

## Kronos Manager Access Form

**Instructions:** This form is for the authorising manager to request delegation or termination of Kronos manager access; consistent with Monash Health policies and procedures.

All new Kronos managers are required to read and accept Monash Health's policies and procedures in relation to Kronos Access and use, including but not limited to:

- System Access - Procedure
- Manager Access Audit - Procedure
- Leave Management - Procedure
- Scheduling Roster - Procedure
- Kronos Scheduling System - Operational Policy
- Kronos Scheduling System - Policy Background
- Time and Attendance - Procedure

### Kronos Manager Access

Name of employee requiring access		Employee number	
Preferred contact details		Position	
Request type	Please Select Request Type		
Effective start/change access date		Temp or Perm access	Please Select Access
Access level – Full Manager/ Shift Manager	Please Select Access		Effective end access date

Add cost centres												
Keep cost centres												
Delete cost centres	Select											

**Are you the leave approver for the above cost centre/s?**

*Note: Only allowed 1 manager per cost centre. If yes is chosen, then the existing "approving (reports to)" manager will be replaced.*

Please Select

Supporting comments	
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***I have read and accepted Monash Health's policies and procedures in relation to Kronos Access and Use:***

Signature of Employee requiring access

Signature date

### Authorising Manager

***I am duly authorised to approve this Kronos Manager Access form and have ensured adherence to Monash Health policies and procedures, including but not limited to the Delegation of Authority Implementation Tool and Kronos Access and Use policies and procedures listed above.***

Signature of authorising manager (must not be self-approved)

Print name and employee number

Position

Signature date

**Please email this form to [scheduling@monashhealth.org](mailto:scheduling@monashhealth.org)**