



# REQUEST FOR TKC/Kronos ACCESS

Please print clearly or type requested information and return to:

Cindy Boone, Payroll Department (x6-2457), CPC Accounting, Building 15.

User Name: \_\_\_\_\_  
Please print legibly

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Bldg/Rm: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Do you have an existing Cal Poly Corporation account for TKC/Kronos Timekeeping System?  Yes  No

If you answered "Yes" above, please list usernames for existing accounts:

Access to TKC/Kronos Timekeeping System can be granted based on a department or list of specific funds or ranges. Please list below:

List of Org Keys to be accessed: List all keys that you already have access to and any additional account requests.	Org Key #	Supervisor

(Attach additional pages, if necessary)

**TKC/Kronos Account Information & Agreement with User:**

All logon accounts require authorization by CPC accounting staff or management. Once access is approved, you will be provided with logon information. Questions regarding system functionality should be directed to your CPC point of contact. Technical problems should be directed to the IT Help Desk at x6-5900.

**Responsibilities Associated With Access to Cal Poly Corporation Systems:**

1. Data to which you have access in the conduct of legitimate CPC business may not be used for any other purposes, nor may you pass it on to any other person, in any form, for any purpose other than legitimate CPC business.
2. You are responsible for the security of the data to which you have access. This includes your adherence to CPC-wide and departmental policies regarding access to data, keeping data, storage media, and printouts in secure locations, periodically changing passwords, not sharing passwords, and ensuring your workstation is not accessible to others who do not have legitimate access to it when you are not physically present.
3. If you witness an actual or suspected breach of security, you should report the incident immediately to your supervisor or the Director of IT.

*I have read and agree to adhere to the aforementioned responsibilities. I understand that access to the CPC's computer systems is a privilege that may be restricted or revoked if misused. I also understand I am not allowed to enter/edit my own time or hours. I understand that failure to comply can result in disciplinary action up to and including termination.*

User's signature: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(It is the responsibility of the Supervisor to notify Payroll if the user access should be changed or removed.)

..... FOR INTERNAL USE ONLY .....

ACTION	√	ORG KEY	√	GLOBAL ACCESS	√	CONNECTION	√	APPROVAL	√
New									
Change									
Delete									
Add									

Payroll Sup. Signature: \_\_\_\_\_ Date: \_\_\_\_\_ CFO Signature: \_\_\_\_\_ Date: \_\_\_\_\_