

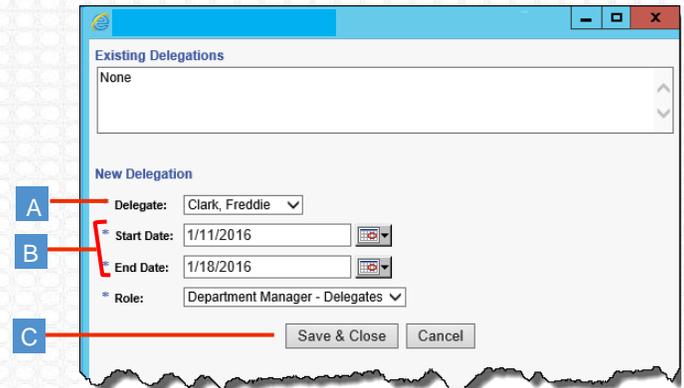
The Manager Delegation feature lets you temporarily delegate your manager authority for performing your timekeeping and/or scheduling tasks to other managers. The other managers can then perform your tasks using their own user names and passwords. This feature helps to keep business processes moving, even when you are not there. You can cancel delegation requests at any time.

Delegating Scheduler and Timekeeper Tasks to another Manager

You initiate a delegation request by navigating to the **Actions** widget and selecting the **Mgr_Delegation** link to open the delegation request form.

- A Select the designee from the list of eligible managers on the **Delegate** drop-down list.
- B Enter the **Start Date** and **End Dates** for the delegation time period.
- C Click the **Save & Close** button.

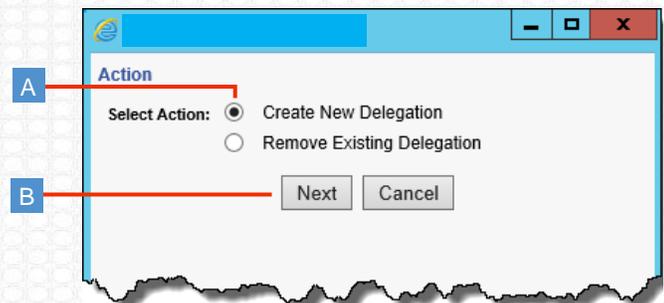
The delegation is not active until the designee accepts the designation request. The application uses the internal messaging system to automatically place a message and accompanying task in the potential designee's Inbox. It is also possible to activate an alert on the potential designee's Kronos screens.



Adding Additional Delegations

You can initiate additional delegations for other designees and/or time periods. If there is an existing delegation when you click the **Mgr_Delegation** link on the **Actions** widget, an initial screen will offer you the option to create a new delegation or to remove an existing delegation.

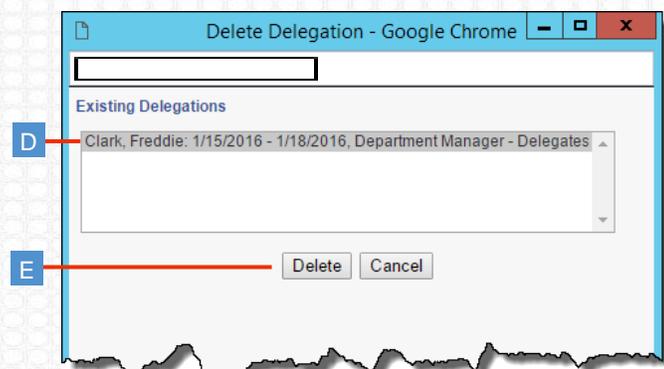
- A Enable the **Create New Delegation** radio button.
- B Click **Next** to proceed to the delegation request form. Continue as described in the previous section.



Canceling a Delegation Request

A delegation automatically expires on the End Date submitted on the request form. However, you can cancel an active delegation request early by following the steps below.

- A Navigate to the **Actions** widget and select the **Mgr_Delegation** link.
- B A screen will offer you the option to create a new delegation or to remove an existing delegation. Enable the **Remove Existing Delegation** option.
- C Click the **Next** button.
- D On the **Delete Delegation** screen, select the delegation you wish to remove.
- E Click the **Delete** button.



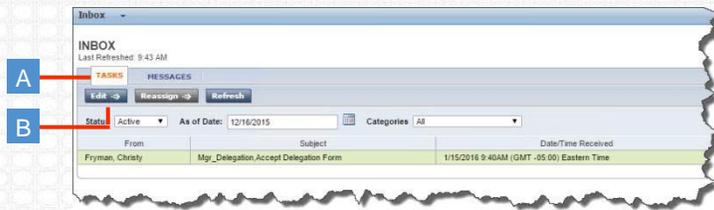
Accepting / Declining a Delegation Request

A designee must accept a delegation request before it becomes active. Organizations can elect to send notifications to potential designees via two methods:

- Internal messaging (Inbox)
- Alerts

Both methods will lead the potential designees to the screen that allows them to accept or decline a request.

Inbox Notifications



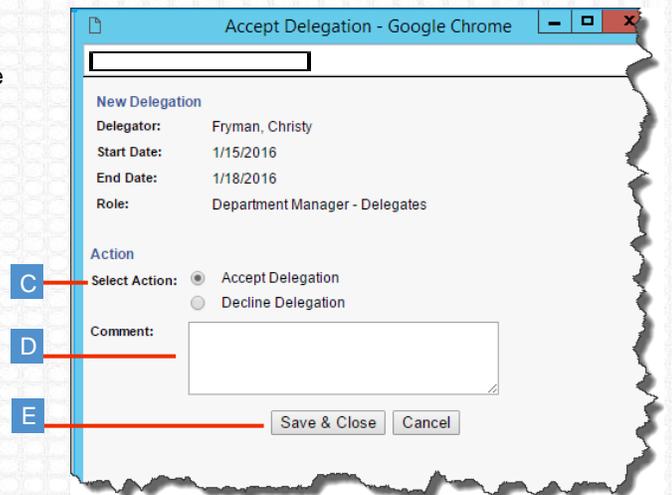
- A** Navigate to the **Tasks** tab of the **Inbox** to see the request.
- B** Select the request and click the **Edit** button to open the **Accept Delegation** screen.

Alert Notifications



- A** On the **Request Manager Alert Category** screen, click the **Mgr_Delegation** alert to move to the **Request Manager** screen, populated with that request's information.
- B** Select the row displaying the alert and click the **Show Detail** button to open the **Accept Delegation** screen.

- C** Enable the **Accept Delegation** option to activate the delegation, or enable the **Decline Delegation** option to refuse the request.
- D** If appropriate, you can enter text in the **Comment** field. The comment can be viewed in a message that is sent to the manager's Inbox.
- E** Click the **Save & Close** button.



Acting on a Delegation Request

1. As designee, you can use the switch roles feature to toggle between the other manager's role and your own role. Access the switch role features by clicking the down arrow near the Sign Out link.
2. While the designation is active, the designee can access the manager's Inbox (Tasks and Messages), use the manager's Actions list, and receive and act on some or all of the manager's alerts.

