MANAGER DELEGATION

The Manager Delegation widget lets you temporarily delegate your Kronos manager authority for things such as approving your employee’s time cards to other people designated as managers in Kronos. Once designated, the other manager can perform your tasks using his/her user name and password. This feature is particularly valuable for ensuring your employee’s time cards are approved when you are out of the office.

Delegating Schedule and Timekeeper Tasks to another Manager

You initiate a delegation request by navigating to the Delegation Requests widget and selecting the Manager Delegation link to open the delegation request form.

A: Select the designee from the list of eligible managers on the Delegate drop-down list.
B: Enter the Start Date and End Dates for the delegation time period.
C: Click the Save & Close button.

The delegation is not active until the designee accepts the designation request. The application uses the internal messaging system to automatically place a message and accompanying task in the potential designee’s Inbox.

QUICK TIPS:
• It is best practice to explicitly coordinate with your designee regarding why you are delegating your role and what the expectations are.

Adding Additional Delegations

You can initiate additional delegations for other designees and/or time periods. If there is an existing delegation when you click the Manager Delegation link on the Delegation Requests widget, an initial screen will offer you the option to create a new delegation or to remove an existing delegation.

A: Enable the Create New Delegation radio button.
B: Click Next to proceed to the delegation request form. Continue as described in the previous section.

Canceling a Delegation Request

A delegation automatically expires on the End Date submitted on the request form. However, you can cancel an active delegation request early by following the steps below:

A: Navigate to the Delegation Requests widget and select the Manager Delegation link.
B: A screen will offer you the option to create a new delegation or to remove an existing delegation. Enable the Remove Existing Delegation option.
C: Click the Next button.
D: On the Delete Delegation screen, select the delegation you wish to remove.
E: Click the Delete button.
Accepting / Declining a Delegation Request

A designee must accept a delegation request before it becomes active. Designees are notified of the designation via Alerts. Clicking on this alert will allow the designee to accept or decline the designation request.

A. On the Request Manager Alert Category screen, click the Manager Delegation alert to move to the Request Manager screen, populated with that request’s information.

B. Select the row displaying the alert and click the Show Detail button to open the Accept Delegation screen.

C. Enable the Accept Delegation option to activate the delegation, or enable the Decline Delegation option to refuse the request.

D. If appropriate, you can enter text in the Comment field. The comment can be viewed in a message that is sent to the manager’s Kronos Inbox.

E. Click the Save & Close button.

Acting on a Delegation Request

1. As designee, you can use the switch roles feature to toggle between the other manager’s role and your own role. Access the switch role feature by clicking the down arrow near the Sign Out link.

2. While the designation is active, the designee can access the manager’s Kronos Inbox (Tasks and Messages), use the manager’s Actions list, and receive and act on the manager’s alerts.