal information; or (c) a member of the staff of CITS, the UMB Human Resources Office, or a UMB attorney.

6. User agrees to report promptly to User's supervisor and to CITS any request for personal information from the eUMB System made by any person not listed in 5 above. User will not respond to such requests and will promptly refer them to the CITS for response or other appropriate action. This requirement applies to both informal and formal requests, including requests under the Maryland Public Information laws.

7. User acknowledges that the information contained in UMB records, including but not limited to student, personnel, payroll, and financial information, is confidential by law and/or UMB policy. User acknowledges that eUMB training has included education about the provisions of the Annotated Code of Maryland, Criminal Law Article, sections 7-302 and 8-606, relating to illegal access to, and the unauthorized manipulation of data using, computer resources; State laws concerning privacy of personal information (State Government Article, Annotated Code of Maryland, sections 10-616 and 10-617); and federal laws establishing privacy rights of students (Federal Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment). User is aware that violation of applicable privacy laws and laws concerning use of computer resources may result in fines or imprisonment, as well as disciplinary action up to and including termination of employment.

8. User agrees not to use UMB computing resources or UMB data in the eUMB system for personal profit of User or any other person.

9. User and the Employing Unit agree that CITS may monitor User's activities involving the eUMB System for compliance with UMB policy and legal requirements. If such monitoring reveals possible failure to follow UMB policy, or criminal activity, CITS may provide relevant information to User's Employing Unit, appropriate UMB officials, and/or law enforcement officials.

10. User and the Employing Unit agree to provide to UMB or UMB auditors, upon UMB's request, any information in their possession related to User's access to and use of the eUMB System.

11. Employing Unit will discipline and/or discharge User for violation of this Agreement or the policies established by UMB concerning access to and use of the eUMB System. Employing Unit agrees to report promptly to CITS any violations of this Agreement or UMB policies concerning access to and use of the eUMB System. User and the Employing Unit agree that User's continued employment by UMB may be subject to compliance with this Agreement and eUMB policies.



THIS SECTION IS FOR SECURITY ADMINISTRATOR USE ONLY	User ID:	Data Permission List:
Verify: <input type="checkbox"/> System Access Agreement	Verify Training: <input type="checkbox"/> Introduction	<input type="checkbox"/> Commitment Accounting <input type="checkbox"/> Dept Payroll Processing <input type="checkbox"/> Query