

**Indiana State University
Payroll Office**

**Access Authorization for the UKG Time and Attendance
System**

User Information:

First Name: _____ Last Name: _____

University ID: _____ User's Home Department (Banner Org Number): _____

Person completing form if different from above: _____

Required Access:

Access to orgs under a different Department Head must be submitted on separate forms. If access is needed as a backup timekeeper for another org, the Delegate Authority option must be used. Details here:

<https://www.indstate.edu/payroll/kronos/kronos>

Banner Org #:

Department or Off Campus Agency Name:

Type of access required (Check all that apply):

- Non-Exempt Staff Payroll
- Student/Graduate Assistant Payroll
- Student Payroll Time Entry Assistant (no approval rights)
- Remove All Access

Department Head Authorization:

I authorize the employee designated above to be granted access to the employee records for the above-named department(s) or off-campus agency on the UKG time and attendance system at Indiana State University. I understand that approvals and sign-off are required for payroll processing, and that modification to clocked times on a time card requires an explanatory comment. I understand my responsibility to provide the Payroll Office with a new authorization form in the event any changes to the above information or desired access are appropriate.

Department Head Name (Printed):

Department Head Signature:

Date:
