



# Kronos Workforce Central Timecard Access - Security Request Form

PLEASE NOTE: **RED** indicates **REQUIRED** field

Send completed/signed form to: [timekeeping@rit.edu](mailto:timekeeping@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: \_\_\_\_\_