



**Kronos Update Form for  
Banner HR**

Instructions: Initiate form with required data to be changed and forward to Financial Planning, HR Data Management, & Student Employment. [kronosdata@memphis.edu](mailto:kronosdata@memphis.edu)

Position Number: \_\_\_\_\_ Position Title: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**NBAPOSN Information**

CURRENT	NEW
Job Location (Kronos Code):  <i>Reports To:</i>  Supervisor Position Number: _____  Supervisor Position Title: _____	Job Location (Kronos Code):  <i>Reports To:</i>  Supervisor Position Number: _____  Supervisor Position Title: _____

**NBAJOBS Information**

Employee ID: _____ Name: _____	
Effective Date: _____ for position number above.	
CURRENT	NEW
Supervisor ID: _____  Name: _____  Position Number: _____ Suffix: _____  Position Title: _____  Additional Information (Employee): Job Location (KRONOS Code):	Supervisor ID: _____  Name: _____  Position Number: _____ Suffix: _____  Position Title: _____  Additional Information (Employee): Job Location (KRONOS Code):

Comments: