Accessing Payroll Reports Online

In order to access Payroll Reports Online the following steps must be followed:

Gaining Access to the Imaging Site:

- Complete the FD-805 form (Financial Systems Access Request) which can be found at this link: http://finance.tamu.edu/fmo/ts/forms/fd-805.pdf
- Send the completed, signed original form to FAMIS Training and Security at MS 6000.
- Once the account has been set up you will receive an email with your userid and instructions.

Logging In and Viewing Reports:

Go to the Sign In screen at http://imgweb.tamu.edu. First time users must change their password by clicking the change password link and following the instructions. After resetting your password, sign in using your userid and your new password.
- When you are logged in, you should see the screen shown below. Make sure that under My Workplace, External is chosen.
- To find and view your reports, click on BPP Mainframe Reports.
• Click the drop down arrow in the BPP External Reports box to see the report listings. Select the report that you want to view and then click the search button.
- The listing of reports by date will appear at the bottom of the page. (You may have to scroll down to see all of them.)
- Click on the report title to open the report.
The report information will appear here. To print the report click the Printer icon.
This is a secure website so you must remember to close out of the screen and log off of the site. Click on close to close out of the screen where the reports appeared.
Click “Sign Out” on the next screen to successfully log off of the Document Imaging System.