

# KRONOS Manager Delegate Authority Instructions

## Table of Contents

High-level process .....	1
How to delegate another manager: .....	1
Accepting Delegate Responsibility .....	3
To Delete a Delegation .....	6

## Delegate Authority

Delegate Authority allows managers to delegate another manager to approve timecards and requests for Time Off for their team.

## High-level process

- The requesting Manager submits on-line request (Manager Delegation) via KRONOS to another manager to act as manager for them in their absence **for a specified period of time**.
- An e-mail is automatically generated notifying the manager of the request and a message appears in the manager's KRONOS Inbox.
- The 2<sup>nd</sup> manager accepts or declines delegate responsibility via KRONOS.
- An e-mail is automatically generated notifying the requesting manager of the acceptance status (via their primary e-mail) and a message appears in the manager's KRONOS inbox.
- IF the manager accepts, they will be granted access to the requesting manager's employees during the specified time period.

## How to delegate another manager:



1. From the KRONOS Timecard, under **General**, select **Actions**.

## ACTIONS

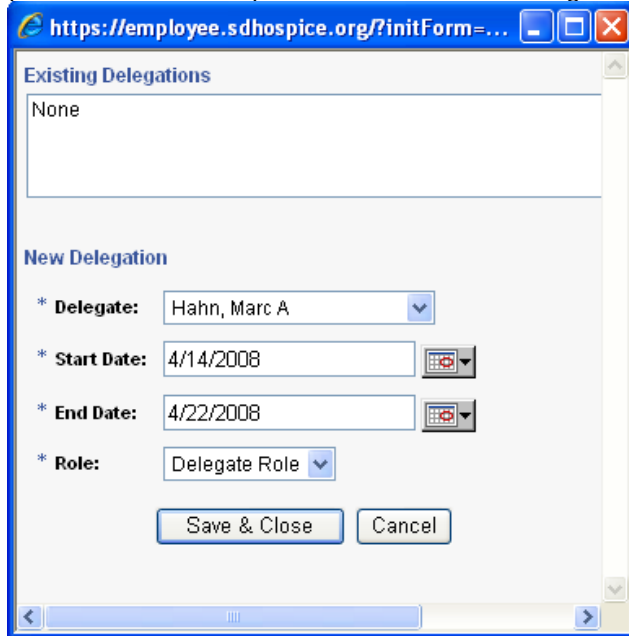
Last Refreshed: 10:34 AM



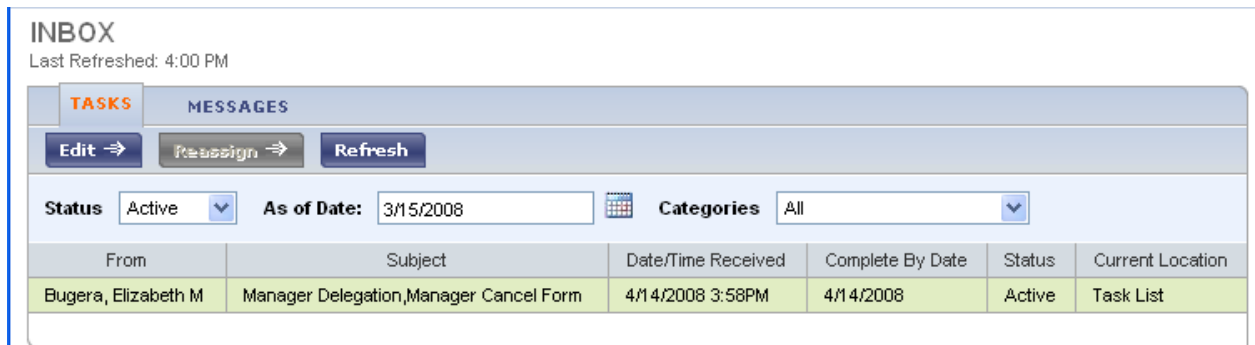
2. Select **Manager Delegation**

## KRONOS Manager Delegate Authority Instructions

3. A separate window will open. Fill out the New Delegation request:



- Select the manager you want to delegate from the drop down list. NOTE: the delegate must be a manager in order for you to delegate to them.
  - Select the Start Date you want them to begin responsibility for your team. NOTE: The start date cannot be BEFORE today's date.
  - Select the End Date you want them to end responsibility for your team.
  - Role will default to Delegate Role.
  - Select Save & Close.
4. An e-mail with the request will be automatically sent to the primary e-mail of the manager you selected as delegate. AND the request will appear in the manager's KRONOS Inbox.
5. IMPORTANT: A task will automatically appear in your Inbox (sent from yourself) which allows you to cancel the pending delegation. See separate instructions below for deleting a delegation.



