

KRONOS/AESOP ADMINISTRATOR REQUEST FORM



An administrative login is used to access site-level employee timecard and/or absence records. Please complete the information below for login/password assignment. Review Computer Policy 3.50 – Users are responsible for safeguarding their passwords and should not share with others.

ADMINISTRATOR INFORMATION

Date: _____ **Application:** Kronos Aesop

Employee Number: _____

Employee Name: _____
Last Name
First Name
MI

Position Title: _____

School/Department Name: _____

School/Department Cost Center: _____

School/Department Phone: _____

Email Address: _____

ACCESS INFORMATION

Please list cost center (s) and/or employee group.

| ENTER SCHOOL/DEPARTMENT COST CENTER (S) | SELECT EMPLOYEE GROUP |
|---|---|
| <input type="checkbox"/> | <input type="checkbox"/> All Employees |
| <input type="checkbox"/> | <input type="checkbox"/> CNPs |
| <input type="checkbox"/> | <input type="checkbox"/> Custodians |
| <input type="checkbox"/> | <input type="checkbox"/> Paraprofessionals/Teachers |
| <input type="checkbox"/> | <input type="checkbox"/> Semi-Monthly Employees |
| <input type="checkbox"/> | <input type="checkbox"/> Monthly Employees |

Send completed form to: HR System Support – email @ hrss@mcpss.com or fax @ 221-0012.

Authorize by: _____
Supervisor/Department Head

Date: _____