

Kronos Approver Delegate Process

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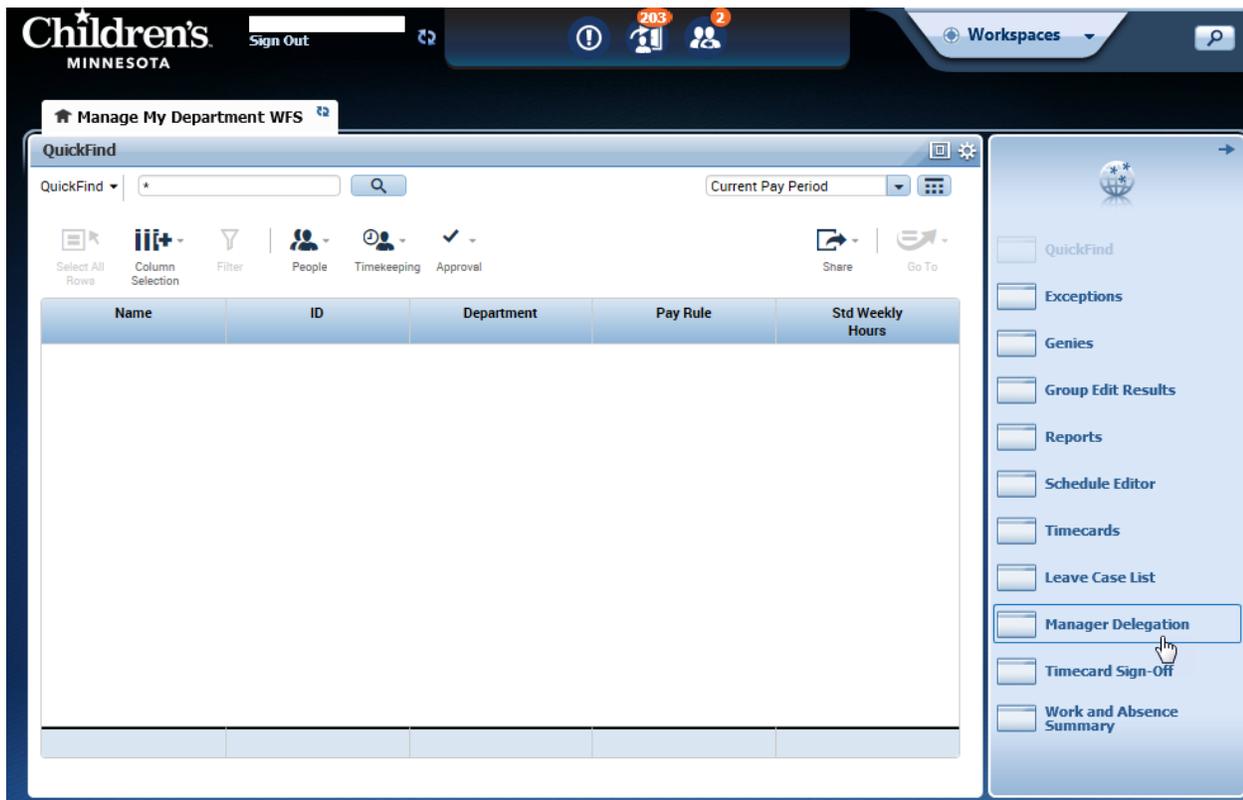
Kronos version 8 introduced Alerts which are much more meaningful if approvers have access to only people they are directly responsible for. To cover approvals during vacations or permanent back-up cover, approvers have the ability to delegate their Kronos access to someone else. That delegate will have access to see and do everything that you do as the approver such as timecard edits and sign off. Audits will mark any actions taken by the delegate as being done by the delegate on behalf of the approver.

You also could have a delegation from a manager. Again this can be for a single vacation or for permanent back up coverage. Delegations do not increase the Alerts. Please note that the delegate must have a Kronos approver license.

