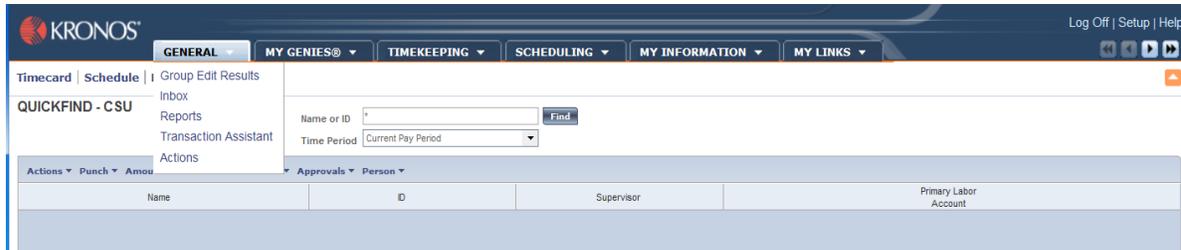


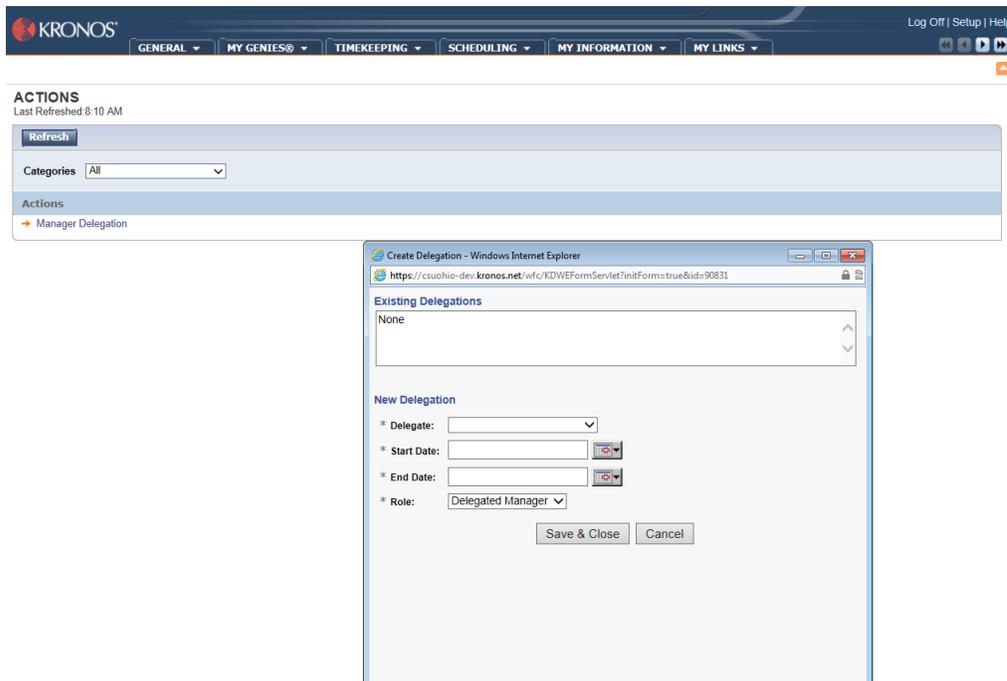
# Kronos Delegation

## Give Delegation

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



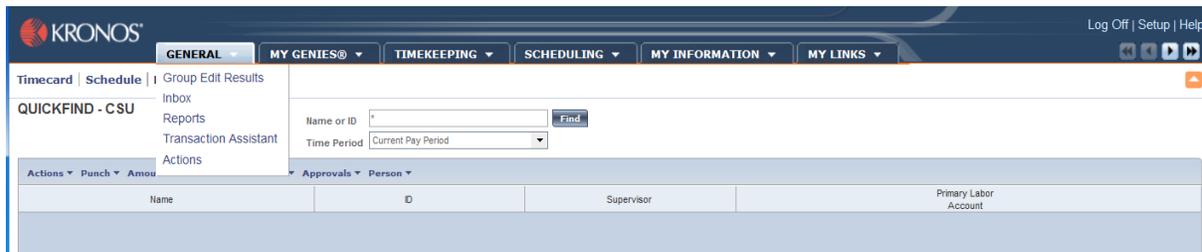
3. Select *Manager Delegation*
  - Select the person you want to delegate your authority to from the Delegate drop down box.
  - Enter the *start (must not be before the date and end dates)* of the delegation.
  - Confirm the Role = Delegated Manager.
  - Click *Save & Close*.



