



# WESTERN MICHIGAN UNIVERSITY

## Kronos Timekeeper Report Authorization

**\*\* You must be a Kronos timekeeper or Kronos supervisor to gain access. \*\***

(Please print and return to Todd Mossman, Human Resources – mailstop 5217, fax 7-3441)

<b>Access Requested For:</b>	
Name:	
<b>Area Requested For:</b>	
List the Department, College or Executive area for which the information is needed:	
<input type="text"/>	
<b>Report Overview:</b>	
<u>Population:</u> Student and temps job data for cost centers approved in Kronos	
<u>Data includes:</u> Name, Title, Employee Id, WIN, Jobcode, Grade, Step, Comp Rate, Annual Base Pay, Combination code, FICA Status, Work Study, I9 Form Dt	
<b>Responsibilities with access:</b>	
<ol style="list-style-type: none"> <li>1. Understanding the data: Use the data dictionary. Ask questions.</li> <li>2. Distribution of data: Can only be done within your department, as appropriate. Data may not be emailed due to security concerns.</li> <li>3. Data must be kept in a secure location that only the authorized employee has access to.</li> <li>4. Disposal of data: Delete unused data. Delete all data for a PC moving to another employee.</li> </ol>	
The above-named employee has been informed of, and accepts the responsibilities for the Information provided as an employee of Western Michigan University. He/she understands that this information is for use in administrative support. Any other uses of this information are strictly prohibited. He/she understands that improper or illegal use may result in the termination of access and that he/she may be subjected to disciplinary action up to and including termination of employment.	
<b>Signatures:</b>	
Employee (sign & print):	Date:
Authorized Department Approval (sign & print):	Date: