

Delegating Time Card and Leave Approvals

Purpose: Supervisors can delegate job responsibilities to another Supervisor for a specific time period. This will allow the delegated Supervisor to perform required time card and leave time approvals during their absence.

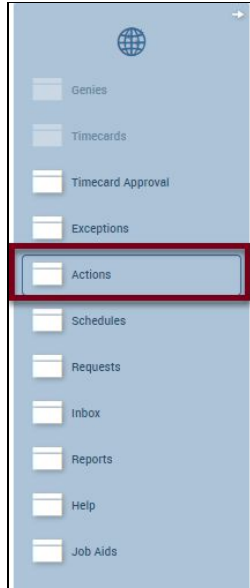
Reference Guide Details	
Guide Objectives	Upon completion, the user will: <ul style="list-style-type: none"> • Know how to delegate job responsibilities to another Supervisor • Know how to accept or decline a delegation request • Know how to remove an existing delegation
Prerequisites	None
Kronos Role	Supervisors
Revision Date	6/22/2020

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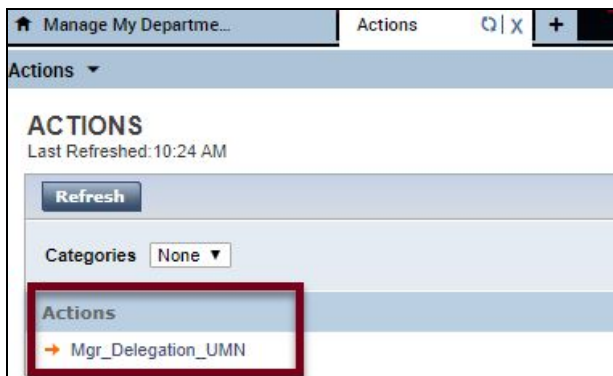
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Delegate Your Supervisor Responsibilities to Another Supervisor

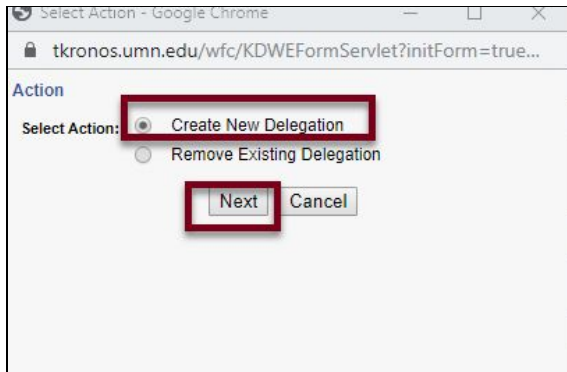
1. Click the **Actions** widget (in the right pane) and click on Actions to access 'Mgr_Delegation_UMN' form.



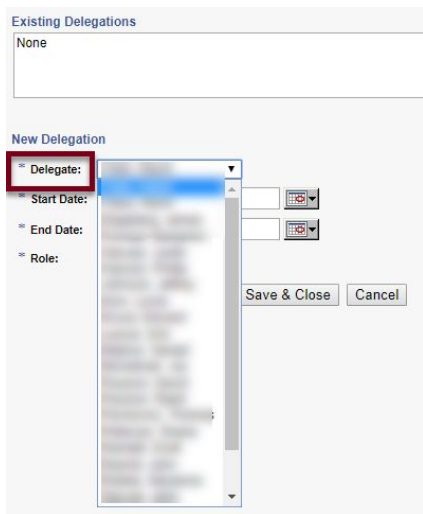
2. Click on **Mgr_Delegation_UMN** to open the Delegation form.



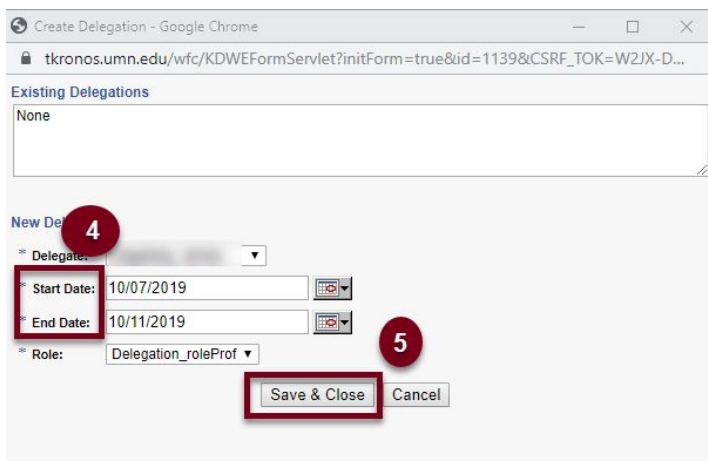
3. Select **Create New Delegation** and click **Next**.



