



Request for Access to Kronos  
Send completed request to:  
Christy Coddington, Data Custodian  
Payroll Department  
205 Business Services Building Campus 4215

**Privacy & Confidentiality:** As an employee at the University of Georgia, I am aware that the data and materials to which I have access are to be treated in a professional and confidential manner. This information will be used only in the conduct of official internal business of the University of Georgia and may not be disclosed to any third party. Furthermore, I understand that I am not to remove any sensitive data from my office, in paper or electronic format, unless specifically authorized to do so.

**Passwords:** I understand that UGA policy prohibits the sharing of passwords and accessing systems using another user's account. Additionally, a password must not be stored in a manner which allows unauthorized access.

---

**Access Level Requested** (select one)

- **Unit Supervisor:** Select for front-line supervisor. Allows supervisor to access employee's time card and make corrections.
- **Unit Payroll:** Select for payroll/business staff. Provides unit supervisor access, as well as the ability to process payroll.
- **Unit Approver:** Select for employees who approve payroll. Provides unit supervisor and unit payroll access, as well as the ability to approve payroll. Provides payroll sign off functionality.

\_\_\_\_\_  
Employee Name (First, MI, Last)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
UGAID (81X#)

\_\_\_\_\_  
Home Department Number (3-Digits)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Home Department Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

The employee identified above is required to access the Kronos system in performance of their official duties. This employee will be trained on the Kronos system by other supervisors and/or Training and Development.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date