Caltech

Kronos System Responsibilities Access Request

ADD o   CHANGE o   DELETE o

Employeeo   Temporaryo   Studento   Consultanto _____ Other_____
(company name)

TO BE EFFECTIVE: Beginning date: ____/____/____
                    Ending date: ____/____/____   OR   check if regular staff o

User Information:

Name: Last_____ First _____ Middle_____

Mail Code:_____ E-Mail:_____ CALTECH ID#_____

Phone Ext. _____   FAX_____

Department_____

Department Supervisor _____ Phone Ext._____

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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)
_____

APPROVED BY:

Signed:_____Dated:_____
Margaret Ory

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