4. In the **Delegate** field, select the manager name from the drop-down list.



5. Select the **Start Date** and **End Date**.

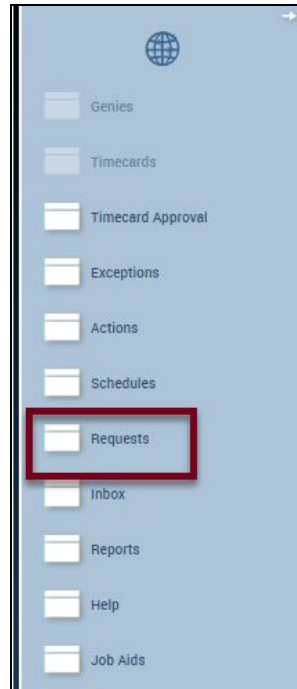


6. Click **Save & Close**. The Supervisor will receive an email notifying them of this delegation and will need to accept or reject it.

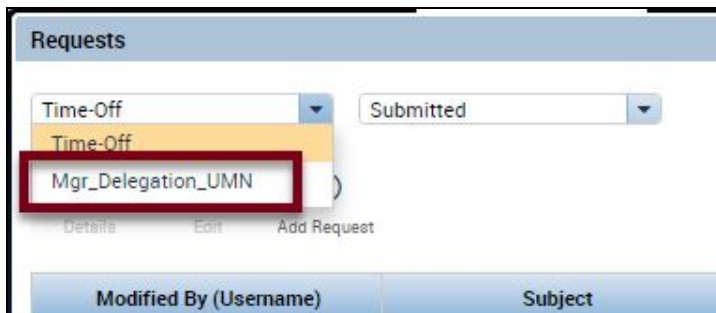
Accept or Decline the Delegation

If a Supervisor has delegated job responsibilities to you in Kronos, the delegation needs to be accepted or rejected.

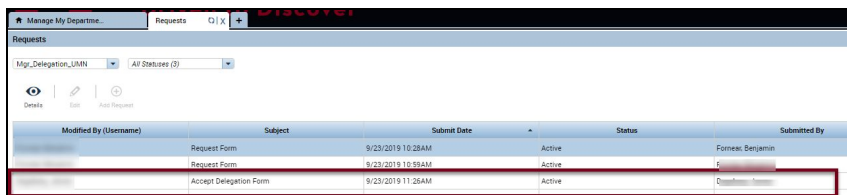
1. Click on **Requests** to view the Delegation Request sent by another manager.



2. Click on the **Mgr_Delegation_UMN** to view delegation requests.



3. Filter by Active requests.
4. Click on the **Accept Delegation Form**.



5. Click **Accept Delegation** or **Decline Delegation** and click the **Save & Close** button.

Accept Delegation - Google Chrome
tkronos.umn.edu/wfc/KDWEFormServlet?id=1236&CSRF_TOK=KC3R-33L3-EGHJ-Z8JX-A6K9-33IR-7271-D3FM

New Delegation

Delegator: Degeberg, James
Start Date: 10/07/2019
End Date: 10/11/2019
Role: Delegation_roleProf

Action

Select Action: Accept Delegation
 Decline Delegation

Comment:

Save & Close Cancel

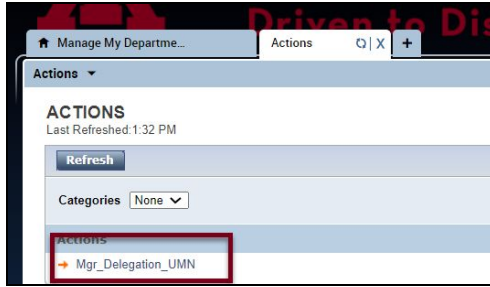
6. On the request start day, when you login to Kronos, you will see a drop-down button beside your name in the upper right-hand corner which enables you to switch to another manager.



