



NORTHWESTERN  
UNIVERSITY

## Request for Personal Query in Kronos

EMPLOYEE NAME: \_\_\_\_\_ UNIVERSITY ID: \_\_\_\_\_ DATE: \_\_\_\_\_

In Kronos, you have access to all biweekly and monthly employees to whom you are either the supervisor or backup supervisor. You will see all of these people in the lists generated when you use one of the Kronos Genies and will have a couple default filters such as "All Biweekly Employees" and "All Monthly Employees". You may want to request that we set up more detailed and personal filters for your use. For example, you may want to have a different filter to only show your direct reports. Please fill in any of the fields below to identify what you would like to see. You may only want to fill in one or two fields, and you may want to submit multiple request forms.

An example is that if you want a personal query which only shows your biweekly employees who report directly to you, you would list your university ID and biweekly pay frequency below.

Specific HRIS Department Number(s):

Reporting to a Specific Supervisor (list university ID):

Specific Chart String (will be accurate if funding is 100% on that chart string):

Specific Payroll Frequency (biweekly or monthly):

Specific Job Codes:

Use of specific earnings code (such as overtime):

Additional comments which may help us set this up accurately for you, and we will try our best to accommodate you: