



**Kronos Workforce Central Time & Attendance
New User/User Change Request Form**

Date of Request:	_____	User Name:	_____
Requesting Department:	_____	User Title:	_____
Requesting Department O/DD:	_____	Payroll ID:	_____

Please describe what the user will be using WFC for so that we may set the user up with the permissions s/he will need. (If this is a current user who needs a change, describe all of the user's WorkForce needs even if they already have some permissions as there may be an additional screen the user could use).

O/DD signature

Date

Please send original request to Finance for processing.

Finance Office Use Only:

Sr Finance Director

Date

Financial System Analyst

Date

Finance Office System Administrator User Setup Only:

WFC Role Determined:

- | | |
|---|----------------------------------|
| View Only | Employee w/Advanced Scheduler |
| Employee | Editor w/Advanced Scheduler |
| Employee Self-Edit General | Manager w/Advanced Scheduler |
| Editor | Advanced Scheduler Administrator |
| Manager | |
| Payroll Administrator (Finance EE only) | |
| Server Administrator (Finance EE only) | |
| System Administrator (Finance EE only) | |
| RC Biometric Enroller | |