

KRONOS Supervisory Rights Access Form

The purpose of this form is to grant supervisory rights access to those supervisors/managers who will be responsible in overseeing, monitoring and approving timecards. Once access has been granted, you will have admission to the whole location division. Your confidential discretion is strongly advised. Please complete form and submit to Payroll Services: Payroll@luc.edu Please allow 1-2 weeks for processing.

New access

Replace existing access

Append to existing access

Is this approver replacing another? YES NO

If yes, name of old approver:

Should supervisory right be removed from the old approver? YES NO

Employee ID:

Approver Job Title:

Approver Name:

Approver Signature*:

Location No.:

Location No.:

Additional
Comments:

Supervisor Name:

Supervisor Signature*:

**By signing this form you agree in taking full accountability and responsibility in approving timecards in a timely manner every payperiod.*

Do Not Write Below This Line

Payroll Office Use Only

Misc. Code:

Department Access:

HR Change Date:

KRONOS Update: