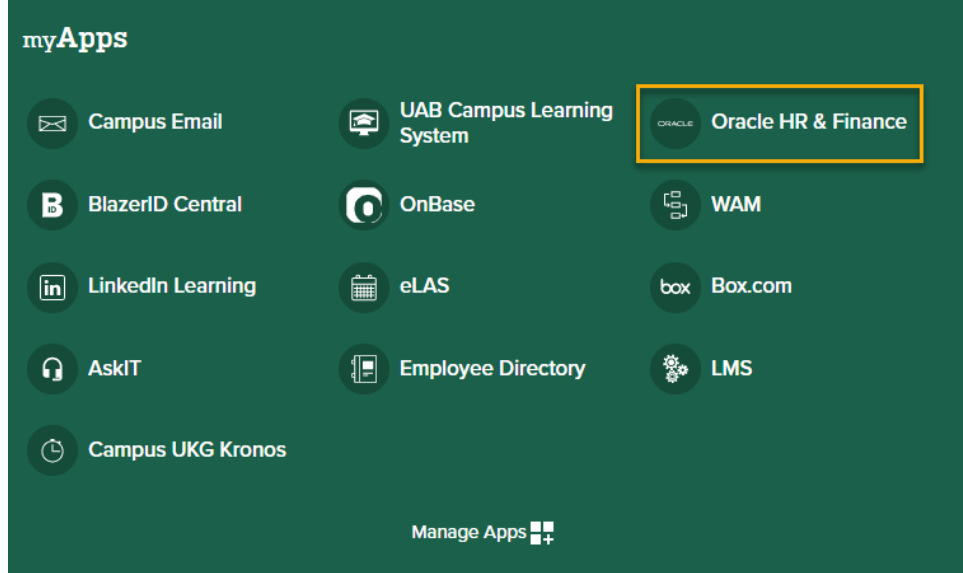


**Disabling/Removing Campus Kronos Time Editor Access**

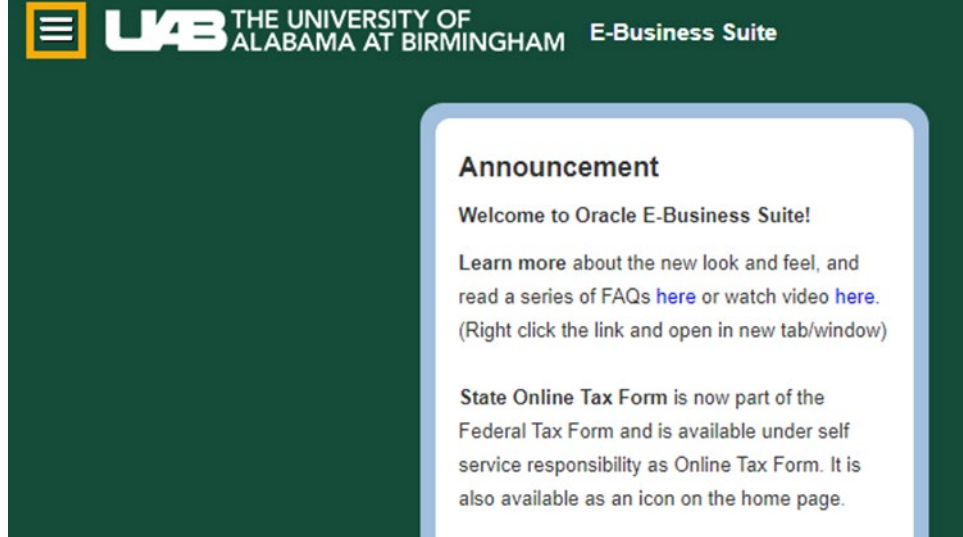
Log in to **Oracle HR & Finance**

- Go to **myUAB**
- Locate and click **Oracle HR and Finance**



Open the **Oracle Navigator**

- Click on the **3-lined "Hamburger"** icon in the top left corner

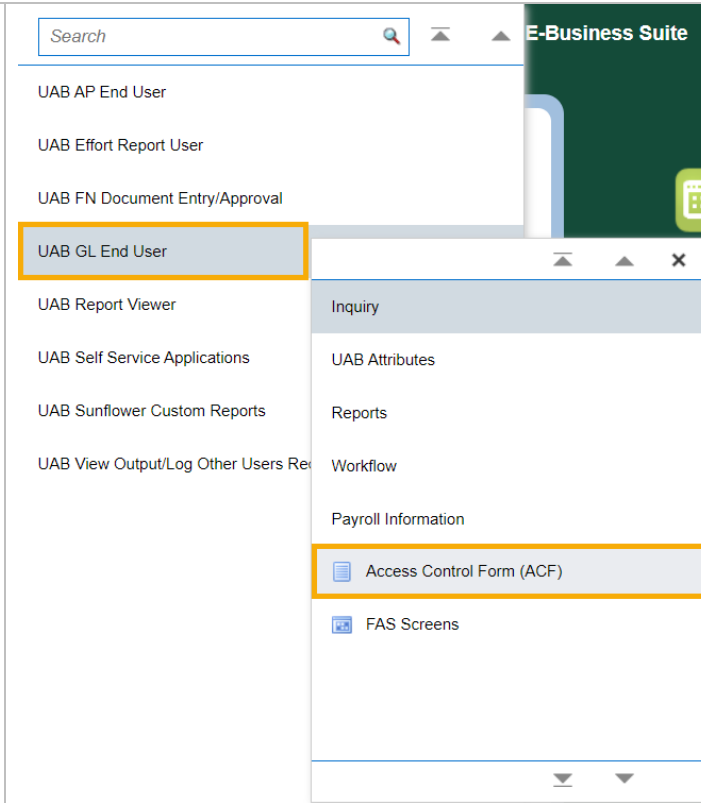


The **Access Control Form (ACF)** is accessible from the following responsibilities

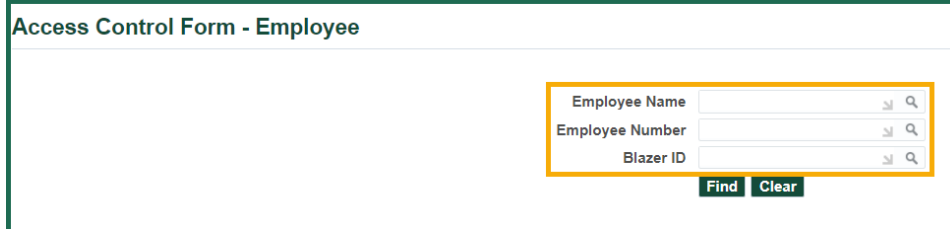
UAB HR Officer	>	Access Control Form
UAB GA End User	>	Access Control Form
UAB GL End User	>	Access Control Form

Navigate to **Access Control Form**

