

UKG/Kronos Manager Access Request Form

Reason For Request - Please select One and use the OTHER field for any notes or additional information
- Please use a separate form for Removing and Adding access to the same employee

NEW - Adds Manager/Timekeeper Role and Access to a new or existing employee

UPDATE ADD - Adds Company, Dept-Site, Adv Scheduler, Analytics access to existing manager

UPDATE REMOVE - Removes Company, Dept-Site, Adv Scheduler, Analytics from existing manager

REMOVE MANAGER ACCESS - Removes Manager/Timekeeper Role from existing manager

OTHER - Please Provide Details Below

Primary Role: Manager-GDAP (PTO Approval) Timekeeper (No PTO Approval)

Additional Role(s): Advanced Scheduler Analytics

* **UKG/Kronos Employee ID:** (One employee per form)

* **UKG/Kronos Employee Name:**

Company Code Access: (Example FLT, BAY, OAK, Etc)

Department Code Access: (Format as Dept-Site: #####-#####)

[Check Here to Choose All Departments](#)

* Required Field

This form can only be submitted by Payroll or Advanced Schedule/Analytics SME's.
If you are not in one of these roles please send to the proper personnel for review/submission or
your request will be denied by the Service Desk.

I have verified that the employee has completed required Kronos training

If SUBMIT FORM button does not function
please download the completed form and email
to itservicedesk@mclaren.org