

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:

REQUESTED BY: _____ Phone ext. _____
(please print name)

APPROVED BY:

Signed: _____ Dated: _____
Margaret Ory
