



Kronos Workforce Central Timecard Access - Security Request Form

PLEASE NOTE: RED indicates REQUIRED field

Submit completed/signed form to: <https://help.rit.edu>

A. SYSTEM ACCESS REQUESTED: Add user Change User Delete User | Limited supervisor access - View/sign-off only

Notes/Special Instructions:

Check all that apply: 1. Supervisor Access to Timecards (**Please complete entire form**, include required signature)

2. Access to your own Timecard (**Complete section B only**, include required signature)

If option 2 selected: Who will approve employee timecard: _____

B. USER INFORMATION:

Last Name _____ First Name _____ Middle Initial _____

Department Name _____ Building # _____ Room # _____

University ID _____ Contact Phone # _____

Computer User ID _____ (The username in Kronos will be the employee's RIT computer username; if the employee does not have a computer account, please contact the ITS Help Desk) 5-4357

C. DEPARTMENTS: Please list each 5 digit department number, or a range of departments, for which you require timecard access (e.g. 12300, 12310, 12320 or 12300-12399)

Choose one: New Account Add to existing Remove current departments and replace with following Remove Following

D. OBJECT CODES: Check each object code for which you require timecard access to, or select "All Object Codes"

<input type="checkbox"/> All Object Codes	<input type="checkbox"/> 70800 - PTMaint, Food Svc & Security	<input type="checkbox"/> 71300 - Student Co-Op
<input type="checkbox"/> 70400 - Adjunct Faculty	<input type="checkbox"/> 71125 - Other Grad Asst Hourly	<input type="checkbox"/> 71350/71250 - Student Work Study
<input type="checkbox"/> 70450 - FT Tech, Clerical & Secretarial	<input type="checkbox"/> 71130 - Grad Asst Hourly	<input type="checkbox"/> 71450 - On-Campus Comm FWS
<input type="checkbox"/> 70500 - Maintenance, Food Svc & Security	<input type="checkbox"/> 71135 - Grad Grading Asst Hourly	<input type="checkbox"/> Other: _____
<input type="checkbox"/> 70610 - PT Hrly Admin/Prof-Salaries	<input type="checkbox"/> 71140 - Grad Tech Asst Hourly	
<input type="checkbox"/> 70750 - PT Tech, Clerical & Secretarial	71000 - Temp	

Required Signature (Self-signed forms are not accepted)

Based on the selection(s) in section A above, my signature indicates my approval for the employee to have access to their timecard and/or have access to all timecards within the department(s)/object codes listed in section C & D above

Department Head/Manager (Print) _____

Department Head/Manager Signature _____ **Date** _____

Internal Payroll Use Only:

Completed By: _____ Date: _____