



## 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 and 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 existing licenses in relation to department size.

1. Requested for:  ID #:

Phone:  Department Name:

If this license request is replacing another user's access and the user should be removed from the security table for your area, please enter the employee's name to be removed:

2. Please provide the Organization number(s) that the user should have access to:

3. Please allow the user access to the following type(s) of employees:

- |   |   |
|---|---|
| <input type="checkbox"/> Students & Grads- S1, S2, S3, S4         | <input type="checkbox"/> Service Staff- A1, B1  |
| <input type="checkbox"/> Biweekly Part Time Personnel- B2, N2, TB | <input type="checkbox"/> Hourly Professional- H1, H2, H3, H4, H5                                      |
| <input type="checkbox"/> Non-Exempt Personnel- N1                 | <input type="checkbox"/> Professional/Faculty: P1, P2, P3, P4, P5, F1, F2, F3, F4, F5, TM, TF, E1, E2 |

4. Grant security as: (Two types of access are available. Please select only one.)

*Managerial Access: **VIEW, EDIT, and APPROVE.** Employee can edit and change attendance data to include adding missed punches, vacation, etc.*

*Area Coordinator: Grant **TOTAL ACCESS.** This security is to be granted to a specialist who coordinates payroll data within the entire area, can edit and change all punches, can add vacation, etc., and has been assigned the responsibility for online final approval to process data being reported.*

5. Effective Date for Access:

6. Supervisor/Department Head:  Date:

Payroll Approval  Date:

**Return form to: Payroll and Employee Benefits, Administration Building, Room G29 OR Fax 5-6612  
OR email: PEB@bsu.edu**