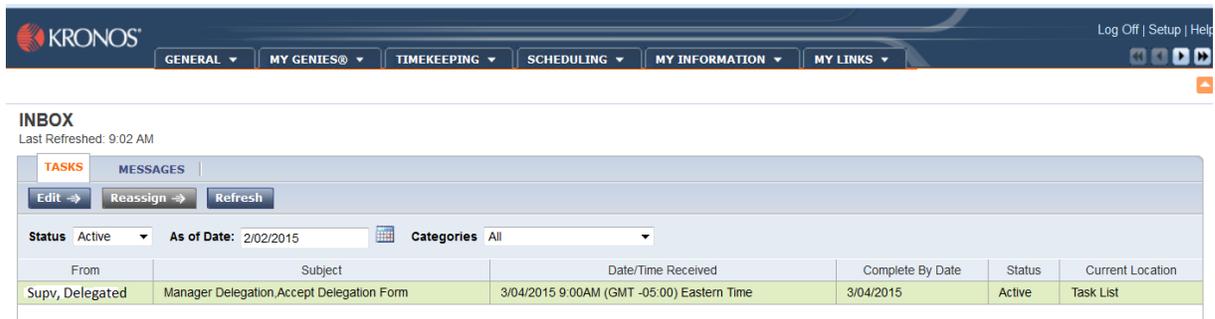
## Accept Delegation

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

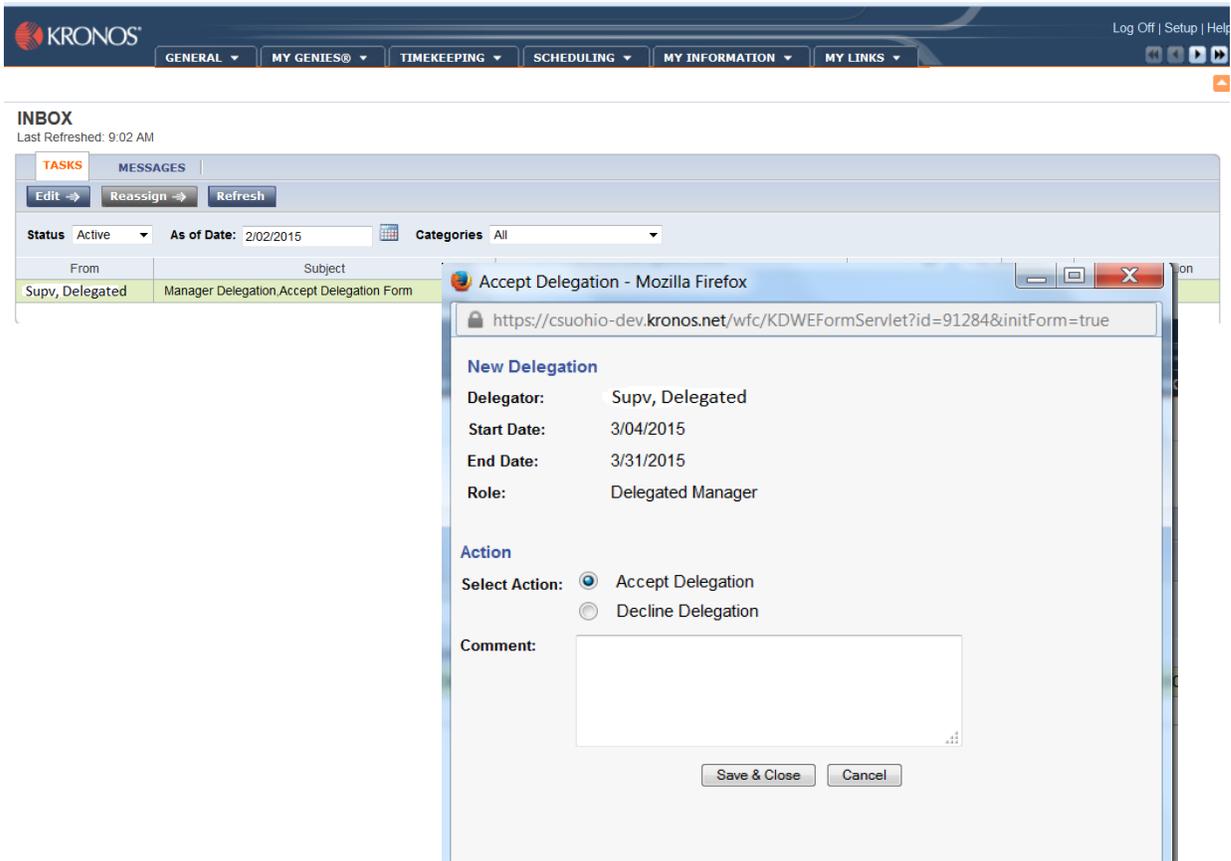
1. Log on to myTime.
2. Select the *GENERAL* tab, then select *Inbox* from the drop down menu.