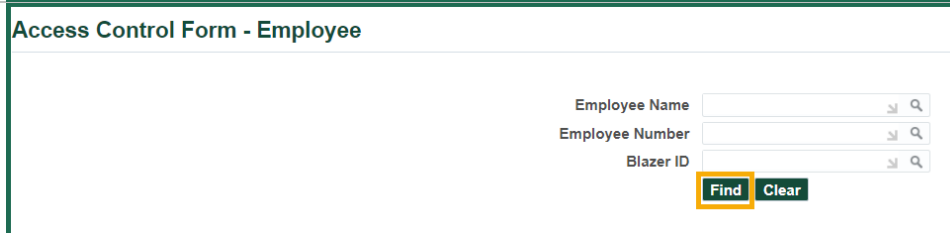
- Select **Responsibility**
- Select **Access Control Form (ACF)**



Enter Employee name, Employee Number or Blazer ID to **Search Employee**



Click on **Find** button



Click on the **Finance** tab

HR **Finance** History

### Finance Responsibility Details

Current Responsibilities

<input type="checkbox"/>	Responsibility Name	Start Date	End Date	Org
<input type="checkbox"/>	UAB FN Document Entry/Approval	05-Apr-2023	31-Dec-4712	
<input type="checkbox"/>	UAB AP End User	05-Apr-2023	31-Dec-4712	
<input type="checkbox"/>	UAB Sunflower Custom Reports	05-Apr-2023	31-Dec-4712	

