

CITY OF WINSTON-SALEM
REQUEST TO CHANGE KRONOS (TIMEKEEPING SYSTEM) ACCESS AND LABOR REPORTS

DEPARTMENT: _____

CHECK DELIVERY CODE(S): _____

If you are only making a change to the distribution of your Labor Reports, you can skip to **SECTION II**.

SECTION I. KRONOS ACCESS - This section only needs to be completed if adding, changing, or removing Kronos access

ROLES

HR Assistant Only – Handles some HR tasks and is allowed to see salary information such as Labor Reports for the department. They do not enter employee’s time.

Timekeeper Only – Enters employee’s time (could also be a backup) but is NOT allowed to see salary information for the department.

HR Assistant/Timekeeper – Enters employee’s time and is allowed to see salary information such as Labor Reports for the department.

Type of Change (Check appropriate box below)	List Name of Person	Assign Kronos Role	Additional Information
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change		(Check One Below) <input type="checkbox"/> Main <input type="checkbox"/> Back-up (Check One Below) <input type="checkbox"/> HR Assistant Only <input type="checkbox"/> Timekeeper Only <input type="checkbox"/> HR Assistant/Timekeeper	*Kronos Icon on Desktop? <input type="checkbox"/> Y <input type="checkbox"/> N City Employee <input type="checkbox"/> Y <input type="checkbox"/> N Temp Agency Hire <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change		(Check One Below) <input type="checkbox"/> Main <input type="checkbox"/> Back-up (Check One Below) <input type="checkbox"/> HR Assistant Only <input type="checkbox"/> Timekeeper Only <input type="checkbox"/> HR Assistant/Timekeeper	*Kronos Icon on Desktop? <input type="checkbox"/> Y <input type="checkbox"/> N City Employee <input type="checkbox"/> Y <input type="checkbox"/> N Temp Agency Hire <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change		(Check One Below) <input type="checkbox"/> Main <input type="checkbox"/> Back-up (Check One Below) <input type="checkbox"/> HR Assistant Only <input type="checkbox"/> Timekeeper Only <input type="checkbox"/> HR Assistant/Timekeeper	*Kronos Icon on Desktop? <input type="checkbox"/> Y <input type="checkbox"/> N City Employee <input type="checkbox"/> Y <input type="checkbox"/> N Temp Agency Hire <input type="checkbox"/> Y <input type="checkbox"/> N

* If Kronos Icon is not currently on desktop, open a help desk call with the IS Department.

SECTION II. LABOR REPORTS – This section only needs to be completed if you are making a change to the distribution of your Labor Report. If you do not need your Labor Reports emailed, write DO NOT E-MAIL below.

Add/Change HR Assistant/Timekeeper to: _____

Add/Change Supervisor to: _____

Department Head Approval: _____ **Date:** _____