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

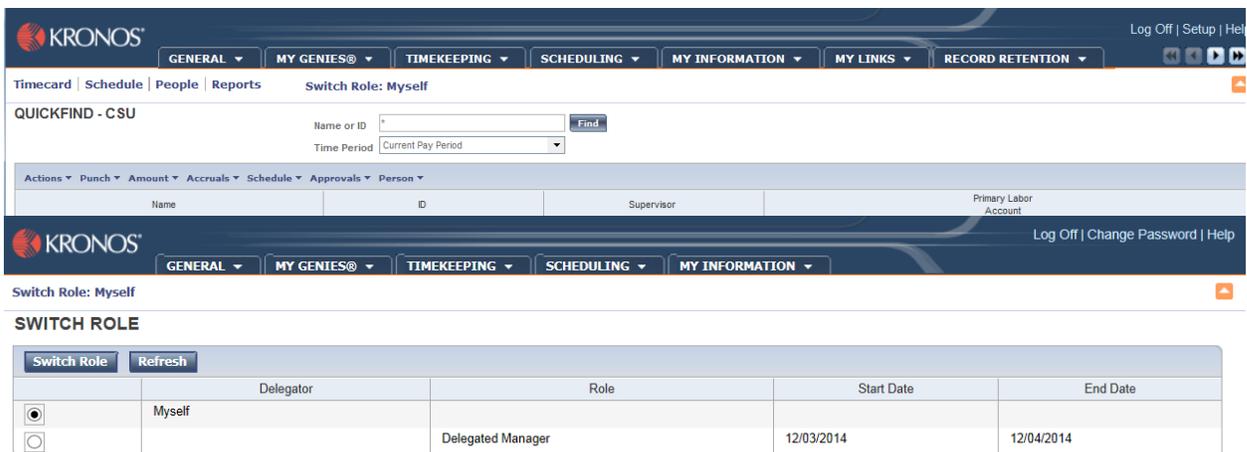


4. Select *Accept Delegation*.  
Click *Save & Close*.  
Log off myTime for the delegation to take effect.



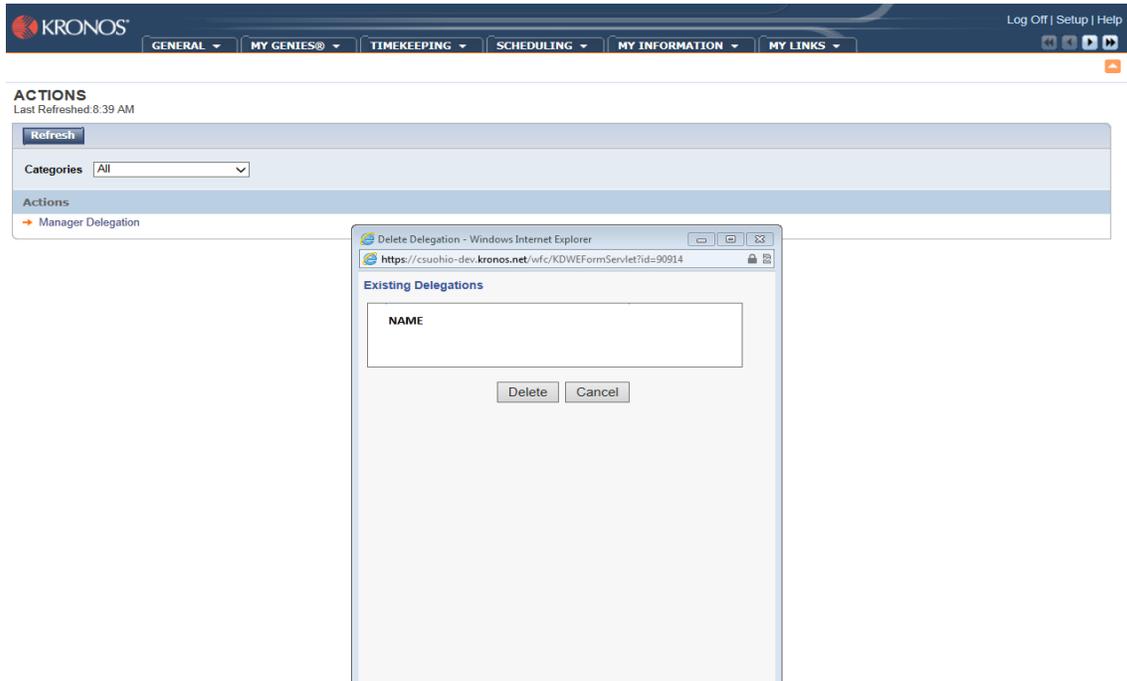
5. Log back on to myTime.

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*.



## 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.



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