Select the **UAB TEL Campus Kronos** Responsibility in the Current Responsibilities region

HR **Finance** History

### Finance Responsibility Details

Current Responsibilities

<input type="checkbox"/>	Responsibility Name	Start Date	End Date	Org
<input type="checkbox"/>	UAB GA End User	01-Nov-2019	31-Dec-4712	
<input type="checkbox"/>	UAB FN Document Entry/Approval	04-Oct-2004	31-Dec-4712	
<input type="checkbox"/>	UAB AP End User	04-Oct-2004	31-Dec-4712	
<input checked="" type="checkbox"/>	UAB TEL Campus Kronos	10-May-2017	31-Dec-4712	
<input type="checkbox"/>	UAB Sunflower Custom Reports	18-Oct-2006	31-Dec-4712	
<input type="checkbox"/>	UAB OnBase FN Campus Access	01-Aug-2020	31-Dec-4712	

Click on the (**>**) **Arrow** to move the responsibility to the **Requested Changes** region

- Select the folder titled **Org**

**Save** **Submit**

### Requested Changes

<input type="checkbox"/>	Responsibility Name	Start Date	End Date	Org
<input type="checkbox"/>	UAB TEL Campus Kronos	10-May-2017	31-Dec-4712	
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

**Add Row** **Delete**

Select the Org(s) needing to be disabled/removed

- Check the **Disable** box

Requested Changes				
<input type="checkbox"/>	Responsibility Name	Start Date	End Date	Org
<input type="checkbox"/>	UAB TEL Campus Kronos	10-May-2017	31-Dec-4712	
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Add Row Delete

---

Org Range - UAB TEL Campus Kronos-ribiles

<input checked="" type="checkbox"/>	From Organization	To Organization	Disable
<input checked="" type="checkbox"/>	113000000	113999999	<input checked="" type="checkbox"/>

Add Delete

Click the **Save** button

Save
Submit

End Date	Org	Requested Changes
31-Dec-4712		<input type="checkbox"/> Responsibility Name
31-Dec-4712		<input type="checkbox"/> UAB TEL Campus Kronos
		<input type="checkbox"/>

The Finance **Document Number** will pre-populate

**Note:** The Finance Document Number will be required to track the document

Job Assg Category Employee Status Organization	<div style="border: 2px solid orange; padding: 5px; background-color: #e0e0e0;"> <b>Current Documents</b>  <i>Finance :510390</i> </div>
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HR **Finance** History

**Finance Responsibility Details**

Document Number 510390 is in status INPROCESS

The **Action Log** will show the status of the FN ACF document in the Workflow

HR **Finance** History

### Finance Responsibility Details

Document Number 510390 is in status **INPROCESS**

**Current Responsibilities**

Responsibility Name	Start Date	End Date	Org
UAB FN Document Entry/Approval	22-Oct-2013	31-Dec-4712	
UAB AP End User	22-Oct-2013	31-Dec-4712	
UAB Sunflower Custom Reports	22-Oct-2013	31-Dec-4712	

**Org Range**

Responsibility	From Organization	To Organization
No results found.		

**Comments**

[Click here for Action Log](#)

The **Action Log** will look similar to this image.

Select Document Type and/or Number

\* Type: Access Control

Access Control Document Action History Current Documents

Action	Full Name	Date/Time	Notes
SUBMIT	[Redacted]	Jan-10-2019 10:53:02 AM	Document Submitted
START	[Redacted]	Jan-10-2019 10:53:02 AM	Started WF approval process
	[Redacted]	Jan-10-2019 10:53:02 AM	[Redacted]
APPROVE	[Redacted]	Jan-11-2019 06:39:47 AM	Comments added by user:
	[Redacted]	Jan-11-2019 06:39:47 AM	Primary Org Approval Complete
APPROVE	[Redacted]	Jan-11-2019 06:39:47 AM	[Redacted]