Kronos Delegation

Give Delegation

- 1. Log on to myTime.
- 2. Select the GENERAL tab, then select ACTIONS from the drop down menu.

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- 3. Select Manager Delegation
 - Select the person you want to delegate your authority to from the Delegate drop down box.
 - Enter the *start (must not be before the date* and *end dates* of the delegation.
 - Confirm the Role = Delegated Manager.
 - Click Save & Close.

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Accept Delegation

The delegated supervisor will receive an email notifying them of the delegation request. Follow these steps to accept the delegation:

- 1. Log on to myTime.
- 2. Select the *GENERAL* tab, then select *Inbox* from the drop down menu.

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3. The inbox will show the pending delegation request. Double click on the delegation request.

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4. Select Accept Delegation.

Click Save & Close.

Log off myTime for the delegation to take effect.



5. Log back on to myTime.

You will see *Switch Role: Myself* at the top left of the panel. myTime information can be viewed as yourself or as the delegated supervisor by clicking on *Switch Role: Myself*, selecting the corresponding role and clicking *Switch Role*.

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Delete delegation

- 1. The delegated supervisor logs on to myTime.
- 2. Select the GENERAL tab, then select ACTIONS from the drop down menu.
- 3. Click on Manager Delegation.
- 4. Click on the Delete button.

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5. Click on the Close button. Delegation is now deleted. Log off myTime.

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