



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

<b>User Name (Last, First, MI)</b>		<b>Date</b>	<b>School/Department</b>
<b>eUMB Affiliate ID</b>	<b>Campus Email Address</b>		<b>Campus Phone</b>

**Departments to be Accessed**

<b>Assign Access</b>	<b>Remove Access</b>

**Department Roles**

<b>Role</b>	<b>Assign Role</b>	<b>Remove Role</b>	<b>Commitment Accounting Department(s)</b>
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**

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**User's Employer** (must be signed by authorized officer of Employer) - I accept the terms of the Agreement defined on the second page of this form

<b>Signature</b>		<b>Date</b>	<b>Phone</b>
<b>Print Name</b>	<b>Title</b>	<b>Email Address</b>	

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

<b>Signature</b>	<b>Date</b>

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

## eUMB System Access Agreement - Department - Affiliate of UMB

1. Definitions of terms in this Agreement:

- "CITS" – The UMB Center for Information Technology Services.
- "Employer" – Entity that employs User and assigns User to perform job functions requiring eUMB access.
- " 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 person, who is not an employee of UMB, but who requires access to the eUMB system to carry out job functions of benefit to UMB.

2. User works for Employer and is not an employee of UMB or the State of Maryland. User has job responsibilities for the Employer which relate to State employees working at UMB. These responsibilities require that User have access to the eUMB System. Performance of these responsibilities will benefit UMB, which consents to User having these responsibilities, and grants User access to the eUMB System for the limited purpose of carrying out User's job functions related to UMB employees.

3. User and Employer 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 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 individual who is the subject of the personal information; (b) the subject of the personal information, (c) a member of the staff of the Human Resources office of UMB, the University of Maryland School of Medicine, or CITS, or (d) 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 CITS for response or other appropriate action. This requirement applies both to informal and to 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 the UMB computing resources or UMB data in the eUMB system for personal profit of User or any other person.

9. User and Employer 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 the Employer, to appropriate units of UMB, and/or to law enforcement officials.

10. User and Employer 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. Employer 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. Employer agrees to report promptly to CITS any violations of this Agreement or UMB policies concerning access to and use of the eUMB System. User acknowledges that continued employment by Employer may be subject to compliance with this Agreement and eUMB policies.

**CITS - Office of the CIO**

<b>Signature</b>		<b>Date</b>
<b>Print Name</b>	<b>Title</b>	<b>Email Address</b>

<b>THIS SECTION IS FOR SECURITY ADMINISTRATOR USE ONLY</b>		<b>User ID:</b>	<b>Data Permission List:</b>
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