

RIT Department Contacts Listing

Instructions to Find the PRIMARY Kronos Contact for Overlapping Punches

- a. Log into Oracle, click on RIT On-Line Payroll Change Requests and then double-click on “Submit Requests.”
- b. The radio button for Single Request is the default. Click OK.
- c. Click in the ‘Name’ Field; click in the box with three dots; choose ‘RIT Department Contacts Listing’ (OR in the Name field, you may type RIT, hit Tab, and the report names will appear in a drop down menu).
- d. Click “Submit” – choose OK to the Caution box that pops up. Click the Refresh Data button periodically until the Phase says “Completed.” This takes less than 2 minutes.
- e. Click on “View Output.”
- f. A new window will open with a file showing the department number, primary contact name/email/phone number.
- g. Using the “Edit” – “Find on this page” feature, locate the department number of the overlapping punch.
- h. Save the file to your computer to view as needed or run it each time you need to reference it. Keep in mind that this table is updated on a regular basis, so the information does change.

***You may call any of the following numbers for help with running this report:
5-5984, 5-2382, 5-2381***