

Shepherd University

Kronos Time Keeping Manual for Employees and Supervisors

Revised March 26, 2016

Introduction

What is Kronos?

The State of West Virginia has implemented a new Enterprise Resource Planning (ERP) system called wvOASIS. One component of that ERP is Kronos, which is a leave management system and a time keeping system. Shepherd University is required by the State to adopt this system. The Human Resources staff and Payroll staff are committed to making this system work as smoothly as possible for Shepherd employees.

Timely Monitoring Required

The new Kronos leave management and time keeping system requires careful monitoring by supervisors. **It is recommended that supervisors develop a habit of checking Kronos every day. The consequences of inaction are severe: Employees will not be paid!**

Leave and time must be submitted by employees and approved by supervisors **within the current pay period**. Pay periods will consist of two-week periods beginning on Saturday and ending on Friday. **If leave is submitted by an employee but not approved by the supervisor within the current pay period then that employee will not be paid for that time even if that employee is on the salaried payroll (i.e., “exception paid”) – as opposed to being on the hourly payroll (i.e., “positive paid”)**. If leave and time are not submitted and approved within the current pay period, several steps are required by the supervisor and by the Human Resources staff and Payroll staff to retroactively correct that error.

myApps Accounts

In order to use the Kronos leave management system and time keeping system, employees and supervisors must have myApps accounts. Instructions for creating a myApps account can be found on the Employee Benefits page of the Human Resources website.

Accounting for Work Time

All non-exempt employees must account for their time on a daily basis. They will be required to clock out (either via Timeclock or ESS Timestamp) every day for their unpaid lunch break. Exempt employees will not track their time daily but they will need to sign off on their Timecards every other Friday at the end of each pay period.


Clock-ins and clock-outs must be done within seven minutes of the employee's start or end time. The time will be rounded to 15 minute increments.

Who will use Kronos?

Kronos will be used by all staff and faculty who accrue leave as well as all hourly employees (including student employees), plus the people who supervise the employees in those categories. Adjunct faculty members and full-time faculty members who do not supervise leave-earning or hourly employees will not be using Kronos.

Kronos Timeclock Instructions

(Positive Paid Employees Only)



Using the Time Clocks with Biometrics

Soft Keys – allows you to access different time access as labeled.

Navigation Keys – allows you to navigate screens.

Key Pad – allows you to enter numbers, including your PIN.

Indicator lights – green indicates a successful punch, orange indicates an error.



Data Entry Keys – allows you to clear fields, backspace, and cancel transactions.

Enter Key – submits information to the time clock.

Sensor – where you place your enrolled finger for biometric verification.

Punching In and Out

- Enter your PIN using the key pad and press Enter.
- The terminal beeps three times and displays your name or badge number, followed by a prompt:
Place <primary finger> on sensor.
- Position the first joint of your finger against the ridge lock.
- Drop your finger on the sensor. Hold your finger on the sensor until the terminal beeps and displays a response.




Positive paid employees (hourly; non-exempt) must be programmed into the timeclocks in order to use them. Employees will be given their wvOASIS number at the time they are programmed into the timeclock.

Supervisors are encouraged to keep a list of their employees' wvOASIS numbers, which they can get from the Human Resources Office. Employees will need their wvOASIS numbers in order to use timeclocks. It is possible that there may be times when they have forgotten or misplaced those numbers and if the supervisors have them they can provide them to their employees. wvOASIS numbers are not needed in order to use the ESS Timestamp feature (computer).


Kronos Timeclock Instructions (continued)

(Positive Paid Employees Only)

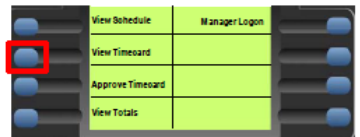
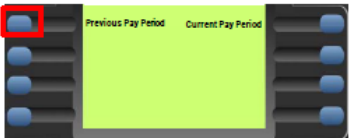


Clock Functions

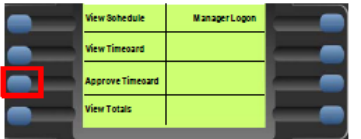
Viewing Your Schedule

- 1 Press the View Schedule soft key.

- 2 Enter your PIN using the key pad and press Enter.
- 3 Place your primary finger on the sensor using the lock, drop and hold method.
- 4 Review your schedule information.

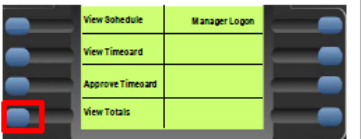
Viewing Your Timecard

- 1 Press the View Timecard soft key.

- 2 Enter your PIN using the key pad and press Enter.
- 3 Place your primary finger on the sensor using the lock, drop and hold method.
- 4 Press the soft key that corresponds to the time period you want to approve.



Approving Your Timecard

- 1 Press the Approve Timecards soft key.

- 2 Enter your PIN using the key pad and press Enter.
- 3 Place your primary finger on the sensor using the lock, drop and hold method.
- 4 Press the soft key that corresponds to the time period you want to approve.

Viewing Your Totals

- 1 Press the View Totals soft key.

- 2 Enter your PIN using the key pad and press Enter.
- 3 Place your primary finger on the sensor using the lock, drop and hold method.
- 4 Review your totals information.

~continued~

- 5 Review your timecard information.

- 6 Press the Enter key to approve your timecard.

When employees have been programmed into timeclocks they can use either a timeclock or ESS timestamp in order to clock in and out. If they have not been programmed into the timeclock then they must use the timestamp. All Positive Paid employees are encouraged to get programmed into the timeclock so that they will have a choice.