From	Subject	Date/Time Received	Complete By Date	Status	Current Location
Bugera, Elizabeth M	Manager Delegation, Manager Cancel Form	4/14/2008 3:58PM	4/14/2008	Active	Task List

- The manager **must** Accept/Approve the request in order to become the delegate.
- As a delegate, that manager will be able to switch between viewing their employees and viewing your employees **during the designated period of time you selected**.

## Accepting Delegate Responsibility

1. You will receive an email from the requesting manager, notifying you that they would like you to cover for them in their absence.

### Delegation request for Bugera, Elizabeth M.

EBugera@SDHospice.org

To:

You have received a delegation request for Bugera, Elizabeth M.

Delegation Details:

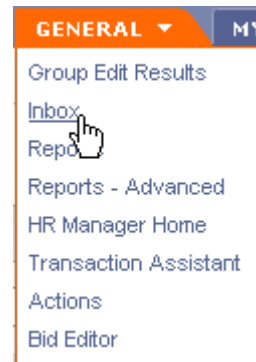
Delegator: Bugera, Elizabeth M

Start Date: 4/14/2008

End Date: 4/22/2008

Role: Delegate Role

2. To accept or decline the request, log into the KRONOS Timecard (OR Self Service).



3. From the KRONOS Timecard, under General, select **INBOX**.

4. Select the task (entitled Manager Delegation from the requesting manager) from the Inbox then select **Edit**.

### INBOX

Last Refreshed: 4:05 PM

TASKS		MESSAGES				
Edit →	Reassign →	Refresh				
Status	Active	As of Date:	3/15/2008	Categories	All	
From	Subject	Date/Time Received	Complete By Date	Status	Current Location	
Bugera, Elizabeth M	Manager Delegation,Accept Delegation Form	4/14/2008 3:58PM	4/14/2008	Active	Task List	

## KRONOS Manager Delegate Authority Instructions

- A separate window will open. Fill out the form:

**New Delegation**

**Delegator:** Bugera, Elizabeth M

**Start Date:** 4/14/2008

**End Date:** 4/22/2008

**Role:** Delegate Role

**Action**

**Select Action:**  Accept Delegation  
 Decline Delegation

**Comment:**

- Accept or Decline** the delegation.
  - You can include a comment/message. (This is optional).
  - Click **Save & Close**.
- An email will be automatically sent to the requesting manager's primary e-mail.
  - During the specified dates, you will be able to view your employees separately from the ones delegated to you. From any KRONOS Timecard screen, you can Switch Roles from yourself to the Requesting Manager.
    - Select Switch Role: **Myself**

Timecard | Reports | My Timecard | **Switch Role: Myself**

**PAY PERIOD CLOSE**

Last Refreshed: 4:22PM

Show: mhahn reports [Edit]

Time Period: Current Pay Period [Refresh]



Name	Employee Approval	Manager Approval	Signed Off	Paid Hours	Missed Punch	Missed Meal
Betterton, Amy		1		24.0		
Hesseltine, Walter L						
Hutton, Robin				80.0		
Louviere, Katie				40.0		
Santos, Erwin A						

## KRONOS Manager Delegate Authority Instructions

- b. A separate window will open. Select the manager then select **Switch Role**.

Switch Role: Myself

### SWITCH ROLE

Switch Role		Refresh		
	Delegator	Role	Start Date	End Date
	Myself			
	Bugera, Elizabeth M	Delegate Role	4/14/2008	4/22/2008

- c. You will then be able to view the requesting manager's employees.

Timecard | Reports | My Timecard

Switch Role: Bugera, Elizabeth M

### QUICKFIND

Last Refreshed: 4:25PM

Name or ID

stoesser

Find

Time Period

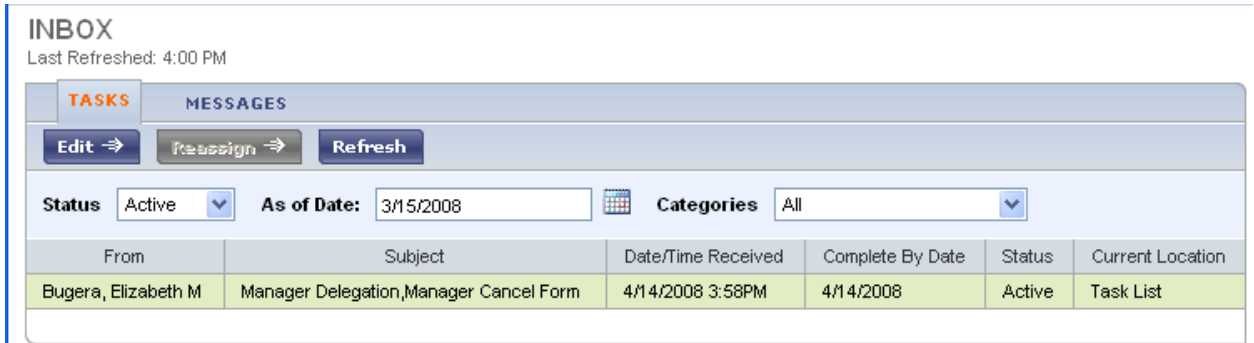
Week to Date

Actions	Punch	Amount	Schedule	Approvals	Person		
			1 A		ID	Primary Labor Account	
					Stoesser, Lisa M	0341	10/FINANCE/8640/05/000/BUGERA, ELIZABETH M/PAYROLL

