



WESTERN MICHIGAN UNIVERSITY

Kronos Timekeeper Report Authorization

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

Access Requested For:	
Name:	
Area Requested For:	
List the Department, College or Executive area for which the information is needed: <input type="text"/>	
Report Overview: You must be a Kronos timekeeper or Kronos supervisor to get access. <u>Population:</u> Student and temps job data for cost centers approved in Kronos <u>Data includes:</u> Name, Title, Employee Id, SSN, WIN, Jobcode, Grade, Step, Comp Rate, Annual Base Pay, Combination code, FICA Status, Work Study, I9 Form Dt	
Responsibilities with access: <ol style="list-style-type: none">1. Understanding the data: Use the data dictionary. Ask questions.2. Distribution of data: Can only be done within your department, as appropriate. Data may not be emailed due to security concerns.3. Data must be kept in a secure location that only the authorized employee has access to.4. Disposal of data: Delete unused data. Delete all data for a PC moving to another employee.	
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.	
Signatures:	
Employee (sign & print):	Date:
Authorized Department Approval (sign & print):	Date: