

## Delegations in Kronos

When a supervisor or manager is unavailable to reconcile their employee timecards or approve/deny leave requests they have the ability to delegate their authority to another supervisor or manager within their department.

Within the delegation the delegate has the ability to see and edit the employees and K-mail and tasks of the supervisor/manager. It is possible to delegate to more than one person at a time to ensure coverage within a department. It is also possible for one individual to accept more than one delegation at a time. It is not possible to “piggyback” delegations. For example, one manager delegates to a second manager, then the second manager needs to delegate to a third. The third delegate will not be able to see the first manager’s employees and information.

While the delegate will have access to the manager’s K-mail and tasks, they will not receive the Microsoft Outlook notifications from the supervisor or manager. However, there is a way within Outlook to set a rule so that emails can auto-forward<sup>1</sup>.

Below are the instructions on how to process the delegation request and how to access the information.

### Process the Delegation Request

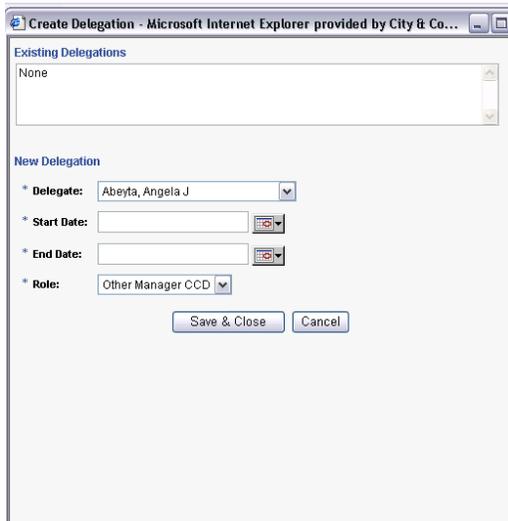
1. Log on to Kronos
2. Navigate to the General tab
3. Choose Actions then choose Manager Delegation



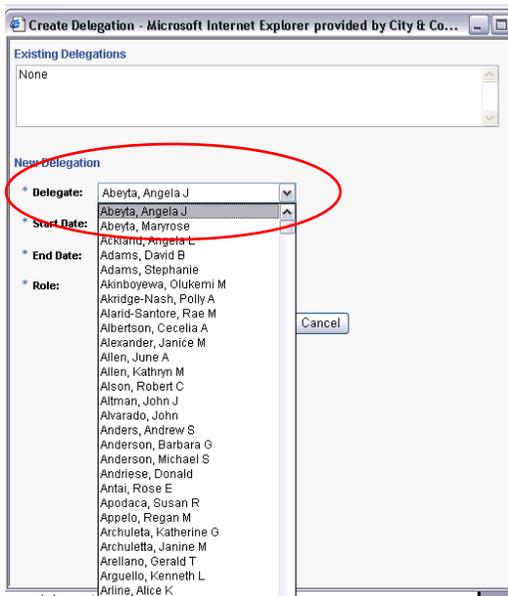
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<sup>1</sup> Instructions to auto-forward in Outlook are not available through Kronos. Please use the Help feature in the Outlook application to get this information.

4. This will bring up the Create Delegation window



5. Delegate – use the drop down arrow to scroll through the available delegates
  - a. If the person you need to delegate to is not there, please send this information to Payroll Help to have that person included in the delegate profile.
  - b. The delegate must have a Workforce Manager License (Supervisor, Manager or Agency Admin) in order to receive the delegation



6. Start Date
  - a. Click on the calendar icon and choose the date the delegation is to begin, or
  - b. Enter the date the delegation is to begin – m(mm)/dd/yyyy
7. End Date
  - a. Click on the calendar icon and choose the date the delegation is to end, or

- b. Enter the date the delegation is to end – m(mm)/dd/yyyy
8. Role – leave as default – Other Manager CCD
9. Click *Save & Close* – this will send the delegation request to the delegate.