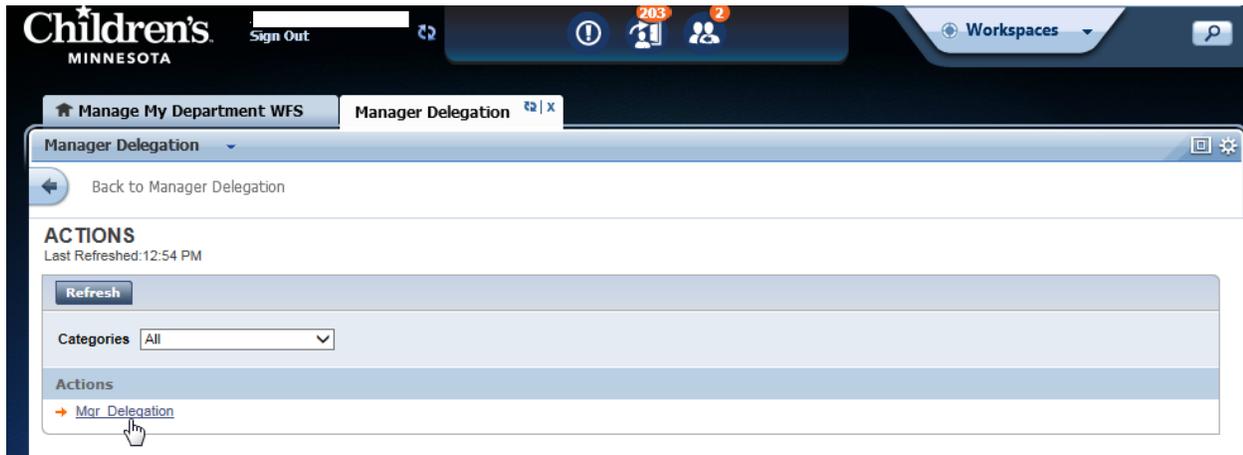
The delegate process is three steps: Adding a Delegate, Accepting the Delegation, Switching Roles. You can also Switch Back to your role or Remove a Delegate.

Add a Delegate

After signing on to Kronos, click on the Manager Delegation link in the Related Items Pane (the blue panel to the right of the screen.)



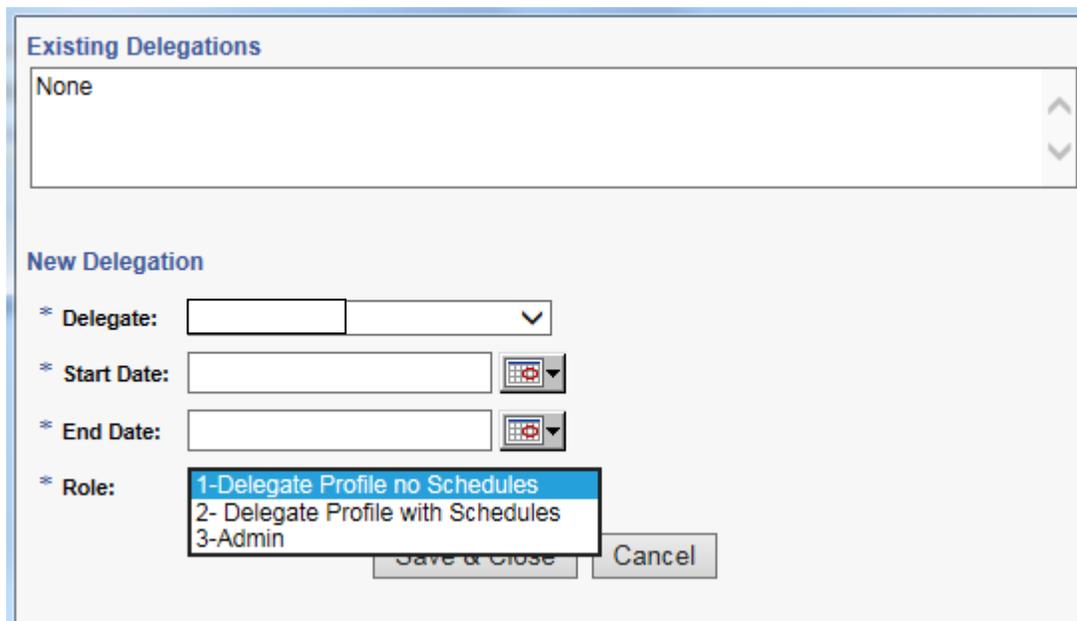
A new tab will open. Click on the Mgr_Delegation link.



Next, use the drop down arrow for the Delegate field and select your delegate. You can only delegate access to someone else with a manager license in Kronos. The Start Date can be today or a future date. The End Date is the date that the delegate will lose access and can be any future date.

Select the correct role. Choose either 1. Delegate Profile no Schedules if you don't use Kronos Scheduling. If you do use scheduling, select 2. Delegate Profile with Schedules.

Click Save & Close.



