



Kronos Punch Card Request Form

This form acknowledges the request for a Kronos time-keeping punch card by the recipient's Manager or Kronos Approver. Damaged or non-functioning cards must be returned to Payroll Services before a replacement card is issued. Unused cards must also be returned to Payroll Services.

New Card Re-Issue - Old Card # _____ Lost Damaged

Supervisor Card (*complete Manager section only*)

Employee

Employee Name _____

Banner ID _____

Clock Location Wilf Beren Cardozo Stern

Manager/Kronos Approver

Manager Name _____

Signature _____

E-mail _____

Department _____

Phone _____ Date _____

Payroll Services Dept.

Processed by _____ Date _____

New Card # _____

PAYROLL SERVICES

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