Existing Delegations

None

New Delegation

\* Delegate: Misegadis, Linda S

\* Start Date: 11/01/2008

\* End Date: 11/30/2008

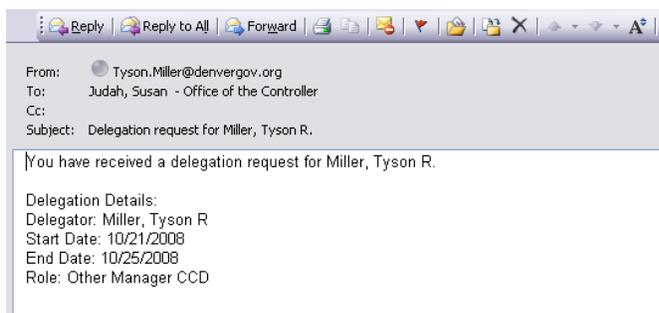
\* Role: Other Manager CCD

Save & Close Cancel

10. The delegate will have to accept the delegation within three days of when they receive it. If the delegate does not accept the delegation within three days the delegation request will expire and will need to be resubmitted.

### Accepting the Delegation Request

1. You will receive an email in Outlook letting you know that you have received a delegation request



2. Log on to Kronos
3. Navigate to the General tab
4. Choose Inbox
5. Choose the Tasks list in the inbox

Log Off | Setup | Help

GENERAL MY GENIES@ TIMEKEEPING SCHEDULING MY ACTIVITY GENIES

INBOX  
Last Refreshed: 9:27 AM

TASKS MESSAGES

Edit Reassign Refresh

Status: Active As of Date: 9/21/2008 Categories: All

From	Subject	Date/Time Received	Complete By Date	Status	Current Location
Miller, Tyson R	Manager_Delegation,Accept Delegation Form	10/21/2008 9:25AM	10/21/2008	Active	Task List
Judah, Susan L	Admin[WorkflowID=1092711 TaskID=1092715]	10/12/2008 3:40PM	10/12/2008	Active	Task List
Judah, Susan L	Administrator_Delegation,Manager Cancel Form	9/26/2008 4:34PM	9/26/2008	Active	Task List
Judah, Susan L	Time_Off_Request,Employee Request Form	9/23/2008 1:01PM	9/23/2008	Active	Task List

- Double left click on the mouse on the Manager\_Delegation, Accept Delegation Form to open the task

Log Off | Setup | Help

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Accept Delegation - Microsoft Internet Explorer provided by C...

New Delegation

Delegator: Miller, Tyson R

Start Date: 10/21/2008

End Date: 10/25/2008

Role: Other Manager CCD

Action

Select Action:  Accept Delegation  Decline Delegation

Comment:

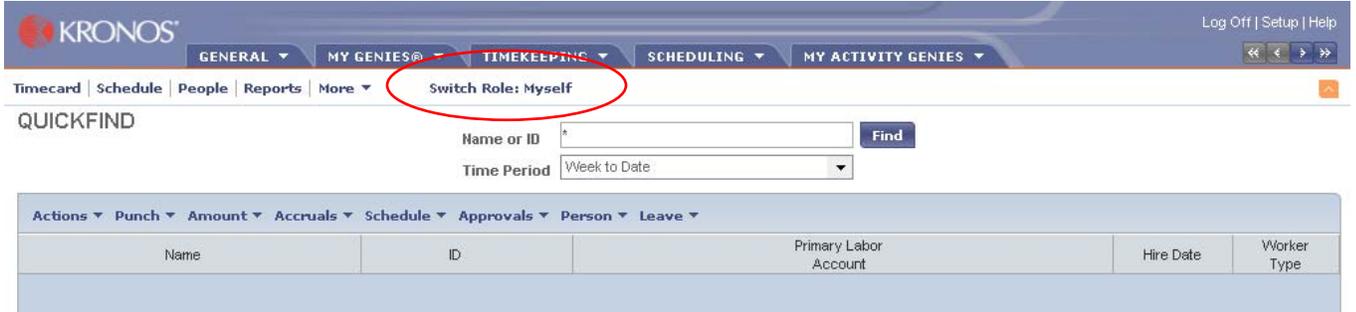
Save & Close Cancel

- Choose Accept Delegation or Decline Delegation
- If Declining Delegation, please enter a comment as to the reason why
- Click Save & Close to complete the process

