

## Request for Additional Kronos Access

In addition to the basic access granted to each employee and supervisor (if applicable), business officers can request either 'assistant timekeeper' or 'lead timekeeper' access for select employees.

**Special Note:** Per the information offered by the business officer on this form, the employee's increased access will be limited to the department(s) or budget center expressly listed on this form.

Please refer to the two levels of Kronos access in the chart below.

	Assistant Timekeeper	Lead Timekeeper
Add, change, delete employee punches	✓	✓
Edit paycodes in timecard(s)	View Only	✓
Make transfers on timecard(s)	✓	✓
Approve timecard(s)	✓	✓
Remove their own timecard approval	✓	✓
Provide sign-off on timecard(s)	No	✓
Remove sign-off on timecard(s)	No	No
Access and run reports	✓	✓
Add a schedule for an employee	✓	✓
Add a paycode to a schedule	No	✓
Add a shift to a schedule	✓	✓
Manage time-off request(s)	No	✓
Submit a time-off request as an employee	No	✓

***I request that this employee be granted access to perform limited additional timekeeping actions for limited areas, per my selections on the form below.***

Employee name:

Employee email:

Role being requested:      Assistant Timekeeper      Lead Timekeeper

Access List:  
(Departments  
and/or  
Budget Centers)

Business Officer Name

Business Officer's Signature

Date