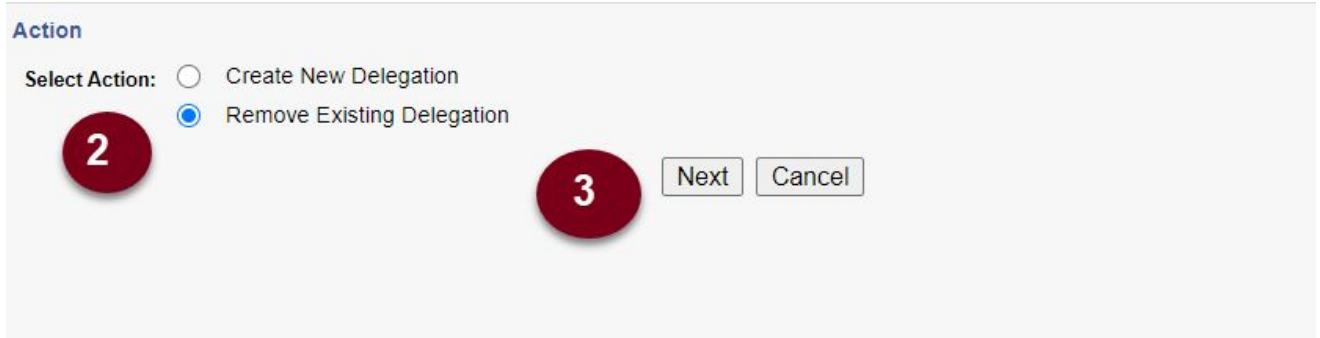
Remove an Existing Delegation

Delegations remain in effect for the period of time entered when the delegation was assigned. Delegations that are still active can be removed at any time by the Supervisor that originally set up the delegation. If a Supervisor who you have delegated to leaves the U of M or goes to another department and the time period hasn't expired, they will lose access to Kronos, but the delegation will still display unless you remove the delegation.

1. Click the **Actions** widget (in the right pane) and click on the Mgr_Delegation_UMN form.

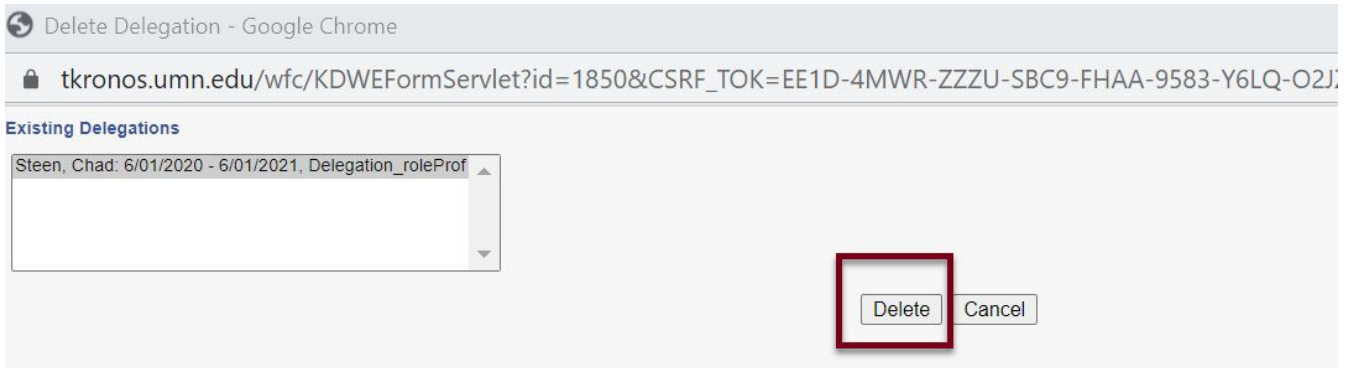


2. Click on the **Remove Existing Delegation** radio button.



3. Click the **Next** button.

4. Select the delegation and click the **Delete** button.



5. Click the **Close** button at the Delegation Deleted message.

