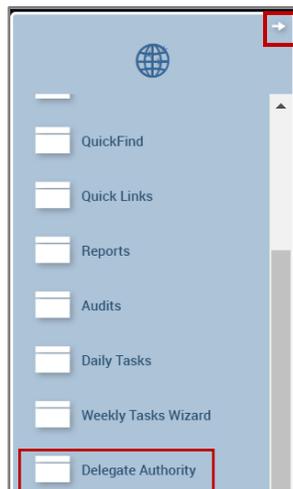


Manager Delegation

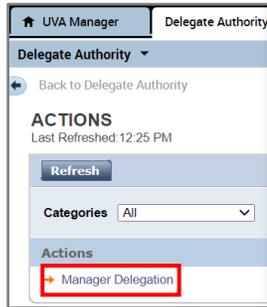
Purpose: A manager may be off on vacation or out of the office for an extended period. If the manager will need someone to act on their behalf to take care of their timekeeping or scheduling needs while they are off, the manager can delegate their authority to another manager. Managers will use the *Delegate Authority* function inside Kronos to allow another manager to cover for them for a specific amount of time.

The following will display how to delegate authority to another manager. A manager may not delegate authority to a Timekeeper, AA, or Scheduler.

- To *Delegate Authority*, expand the Related Items pane and select *Delegate Authority*
(Use the *Arrow* to expand or collapse the Related Items Pane)



- Select *Manager Delegation* to open



- Complete the following information:
 - Select the *Delegate* from the dropdown list (locate the name of the manager you are requesting to cover for you while you are out)
 - Enter the *Start Date* for coverage
 - Enter the *End Date* for coverage
 - If the delegate needs to approve the timecards for the team members, the end date should be the day after payroll closes
 - Leave the *Role* as the default role (UVA Manager)
 - Click *Save & Close*

Existing Delegations

None

New Delegation

* **Delegate:**

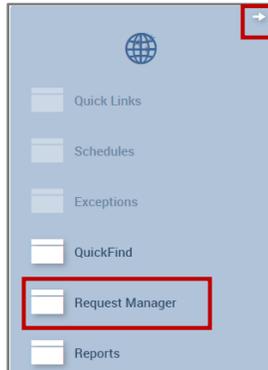
* **Start Date:** 

* **End Date:** 

* **Role:**

Reviewing Submitted Delegation Request

- Both managers are able to view the request by expanding the Related Items Pane and selecting the *Request Manager*. (Use the *Arrow* to expand or collapse the *Related Items Pane*)



- Change the *Request Type* to *Manager Delegation* and make sure the date range is correct



- After selecting *Manager Delegation*, the request for coverage will appear in the *Request Manager*

Accepting Delegation Request

- Select the request and click *Accept Delegation* or *Decline Delegation* accordingly



- A *Comment* can be added to explain why the manager accepted or declined the delegation



New Delegation

Delegator: Manager 14, Manager 14

Start Date: 8/19/2022

End Date: 8/20/2022

Role: MANAGER

Action

Select Action Accept Delegation
 Decline Delegation

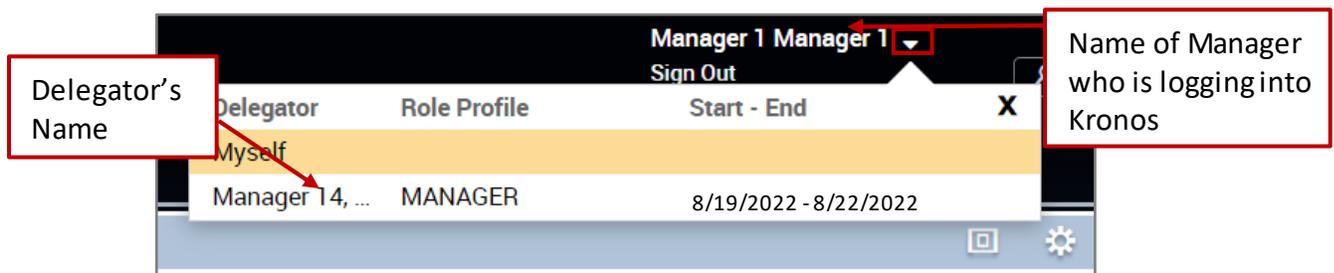
Comment:

- If the delegate declines the *Delegate Authority* request, the manager may send a request to another manager

Note: Managers may have more than one *Delegate Authority* requested with different date ranges.

Viewing the Delegator’s profile

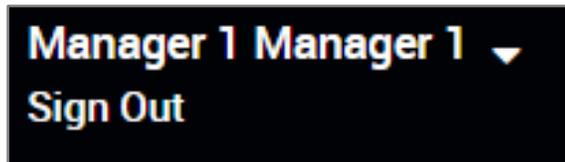
On the date the manager delegation begins, the delegate will see a dropdown beside their name in the top right hand corner. This arrow allows the delegate to switch to the delegator’s profile.



- After selecting the delegator’s name, the application will reload with the other manager’s departmental information (listing their team members)
- When logged in as the manager they are covering for, the delegator’s name will be displayed
- The delegate will have the ability to perform all of the functions as the manager they are covering for



- To switch back to the your profile, select *Myself* and the application will reload with the delegate's information
- When logged in as themselves, their name will be visible by the dropdown arrow



- The *arrow* goes away after the end date listed in the *Manager Delegation* and the manager will no longer be able to act on the other manager's behalf

Additional Questions?

- Call the Help Desk at 434-924-5334
- *OR*
- Go to KNOWLEDGELINK and enter a ticket online



See job aid located on the *Kronos Welcome Page* titled:
Submit a Help Desk Ticket On-line