

# UAB Campus Kronos - Timekeeper/Editor Access Request Form

This form should be used to add, remove or update Timekeeper/Editor access in the Campus Kronos system. Approval of Timekeeper/Editor licenses are limited based upon the number of active nonexempt employees within an Organization using the Campus Kronos system. Organizations are granted two (2) Timekeeper/Editor licenses for the first 25 nonexempt employees and one (1) additional license for every additional 25 nonexempt employees using the Campus Kronos system.

### Department Contact Information:

Department Contact:  Organization/Department Name:

Contact Email:  Contact Phone:  Fiscal Officer:

### Campus Kronos Access Information:

Campus Kronos Timekeeping Training Class Attendance/Completion Date:	<input type="text"/>
Effective Date:	<input type="text"/>
Employee Name:	<input type="text"/>
Employee Email:	<input type="text"/>
Employee ID #:	<input type="text"/>
Employee Phone:	<input type="text"/>
Action Requested:	<input type="text"/>
Org Code # From:	<input type="text"/>
Org Code # To:	<input type="text"/>
Comments/Notes	<input type="text"/>

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Org Code # From:	<input type="text"/>
Org Code # To:	<input type="text"/>
Comments/Notes	<input type="text"/>

### Authorized Signature: *(Form must be signed by authorized Fiscal Officer before access will be granted)*

School or Central Administration Fiscal Officer \_\_\_\_\_

Please Fax (205) 975-7417 or scan and email (instructeam@uab.edu) signed request form. Employee and Department Contact will be notified, via email once Timekeeper/Editor access has been granted.