

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.

Genies		
Manage My Request		
RC Exceptions		
Actions		
Group Edit Results		
My Inbox		
Timecard Approval		
Payroll Wizard		
Reconcile Timecard		

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

ACTIONS Last Refreshed:3:49 PM	
Refresh	
Categories None 🗸	
Actions	
→ RM_Admin_Delegation	→ RM_Mgr_Delegation

 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.

