Assigning Campus Kronos Time Editor Access

The **UAB TEL Campus Kronos Responsibility** in the Oracle Administrative System once assigned, grants employees access to the Campus Kronos Time Editor functions in the Campus Kronos System. Time Editor functions include reviewing and updating of employee timecards, as well as generating ad hoc reports within the Campus Kronos System. The **UAB TEL Campus Kronos Responsibility** also gives Time Editors view only access to Oracle TEL documents within the Oracle Administrative Systems based upon their assigned organizational code/range access in the Campus Kronos System.

Campus Kronos Time Editors will use the **UAB TEL Campus Kronos Responsibility** when reconciling Kronos Timecards with Oracle TEL documents for a bi-weekly pay period.

As with other UAB Administrative Systems, access to the **UAB TEL Campus Kronos Responsibility** can be requested via the Access Control Form (ACF) in the Oracle Administrative System. Once approved, Time Editor access in the Campus Kronos System will be granted within two business days. Access in the Oracle Administrative System will be available no later than the next business day.

Below are the instructions on how to request the **UAB TEL Campus Kronos Responsibility** using the ACF.

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**Oracle Responsibility** > **Form**

- UAB HR Officer > Access Control Form
- UAB GA End User > Access Control Form
- UAB GL End User > Access Control Form

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**Requesting New Campus Kronos Time Editor Access**

The ACF opens on the **HR tab**. To add the responsibility, the action will need to take place on the **Finance tab**.
To add the responsibility, select the down arrow in the **Requested Changes** region. Select the **UAB TEL Campus Kronos Responsibility**.

Selecting **Add Row** moves the responsibility to the **Requested Changes** region. The **Start Date** defaults to the current date, but it may be future dated. A calendar icon is available to facilitate entering the date.

Notice that an **Org** icon appears in the **Requested Changes** region. Select the **Org** icon to open the **Org Range** selection box.

An **Org Range** must be selected for the **UAB TEL Campus Kronos Responsibility**. If an **Org Range** is not selected, an error message will appear when the **Submit** button is selected.
Click the **Add** button to add the **Org range** to the ACF form, and repeat that step if necessary.

When selecting multiple **Org ranges**, they must be selected one at a time. Only one radio button can be selected at one time on the **Search and Select** form.

Select **Submit** to process the Finance ACF document. This ACF form must be completed before another FN ACF document can be submitted. However, an HR ACF document can be processed on the same individual.
After submitting the document, the Finance Document Number will pre-populate. In order to track the status of the document, this number will be required.

The Action Log will show the status of the FN ACF document in the workflow. The requestor of the document will receive an email approval notification once the document has been completed.
Updating Existing Campus Kronos Time Editor Access

To add or replace an existing Time Editor’s org code access, an FN ACF document must be processed and approved.

Select the **UAB TEL Campus Kronos Responsibility** in the **Current Responsibilities** region. Then, click on the arrow (>) to move the responsibility to the **Requested Changes** region.

Once the responsibility has been moved to the **Requested Changes** region, select the folder to the right of the responsibility titled **Org** in order to bring up the list of Org’s currently assigned to the user.

Select the **Org**’s needing to be disabled, and check the **Disable** box. Click the **Save** button to save these changes.
Once the information has been updated to reflect the changes, select **Submit** to process the FN ACF document. This ACF form must be completed before another FN ACF document can be submitted. However, an HR ACF document can be processed on the same individual.

After submitting the document, the Finance **Document Number** will pre-populate. In order to track the status of the document, this number will be required.

The **Action Log** will show the status of the ACF document in the workflow. The requestor of the document will receive an email approval notification once the document has been completed.
Disabling/Removing Campus Kronos Time Editor Access

To remove an existing Time Editor’s Org code access in the Campus Kronos System, an FN ACF document must be processed and approved.

When an employee is terminating or transferring to a different assignment Org, the current Org access in UAB Campus Kronos System must be disabled prior to the completion of the ACT document within the Oracle Administrative System.

As with all assigned Oracle responsibilities, upon the effective date or the completion date (whichever date is the latest) of the ACT document, the UAB TEL Campus Kronos Responsibility will systematically be end dated.

Select the UAB TEL Campus Kronos Responsibility in the Current Responsibilities region. Then, click on the arrow (>) to move the responsibility to the Requested Changes region.

Once the responsibility has been moved to the Requested Changes region, select the folder to the right of the responsibility titled Org in order to bring up the list of Org’s currently assigned to the user.
Select the **Org**’s needing to be disabled, and check the **Disable** box. Click the **Save** button to save these changes.

Once the information has been updated to reflect the changes, select **Submit** to process the FN ACF document. This ACF form must be completed before another FN ACF document can be submitted. However, an HR ACF document can be processed on the same individual.

After submitting the document, the Finance **Document Number** will pre-populate. In order to track the status of the document, this number will be required.

The **Action Log** will show the status of the ACF document in the workflow. The requestor of the document will receive an email approval notification once the document has been completed.

**ACF Workflow**

Once the ACF document has been submitted and enters the workflow, the document will first route to Payroll Services for approval.

Once approved by Payroll Services, the document will route through the requested Org(s) departmental approval paths as defined via the **ACF WAM Form** with final approval by the School/VP Security Officer. Approvers will receive approval notifications via their Oracle personal worklist.

Once the FN ACF document reaches **Complete** status, the requestor will receive an email of final approval, and the **UAB TEL Campus Kronos Responsibility** will be available in the Oracle Administrative System within 24 hours, and access in the Campus Kronos system can take up to 2 business days following the completion of the document.