

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 Navigatio	n Page, s	elect P	references	
RIT Rochester Instit	tute _{E-Bus}	siness	Suite	
			Logiut Preferences Help	
Oracle Applications Home Page			Logged In As CALPGD	
Worklist			Favorites	
Switch User	F	ull List	Personalize You have not selected any favorites. Please use the "Personalize" button to set up your favorite.	
From	Subject	Sent	tavontes.	
There are no notifications in this view.				
IIP <u>Vacation Rules</u> - Redirect or auto-respond Navigator	to notifications.			
	Persor	alize		

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)

RIT Rochester Inst of Technology	itute E-Business Suite	9	
		Home Log A	it Preferences Help
0			0
Select Roles	Provide Justification		Review
Request Access: Select Roles			
Browse the role categories. Apply for roles by a Browse Role Categories	dding them to the list of selected ro	Selected Role	Step 1 of 3 Ne <u>x</u> t
Miscellaneous Select Roles: Add To List	R	Roles Added	0
Select All Select None			
Select Role	Description		
RIT On-Line Payroll Change Requests	RIT On-Line Payroll Change Reque	ests	

 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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Sele	ect Roles	Provide Justification	Review			
Request Acce	ess: Provide Justifica	ation	2012012			
Provide justific * Indicates re	cation for requesting ea quired field	ach role you have selected. Cancel Ba	ck Step 2 of 3 Next			
Role	Description	*Justification	Remove			
RIT On-Line Payroll Change Requests	RIT On-Line Payroll Change Requests		2			

- 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.