

CALIFORNIA INSTITUTE OF TECHNOLOGY

Kronos System Responsibilities Access Request

ADD <input type="checkbox"/>	CHANGE <input type="checkbox"/>	DELETE <input type="checkbox"/>			
Employee <input type="checkbox"/>	Temporary <input type="checkbox"/>	Student <input type="checkbox"/>	Consultant <input type="checkbox"/>	_____	Other _____
(company name)					
TO BE EFFECTIVE:	Beginning date: ___/___/___	Ending date: ___/___/___		OR	check if regular staff <input type="checkbox"/>
User Information:					
Name: Last _____	First _____	Middle _____			
Mail Code: _____	E-Mail: _____	CALTECH ID# _____			
Phone Ext. _____	FAX _____				
Department _____					
Department Supervisor _____			Phone Ext. _____		

**CHOOSE ONLY ONE:**

- PAM No View Wages
- PAM - View Only
- PAM, MGR, & SUP
- PAM Assign Schedule
- Payroll Kronos Admin
- Caltech SA
- Caltech IT

\*Department Org Codes needed by user:

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REQUESTED BY: \_\_\_\_\_ Phone ext. \_\_\_\_\_  
(please print name)

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APPROVED BY:

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
Margaret Ory

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