

Kronos Manager Delegation

Requesting Manager Delegation

1. Activate the **Actions** widget.
2. Select **SOI Manager Delegation**.
3. Select a manager name from the **Delegate** drop-down list.
4. Enter the **Start** and **End** dates for which you are requesting coverage.
5. Use the role **SOI MANGER** you will need to select the delegate role from the **Role** drop-down list.
6. Click **Save & Close**.

None

New Delegation

* Delegate: Test 1, Manager

* Start Date: 7/08/2020

* End Date: 7/11/2020

* Role: SOI Exempt Employee

Save & Close Cancel

Accepting Manager Delegation

1. Select **Inbox** from the Related Items pane.
2. Under **Tasks**, double-click the **Delegation Request**.
3. **Accept** or **Decline** the delegation request.
4. Optionally, enter a message to the requesting manager in the **Comment** box.
5. Click **Save & Close**.

New Delegation

Delegator: Tester, Manager

Start Date: 7/08/2020

End Date: 7/11/2020

Role: SOI Manager

Action

Select Action: Accept Delegation
 Decline Delegation

Comment:

Save & Close Cancel

Switching Delegation Roles

1. Click the **Switch Role** icon.
2. Select the **Delegator** role, the workspaces display the delegator's direct reports.
3. Click the **Switch Role** icon and select **Myself** to return to your default Navigator.

Manager Test 2

Sign Out

Delegator	Role Profile	Start - End	
Myself			
Tester, Manager	SOI Manager	7/08/2020 - 7/11/2020	

Cancel Manager Delegation

1. Activate the **Actions** widget.
2. Select **SOI Manager Delegation**.
3. Click **Remove Existing Delegation**.
4. Click **Next**.
5. Highlight the delegation you want to remove and click **Delete**.
6. Click **Close**.

Action

Select Action: Create New Delegation
 Remove Existing Delegation

Next Cancel

Existing Delegations

Test 2, Manager: 7/08/2020 - 7/11/2020, SOI Manager

Delete Cancel