

Payroll and Employee Benefits

KRONOS SYSTEM ACCESS REQUEST FORM

This form should be used to request or remove managerial access to the Kronos Time and Attendance system. Please complete this form, obtain appropriate signatures, and return it to Payroll & Employee Benefits, Ad Bldg G29. Approval of Managerial Licenses is limited. Licenses will be granted based on criteria including the number of employees to be supervised and exiting licenses in relation to department size.

1. Requested for:		ID#
Phone	Department Name	
		ne user should be removed from the security moved:
2. Please provide the Organiza	ation Number(s) that the user sh	ould have access to:
3. Please allow the user access	s to the following type(s) of emp	ployees:
[] Students & Grads-	- S1, S2, S3, S4	
[] Service Staff – A1	, B1	
[] Biweekly Part Tin	ne Personnel – B2, N2, TB	
[] Non-Exempt Perso	onnel – N1	
[] Professional/Facul	lty - P1, P2, P3, P4, P5, F1, F2,	F3, F4, F5, TM, E1, E2
4. Grant security as: (Two type	es of access are available. Pleas	e select only one.)
	s. VIEW, EDIT, and APPROVE ding missed punches, vacation,	. Employee can edit and change attendance etc.
coordinates payro	ll data within the entire area, ca	security is to be granted to a specialist who an edit and change all punches, add vacation, on-line final approval to process data being
5. Effective Date:		
6. Supervisor/Department Hea	nd	Date
Payroll Approval:		Date