Accept the Delegation

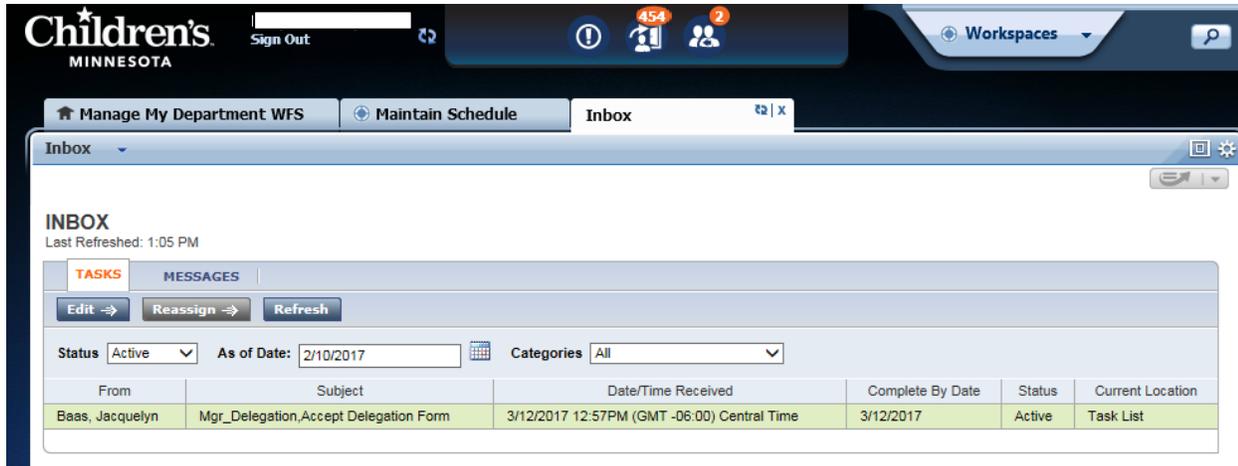
The delegate will receive an email stating that they have a delegation request.

Sign in to Kronos. Navigate to the Inbox to either accept or decline the request.

Approvers using Schedules – the inbox is on your Maintain Schedules workspace in the Related Items Pane.

Approvers who do NOT use Schedules – the inbox is on your Manage My Department workspace in the Related Items Pane.

Clicking on the Inbox link opens another tab. Double click on the delegation request line.



The Accept Delegation page is displayed and the Accept Delegation action is defaulted. If you want to accept the delegation, just click the Save & Close button. The request will disappear from your Inbox. Close the Inbox tab if done.

New Delegation

Delegator:

Start Date: 4/01/2017

End Date: 4/30/2017

Role: 2- Delegate Profile with Schedules

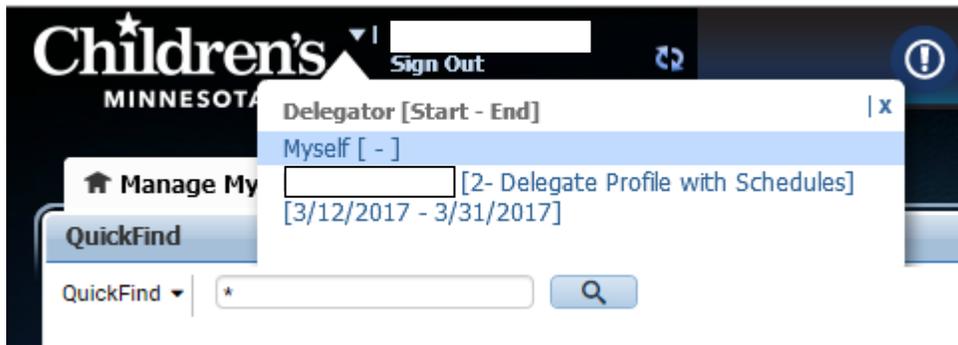
Action

Select Action: Accept Delegation
 Decline Delegation

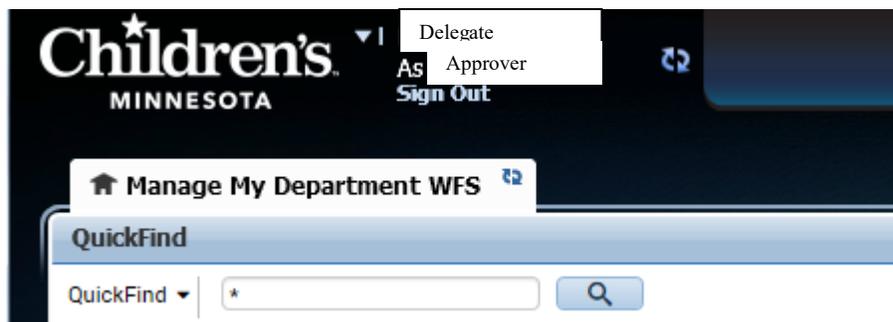
Comment:

Switch Roles

If you have just accepted the delegation, you must log off before the delegation role will appear. Once that is done, the next time you sign in you will notice a new down arrow in front of your name in the upper left corner. That is the link to Switch Roles. Click the down arrow and you will see the person or people that you can switch roles to. Click on one to switch.



When you have switched roles, it will show Delegate As Approver where just your name usually shows. (This will also be how to switch back to your Myself role.)



Switch Back to Regular Access

Simply click on the Switch Role down arrow and click on Myself.

Remove a Delegate

For a manager to remove a delegate, click Manager Delegation link from the Related Items Pane on your Manage My Department workspace. Click the Mgr_Delegation link. Click the Remove Existing Delegation.on the Actions link on the home page. From the next page click on the Mgr_Delegation link. Select the Remove Existing Delegation Action and click the Next button. Select the delegate you want removed and click the Delete button. An email is sent to the previous delegate stating the delegation has been deleted.