



Kronos Manager Delegation

Purpose: How to Delegate Manager Access to another leader **Audience**: Department manager and scheduling manager

The sending end: On manager's default page – Manage Timecards, click on Actions Widget.

🕇 Mana	ge Time	cards - Adva	nced Sch	eduler 🏾	Action	ons							
Genies													
Reconcile Tir	mecard 🔻						Loaded 2:	38PM (T	oday		l Home	Edit	
Select All Rows	Column Selection	- V Filter	Or Contract of Con	🖌 🚽	Schedu	, le					Refresh	Share Go To	Genies
Nam	e 🔺	Unexcused Absence	Missed Punch	Early	Late in	Early	Late	Unsc Hours	Total Hours	No Meal Taken	Total Overtime	Totals Up To Date	Requests
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In the next screen, click on:

- 1. Mgr_Delegation, the delegation window will pop up
- 2. In the drop down list find the Manager's name you are going to delegate to
- 3. Enter start date and End Date
- 4. Save & Close







On receiving end:

In Kronos, click on Inbox a shown below:

🔒 Ma	nage My Departme	nt () +														
Recon	cile Timecard													0	l 🌣	→
Recond	ile Timecard 🝷							Loade	d 4:36PM 0	urrent Pay Per	iod 🔹		Home	- Ec		
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Delegation request will show on your screen.

Double click on the request on below screen and then click on Accept Delegation -

Inbox 👻					
INBOX Last Refreshed: 10:18 AM					
TASKS MESSA	GES				
Edit -⇒ Reassign	n → Refresh				
Status Active V	As of Date: 5/28/2022	Categories All			
From	Subject	Date/Time Received	Complete By Date	Status	Current Location
www.ecca L	Mgr_Delegation,Accept Delegation Form	6/27/2022 9:39AM (GMT -05:00) Eastern Time	6/27/2022	Active	Task List
New Delegation Delegator:	Woodring, Robossa L				
Start Date: End Date:	7/02/2022				
Role:	Department Manager				
Action Select Action: O	Accept Delegation Decline Delegation				

After accepting the delegation, log off and log back in to Kronos, the Switch Roles feature will appear on the top right corner of your screen. The little downward pointing arrow next to your user name indicates the delegation.

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Delegator		Role Profile	Start - End	x
Myself				
SI	am	Department Manager	1/04/2021 - 12/3	1/2022