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## Accounting and Safeguarding of Assets

### 40.10 Financial Accounting Management Information System (FAMIS) Access and Security

Issued: May 15, 1998

#### 1. Access

- 1.1 Employees requiring access to FAMIS must submit a written request, approved by their immediate supervisor, to the Security Officer (Manager of Accounting). The Security Officer will complete a FAMIS Authorization Request Form for each person considered for access and will submit the form to the Controller for approval.
- 1.2 Upon approval of the access request, the Security Officer will schedule a training session, during which the user will be provided the following:
  - a. FAMIS log on ID
  - b. FAMIS Security Procedures
  - c. FAMIS Security Statement of Responsibility (which they must sign)
  - d. Training on how to access and use the authorized screens
- 1.2 Users will be required to sign the FAMIS Security Statement of Responsibility ([Attachment 1](#)) each year in order to retain their access to FAMIS.

#### 2. Security

##### 2.1 Allegation of Security Breach

An allegation of a security breach will result in the suspension of access pending an investigation of the facts. If an allegation of a security breach is substantiated, additional actions will be taken.

##### 2.2 First Offense

The first offense will result in suspension of access up to 30 days. The offender will receive a written reprimand with copies distributed to the appropriate senior level executive, Dean or Director of the offender, and the Internal Audit Department. Also, a copy of the reprimand will be placed in the employee's personnel file. Other actions may be taken in accordance with the applicable federal and state law (Chapter 33, Section 1, Title 7 of the Texas Penal Code), depending on the severity of the security breach. The FAMIS Security Statement of Responsibility form will be signed for reaccess to FAMIS.

##### 2.3 Second Offense

Access will be denied for one year from the time the breach is discovered. Other actions may be taken in accordance with the applicable federal and state law (Chapter 33, Section 1, Title 7 of the Texas Penal Code), depending on the severity of the security breach. The FAMIS Security Statement of Responsibility form will be signed for reaccess to FAMIS.

##### 2.4 Third Offense

Access will be permanently denied. Other actions may be taken in accordance with the applicable federal and state law (Chapter 33, Section 1, Title 7 of the Texas Penal Code), depending on the severity of the security breach.

**Contact: Manager of Accounting**

- ▶ Human Resources
- ▶ Students
- InterCollegiate Athletics
- ▶ Academic Programs and Faculty
- ▶ Public Affairs and Development
  
- ▶ PVAMU Rules
- Travel Policies

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