myTime
Kronos Delegation

Cleveland State University

Log on to myTime.

1. Open your web browser, navigate to CSUOHIO.EDU, and click the MYCSU tab.

2. Click on Employee Self-Service in the blue column and select myTime.

3. Enter your CSU ID and password, then click the Sign In box.

Give Delegation

1. In the left side of the screen, select the "Actions" tab from the Widget.
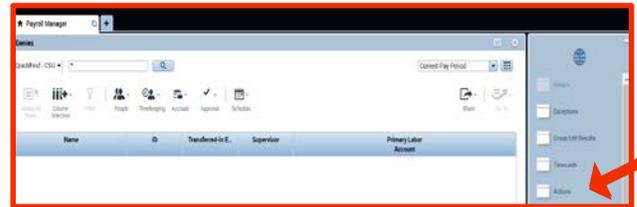
2. Select Manager Delegation or RM_Admin_Delegation.
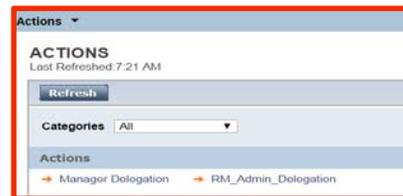
3. Select the person you want to delegate your authority to from the Delegate drop down box.

❖ Delegation can only be made to another manager within your division.
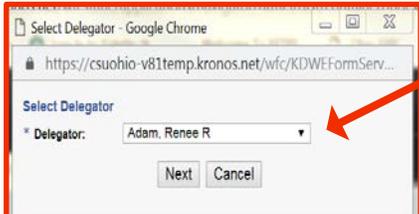
4. Enter the *start (must not be before the date* and *end dates* of the delegation.

5. Confirm the Role = Delegated Manager.

6. Click *Save & Close*.

myTime
Kronos Delegation(Continued)
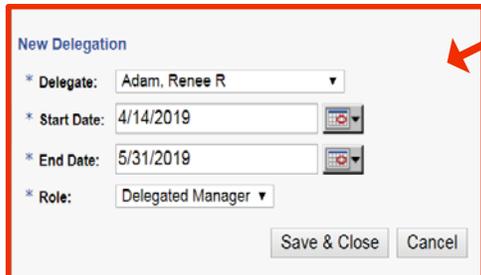
Accept Delegation (The delegated supervisor will receive an email notifying them of the delegation request. Follow these steps to accept the delegation.**)**

1. Log into myTime

2. Select the "Inbox" tab

3. The inbox will show the pending delegation request.

4. Double click on the delegation request.

5. Select "Accept Delegation"

6. Click "Save & Close"

7. Log off myTime

8. Log back into myTime

9. Click on your name using the "Drop down arrow" and view your "Role Profile"

10. It should state "Delegated Manager"

myTime
Kronos Deleting Delegation

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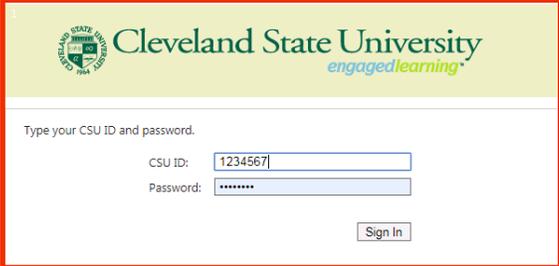
Delete Delegation

1. The Manger who delegated the authority logs into Kronos

2. Select the *ACTIONS* from menu.

3. Click on Manager Delegation.

4. Select Remove Existing Delegation

5. Click Next
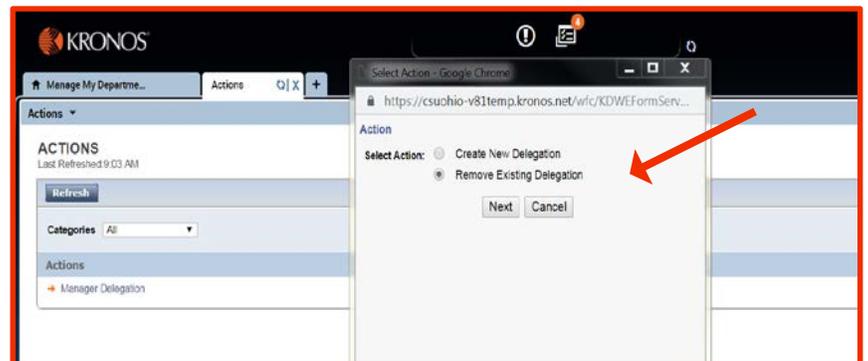
6. The Existing Delegate will be highlighted, Click Delete. After you click Delete, you will see a message "Delegation Deleted"