Kronos Manager Delegation

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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.

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
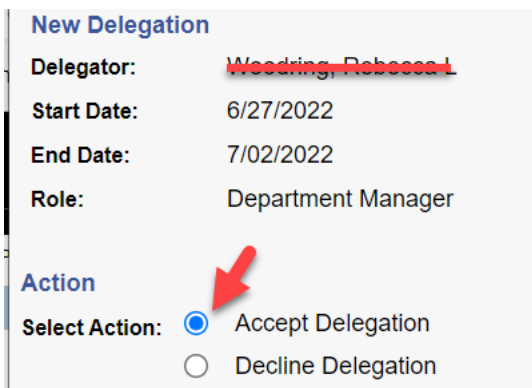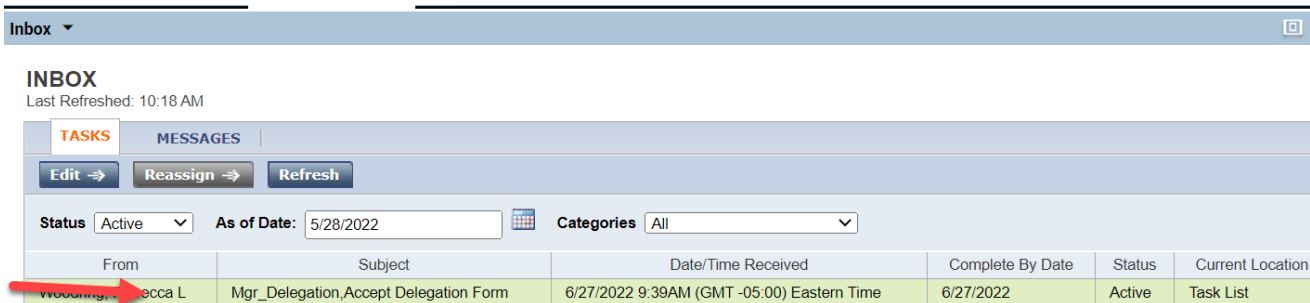3. Enter start date and End Date
4. Save & Close

On receiving end:

In Kronos, click on Inbox a shown below:
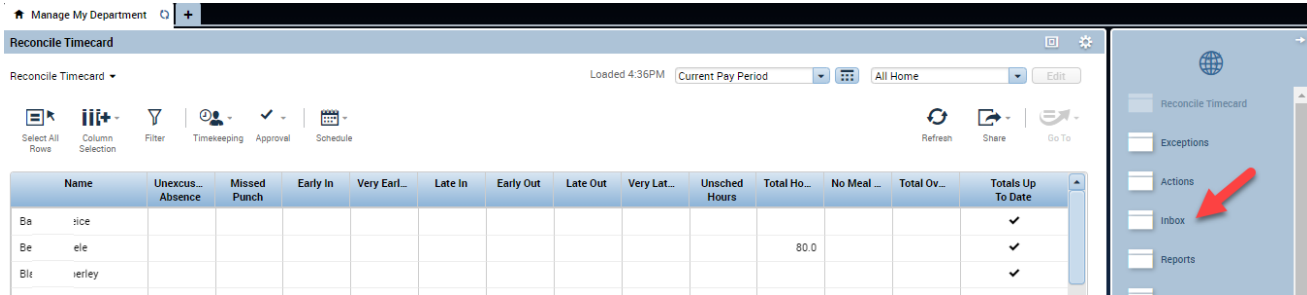
Delegation request will show on your screen.
Double click on the request on below screen and then click on Accept Delegation -

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.