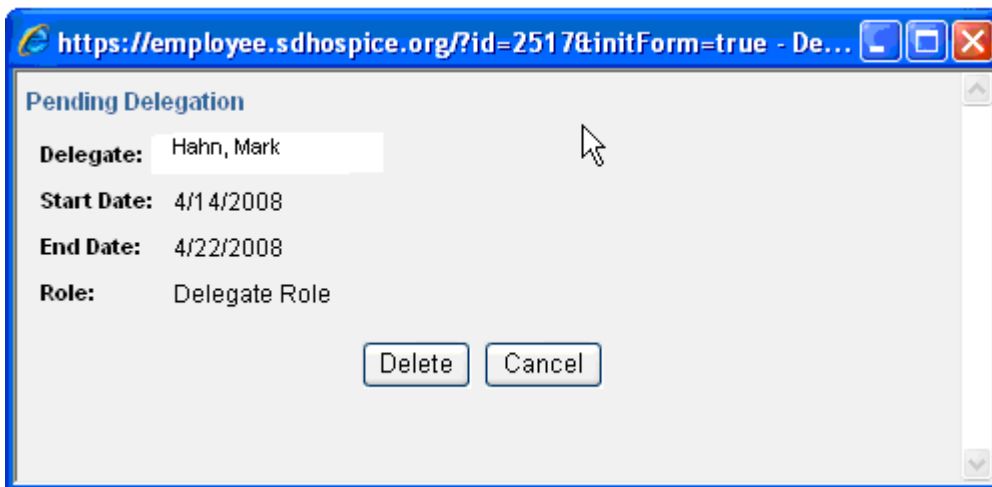
- d. When you are finished reviewing and approving timecards for the requesting manager, switch role back to yourself.

## To Delete a Delegation

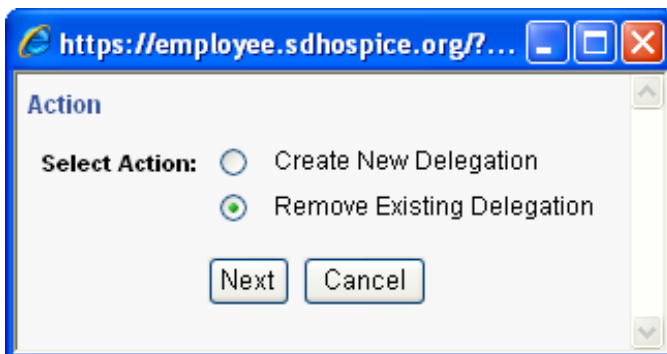
1. From your Inbox, select the Manager Delegation Cancel form task (that was sent from yourself) & select **Edit**.



2. A separate window with the pending delegation will open. Select **Delete**.



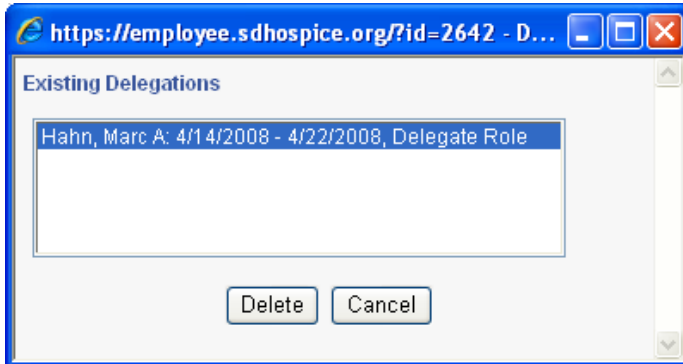
3. Then, select **Remove Existing Delegation**. This will remove the authority for the manager you requested to cover for you.



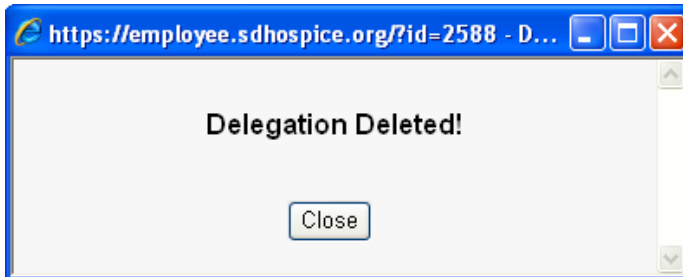
## KRONOS Manager Delegate Authority Instructions

---

- A screen with the Existing Delegations will open.  
Select the delegation you want to remove & select **Delete**.



- You will receive confirmation that the delegate was removed.



- The manager will receive notification that their delegation authority was deleted.