## Switching Roles from Self to Delegatee

Once you have accepted the delegation it becomes necessary to switch roles from “Myself” to the delegating manager

1. Log off of Kronos
2. Log back on to Kronos to complete delegation process
3. In the white area of the screen, neat the top, in the middle, will be the link to switch roles. This link will also tell you which role is currently active



The screenshot shows the Kronos application interface. At the top, there is a navigation bar with the Kronos logo and several menu items: GENERAL, MY GENIES@, TIMEKEEPING, SCHEDULING, and MY ACTIVITY GENIES. Below this, there is a secondary navigation bar with links for Timecard, Schedule, People, Reports, and More. The 'Switch Role: Myself' link is circled in red. Below the navigation bars, there is a 'QUICKFIND' section with a search box for 'Name or ID' and a 'Find' button, and a 'Time Period' dropdown menu set to 'Week to Date'. At the bottom, there is a table with columns for Name, ID, Primary Labor Account, Hire Date, and Worker Type.

4. Left click on the Switch Role link to toggle between Myself and the delegating manager.
5. Left click on the radio button next the manager role needed to choose that manager
6. Left click on the Switch Roles button to complete the toggle and perform duties as the delegating manager



The screenshot shows the 'SWITCH ROLE' dialog box in the Kronos application. At the top, there is a navigation bar with the Kronos logo and several menu items: GENERAL, MY GENIES@, TIMEKEEPING, SCHEDULING, and MY ACTIVITY GENIES. Below this, there is a secondary navigation bar with links for Timecard, Schedule, People, Reports, and More. The 'Switch Role: Myself' link is circled in red. Below the navigation bars, there is a 'QUICKFIND' section with a search box for 'Name or ID' and a 'Find' button, and a 'Time Period' dropdown menu set to 'Week to Date'. At the bottom, there is a table with columns for Name, ID, Primary Labor Account, Hire Date, and Worker Type.

7. It is necessary to toggle back to Myself in order to perform tasks as one-self – please be aware of which role is in use when working within Kronos.

## Altering an Existing Delegation

There may be times when a manager may need to delegate to two people simultaneously or to cancel an existing delegation

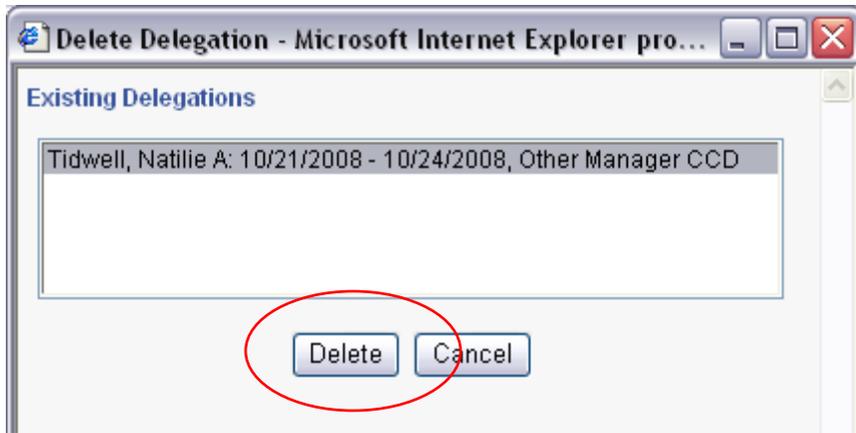
1. Log on to Kronos
2. Navigate to the General tab
3. Choose Actions and then choose Manager\_Delegation



4. This will bring up a pop up box to select an action
5. Click the radio button for the appropriate action
6. To create a new/secondary delegation request, continue to follow the instructions above regarding setting up a delegation. The new delegation can have a different date range than the original.



7. Click the radio button to Remove Existing Delegation
  - a. Click Next
  - b. This will bring up the Delete Delegation box



8. Highlight the delegation you want to delete
9. Click *Delete*
10. This will remove the delegation from the manager's view and the Switch Roles link will be removed from their profile