



# Texas Comptroller of Public Accounts – Fiscal Management Systems Access and Maintenance Request

**Instructions:** Use this form to request central user access (create User ID), make changes to previously approved access or request removal of access (delete User ID). Complete the necessary information below, print and obtain required signatures. Attach the original signed form to an original signed Confidential Tax / Vendor Information Agreement (CTIA) form and send to Accounting Services via campus mail or in-person.

**Section I: Complete the following fields for the employee requesting access or maintenance to any of the systems below.**

User Name:	Phone Number:
Department:	
Supervisor Name:	Phone Number:

**Section II: Select the request type and the applicable system.**

**1. Request Type:**  
**NOTE:** By selecting 'Update existing access', all selections below will supersede prior authorizations on file.

**2. System:** (check all that apply)

<input type="checkbox"/> Uniform Statewide Accounting System (USAS)	<input type="checkbox"/> Fiscal Management Query (FMQuery): Ad hoc reports from USAS and USPS.
<input type="checkbox"/> Texas Identification Number System (TINS)	<input type="checkbox"/> Human Resource Information System (HRIS)
<input type="checkbox"/> State Property Accounting System (SPA)	

**Section III: Specify the access levels for each desired system below.**

**1. USAS — Select the payment voucher and/or payroll access type for each document you are requesting access to.**

Document	Create	Release / Approve	Document	Create	Release / Approve	Document	Create	Release / Approve
Budget Entries	<input type="checkbox"/>	<input type="checkbox"/>	Deposit Corrections	<input type="checkbox"/>	<input type="checkbox"/>	Journal Vouchers	<input type="checkbox"/>	<input type="checkbox"/>
Payroll	<input type="checkbox"/>	<input type="checkbox"/>	Encumbrances	<input type="checkbox"/>	<input type="checkbox"/>	Revenue	<input type="checkbox"/>	<input type="checkbox"/>
Expenditures	<input type="checkbox"/>	<input type="checkbox"/>						

**2. SPA — Select one of the following security profiles:**  
**NOTE:** For more information, see the Security Profiles and Access to SPA Screens — Reference Chart.

**3. TINS — Select an online update access type AND additional security level.**

Check this box to request basic TINS inquiry access only.  
**NOTE:** Payroll information is confidential. Access should be limited for those requiring access to perform job duties.

Online update access type:  
 Additional security level option:

**4. HRIS — Select one of the following access types:**

**Section IV: Employee Acknowledgement**

As per Texas Administrative Code Chapter 202.20 and 202.70 - Security Standard Policy, by signing below, you understand that you are accountable for your actions relating to information resources and you agree that information resources shall be used only for intended purposes as defined by the state agency and consistent with applicable laws. You also acknowledge that you will comply with UTSA's security policies and procedures and have received, signed and have submitted a Confidential Tax/Vendor Information Agreement (CTIA) to Accounting Services along with this form. If given authorization to release documents, I acknowledge that I have received a copy of Section 5.61 of Title 34: Texas Admin Code and I understand the general requirements of claims processing and the significance of releasing a batch in USAS.

Employee Name (please print name):

Employee Signature:	Date:
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**Section V: Supervisor Acknowledgement**

By signing below you approve this request and acknowledge that you have validated the employee's access/maintenance request against assigned job responsibilities. Further, you will be responsible for promptly removing access in the event of an employee job change or resignation to assure access is timely revoked when access is no longer appropriate for the employee.

Supervisor Name (please print name):

Supervisor Signature:	Date:
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**Accounting Services Use Only**

Approved By (print name):	Date:
<i>Security Coordinator</i>	
<b>Signature:</b>	
Approved By (print name) :	
<i>Assistant Vice President, Financial Affairs/Controller</i>	
Signature:	Date: