

TIME EDITOR ACKNOWLEDGEMENT AND ACCESS AUTHORIZATION

(Return to Payroll)

Please read and complete in order to be granted Time Editing access to the Kronos system.

I understand and acknowledge the demand for maintaining the integrity and confidentiality of employee records. I understand that the release of such records requires careful consideration. I understand that some personnel records and information may not be disseminated without the express permission of the employee because of the employee's right to personal privacy. Other records must be produced as required by law. I also understand there is potential liability and harm in the wrongful dissemination or wrongful withholding of personnel records. Accordingly, I agree to adhere to the following guidelines:

- 1 Supervisors may access the time entry records of the individuals they supervise when access is related to the performance of the supervisor's normal responsibilities and duties. Further dissemination of the records by the supervisor shall be limited to those individuals necessary to the furtherance of the supervisor's responsibilities and duties.
- 2 All subpoenas, Open Records, and Production of Documents requests received concerning time worked shall be forwarded to the Finance Department, Payroll Division. These should be forwarded immediately as there are legally imposed time requirements in which to respond.
- 3 Upon written authorization of an employee specifying exactly what he or she authorizes to be released to a third party, the release can be made by the Finance Department. Persons accessing information must verify the authenticity of the release. Releases must be dated and will be valid for a maximum of thirty (30) days.
- 4 Personnel information, including time entry, shall not be accessed or released for non-business, personal or curiosity reasons. Any question as to whether to release records should be raised and answered by the Payroll Division prior to any release.
- 5 Any employee who violates any of these policies or guidelines will be subject to disciplinary action, up to and including termination.

TIME EDITOR SECURITY ACCESS

*Time editors have the ability to edit and approve timecards, enter and change schedules and view timecard detail.
I understand that all edits must have written (Pre-payroll Adjustment Form) or electronic supporting documentation. The retention period for supporting documentation is four (4) years.*

Please Print:

Employee Name: _____ Employee ID #: _____
Department Name: _____ Employee's Pay Location: _____

Access to Pay Locations

List each pay location individually. If more space is needed, please attach another sheet.

Editor is approved to run employee timecard reports: Yes: _____ No: _____

Employee Signature: _____ Date: _____

Department Head/Elected Official: _____ Date: _____