

MyTime Access Request How-To Guide

Use these steps when completing the MyTime Supervisor Access Request Form. Select the option that best fits your situation.

Payroll Reporter New Access Instructions

If you or the supervisor do not currently have access (or did not have access in Kronos), select “Set up new access” and complete the following fields:

- Supervisor ID: Enter the supervisor’s ID number.
- Name: Enter the supervisor’s full name.
- Job Title: Enter the supervisor’s job title.
- Org ID: Enter the Org ID(s) for the department(s) you support.

Is there an existing supervisor with MyTime access you would like us to copy for this supervisor?

☐ Yes ☐ No

- If Yes: Another dropdown will appear — enter the UNID of the supervisor whose employees you need access to.
- If No: A dropdown will appear — enter all department ID(s) the supervisor will need access to.

Once all fields are complete, click the Authorize button and submit the form.

Payroll Reporter Edit Existing Access Instructions

If the supervisor had access in Kronos but needs to update their access to MyTime — or gain access to employees outside of their reporting lines — select “Edit Existing Access” and complete the following fields:

- Supervisor ID: Enter the supervisor’s ID number.
- Name: Enter the supervisor’s full name.
- Job Title: Enter the supervisor’s job title.
- Org ID: Enter the Org ID(s) for the department(s) you support.

☐ Replacing the supervisor’s current access?

If you select “Replacing,” a dropdown will appear asking: “Is there an existing supervisor with MyTime access you would like us to copy for this supervisor?”

- Select Yes to enter the supervisor’s ID you wish to copy.
- Select No and enter all department ID(s) you need access to.

☐ In addition to the supervisor's current access (will also keep current access)

If you select "In addition," enter all department ID(s) the supervisor needs to see in MyTime.

Once all fields are complete, click the Authorize button and submit the form.

Helpful Tips:

- If you select "Set up new access" and the supervisor already has access, you will receive an error message.
- The same will occur if you select "Edit existing access" and the supervisor does not currently have access.

Form Link: <https://www.hr.utah.edu/jiraforms/MyTimeaccess.php>