

Kronos Timekeeper/Supervisor Form

Check one box:

Replace Existing Form

New Department Form

Check all that apply:

Add a Department(s)
Change Supervisor

Delete a Department(s)
Change Timekeeper

Department					
Number:			Name:		
Timekeeper (new)					
Name:				Phone:	
Email:					
If changing Timekeepers please provide the previous Timekeeper's name:					
Add: Del.: Dept.:			Add: Del.: Dept.:		
Add: Del.: Dept.:			Add: Del.: Dept.:		
Add: Del.: Dept.:			Add: Del.: Dept.:		
Add: Del.: Dept.:			Add: Del.: Dept.:		
Add: Del.: Dept.:			Add: Del.: Dept.:		
Supervisor (new)					
Name:				Phone:	
Email:					
If changing Supervisors please provide the previous Supervisor's name:					
Add: Del.: Dept.:			Add: Del.: Dept.:		
Add: Del.: Dept.:			Add: Del.: Dept.:		
Add: Del.: Dept.:			Add: Del.: Dept.:		
Add: Del.: Dept.:			Add: Del.: Dept.:		
Add: Del.: Dept.:			Add: Del.: Dept.:		
Effective Date: (mm/dd/yyyy)					
Authorized Signature:				Date:	

Print, Sign, Date and then fax form to the Payroll Department at 387-2937 or hand deliver.

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