

REQUEST FOR KRONOS MOBILE ACCESS

IMPORTANT: *Students and Temps Only* The appropriate VPN access is required to access Kronos mobile remotely. Please provide the NSU service manager ticket number of the submitted VPN request to OIIT.

Service Manager Ticket Number: _____

ACTIVATE TERMINATE

DATE OF REQUEST: _____

EMPLOYEE NAME: _____

EMPLOYEE NSU ID: _____

EMPLOYEE EMAIL: _____

SUPERVISOR NAME _____

SUPERVISOR EMAIL: _____

SUPERVISOR PHONE: _____

DEPARTMENT: _____

ACTIVITY CODE: _____

***JOB NAME/NUMBER:** _____

**Note: Multi-job employees are not eligible for mobile access*

DURATION OF ACCESS:

START DATE: _____

END DATE: _____

***Note: ACCESS is only granted for the duration of this job. Access will be terminated when position terminates. Mobile cannot be used for any other job unless previously approved by Payroll.**

REASON FOR REQUEST:

I attest that the Employee and Supervisor must approve time at the end of every pay period.

I attest that the department will be responsible for monitoring usage.

Employee Signature: _____ Date: _____

Supervisor/Coordinator Signature: _____ Date: _____