

RIT ORACLE RESPONSIBILITY

SELF-REQUEST KRONOS ON-LINE PAYMENT REQUEST INSTRUCTIONS

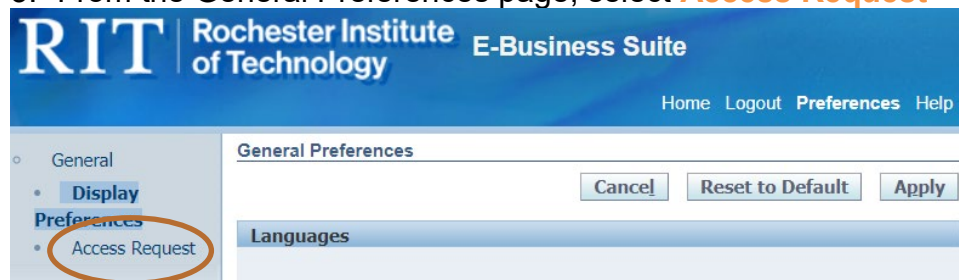
USER GUIDE
FALL 2021

Access to certain Oracle responsibilities is self-requested online from the main Navigation page after logging into Oracle. All regular employees can request access to various Oracle Self-Serve responsibilities.

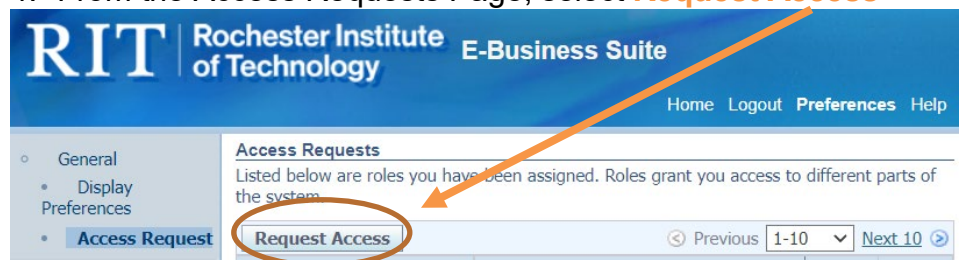
1. Log into Oracle <https://myinfo.rit.edu>
2. From the Main Navigation Page, select **Preferences**



3. From the General Preferences page, select **Access Request**



4. From the Access Requests Page, select **Request Access**



From the Select Roles Page – select the name of the responsibility for which you are requesting access. For this particular Kronos function, select **RIT On-Line Payroll Change Requests**. Click **Next**. (Please note: it may not be the first item in your list or even in the first page of choices)

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Select Roles Provide Justification Review

Request Access: Select Roles
Browse the role categories. Apply for roles by adding them to the list of selected roles. Step 1 of 3

[Browse Role Categories](#)

Miscellaneous

Miscellaneous

Select Roles:

Select All | Select None

Select Role	Description
<input type="checkbox"/> RIT On-Line Payroll Change Requests	RIT On-Line Payroll Change Requests

Selected Roles
Roles Added: 0

5. From the Provide justification screen - Provide a brief statement (30 characters max) for your request: **Student employee supervisor requesting this Kronos access**. This statement will be included in the Approval Notification to your supervisor. Click on **Next**.

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Select Roles Provide Justification Review

Request Access: Provide Justification
Provide justification for requesting each role you have selected. Step 2 of 3

* Indicates required field

Role	Description	*Justification	Remove
RIT On-Line Payroll Change Requests	RIT On-Line Payroll Change Requests	<input type="text"/>	<input type="button" value="Remove"/>

6. Review for accuracy. Click on **Submit**.

7. The new request now is listed as Pending on the Access requests screen. Once approved by your supervisor, you will see the new access when you log into Oracle.