

Kronos Supervisor Access Request Form

This form is to be submitted to request new access or changes on an existing Kronos user's access profile.

Date:

Request Type: New Access Change Existing Access Delete Access

Access Type: View Only View and Edit View, Edit and Approve

Supervisor/Approver Name: Phone Number UMID #:

Back-up Approver Name: Phone Number UMID #:

I need to access:

Department Number: Department Name:

Sub-Dept Number: Sub-Dept Name:

Timekeeping Approval Group Number(s):

OR

Employee Name	UMID
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Employee Name	UMID
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Employee Name	UMID
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Department Head Name

Department Head Approval