Delegating Time Card and Leave Approvals

**Purpose:** Supervisors can delegate job responsibilities to another Supervisor for a specific time period. This will allow the delegated Supervisor to perform required time card and leave time approvals during their absence.

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Delegate Your Supervisor Responsibilities to Another Supervisor

1. Click the **Actions** widget (in the right pane) and click on Actions to access ‘Mgr_Delegation_UMN’ form.

2. Click on **Mgr_Delegation_UMN** to open the Delegation form.

3. Select **Create New Delegation** and click **Next**.
4. In the **Delegate** field, select the manager name from the drop-down list.

5. Select the **Start Date** and **End Date**.

6. Click **Save & Close**. The Supervisor will receive an email notifying them of this delegation and will need to accept or reject it.
Accept or Reject the Delegation
If a Supervisor has delegated job responsibilities to you in Kronos, the delegation needs to be accepted or rejected.

1. Click on Reports to view Delegation Request sent by another manager.

2. Click on the Mgr_Delegation_UMN to view delegation requests.

3. Click on the Accept Delegation Form.

4. Click Accept Delegation or Decline Delegation and click the Save & Close button.
5. On the request start day, when you login to Kronos, you will see a drop-down button beside your name in the upper right-hand corner which enables you to switch to another manager.