

## KRONOS APPROVAL DELEGATION

This form gives Payroll the authorization to perform the Kronos "Approval" for the department listed below. Separate forms are required if more than one pay period is being requested.

- 1) Forms must be signed and dated with a contact phone number or it will be returned.
- 2) Fax completed forms to the Payroll Department at 387-2937 or hand deliver to the Payroll Department.

Department Name:

Pay Period Number:

Pay Period Beginning Date: (mm/dd/yyyy)

Pay Period Ending Date: (mm/dd/yyyy)

Name:

Signature:

Date:

Phone:

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

Rev. 08/07  
07/22/19