



uTIME (Kronos) Set up / Change Form

Add Remove Change

Employee Name		Personal #		
Effective Date		Department #	(Please find # from the list at the bottom)	
Position		Hourly Rate	Unpaid break (minutes)	
CC #		Employee View (Time Clock or/and Duration)	Project View(Duration)	
CFC #			Employee Stamp(Time Clock)	
Order #			Project and Stamp(both)	

Manager's Approval: _____ Date: _____

Manager's Name: _____ Phone #: _____

- Please note it might take 2-3 business days to be updated in HRIS and Kronos.

Department List

Department Name	Dept #	Department Name	Dept #
UTSC AACC - Get Started	5570	UTSC Food and Beverage Services Work Centre	5573
UTSC AACC - ECE and Career Dev	5584	UTSC IITS - Admin	5555
UTSC AACC - Advising and Learning Skills	5585	UTSC IITS - Application Dev	5556
UTSC Acad Print and Custom Publishing	5568	UTSC IITS - Client Services	5557
UTSC Athletics - Aquatic Staff	5576	UTSC IITS - Web and Design Tech	5558
UTSC Athletics-Equity Initiatives	5587	UTSC Library - Admin	5554
UTSC Athletics - Field Staff	5577	UTSC Lib-Circulation Desk	5560
UTSC Athletics - Fitness Staff	5578	UTSC Library - Col Man	5561
UTSC Athletics-Instructor	5579	UTSC Lib-DSU	5562
UTSC Athletics - Marketing	5599	UTSC Library - Liaison Librarians	5553
UTSC Athletics – Move U & Outreach	5586	UTSC Lib-Reference	5559
UTSC Athletics - Sport Program	5580	UTSC Miller Lash House	5567
UTSC Athletics - Tennis	5581	UTSC-OSEW-International Student Centre	5549
UTSC-Computer and Mathematical Science	5552	UTSC-OSEW-Student Experience Office	5551
UTSC CTL - AEHC	5600	UTSC-OSEW-Student Life Program	5550
UTSC CTL - AC313 Staff	5601	UTSC RCS - Conference Services	5569
UTSC CTL - Facilitated Study Group	5589	UTSC RCS - Green Path	5582
UTSC CTL - Other	5602	UTSC RCS - Summer Camps	5583
UTSC FM- Admin	5575	UTSC Athletics – Outdoor Recreation	5591
UTSC Student Housing and Residence Life	5605		