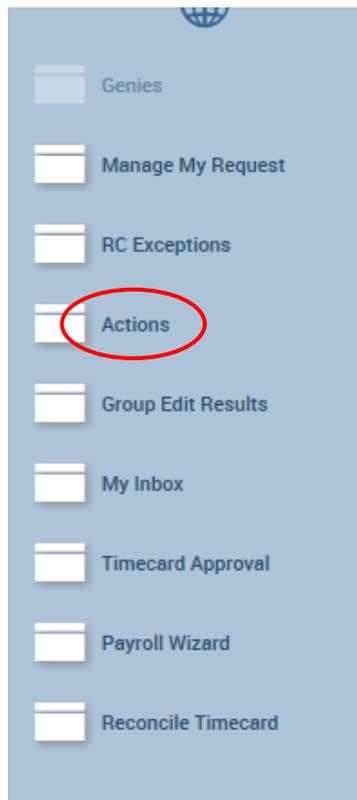# Appointing Manager Delegations
Updated 10.27.2020

Steps to Setting up a Delegation:

1. Log into Kronos
2. Next to the Administration Tab select the + and select Manage My Department
3. Select Actions in the blue panel on right hand side of page.

4. Select "RM-Mgr Delegation" on the Actions screen:

5. Fill in information as follows on the Create Delegation Box:
Delegate: Would be the manager or supervisor you want to delegate your Kronos access to while unavailable.
State Date: Select 1st day you will want them to be able to access.
End Date: Select your return date and when you want to stop access.
Role: Will always be RC-All Managers

Once this step has been completed you and the delegate will receive an email of the action requested.