Clock-ins and clock-outs must be done within seven minutes of the employee's start or end time. The time will be rounded to 15 minute increments.



If Positive Paid employees forget to clock in and out at the beginning and end of their work day, or at the beginning and end of their unpaid lunch period, then the employee's supervisor will have to correct the employee's Timecard.

Timeclock Locations

Timeclocks are located in the following buildings on campus. Positive paid employees (hourly; non-exempt) can use any timeclock on campus.

Bookstore
Butcher Center
CCA II
Dining Services
Facilities Management
Frank Center
Grounds Trailer
Human Resources
Library (1st floor and 2nd floor)
Sara Cree Hall
Student Center
Snyder Hall
Wellness Center

How to Log Into Kronos

Sign onto MyApps v2 https://www.wvsao.gov	
Click on the Kronos Time and Leave icon. Go to Workspaces/My Information and there you will see your name and wvOASIS ID number.	

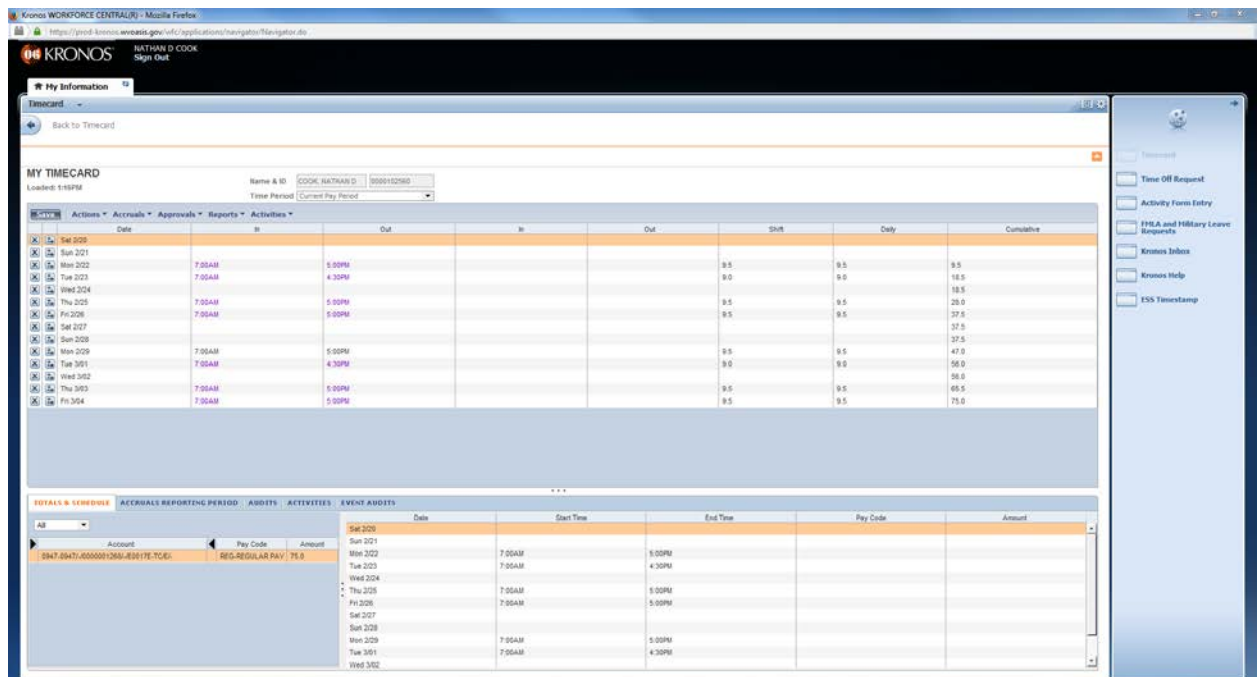
Employee Self Service (ESS) Timestamp Instructions

(Positive Paid Employees Only)

Employees must clock in and out using computers on campus unless they have special permission from their supervisors to use an off-campus computer.

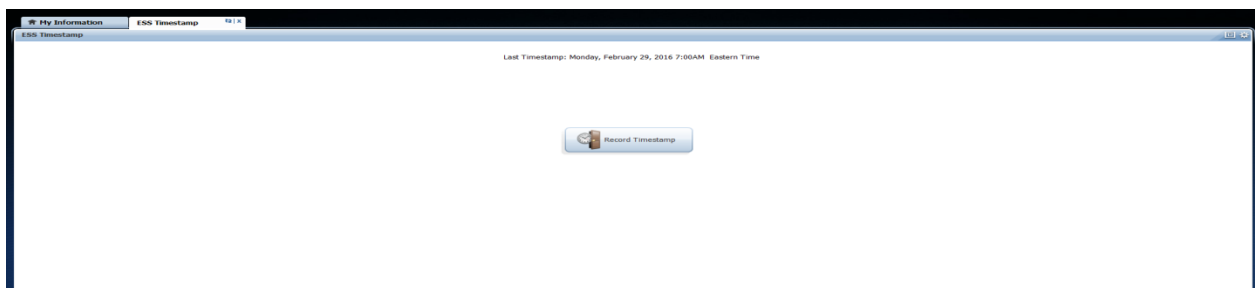
Log into your myApps account with your email address and password and click Sign In. After signing into your myApps account, click the orange Kronos app.

Your Timecard should then be displayed. On the right-hand side of the window you will see a menu. In this menu you should click **ESS Timestamp**.



A new tab will appear and you will be on the **ESS Timestamp** page. You will notice the date and time of your last timestamp at the top center of the page. Below your last timestamp information you will see a button with a clock and door image that says Record Timestamp. You will need to click this button in order to record your timestamp.

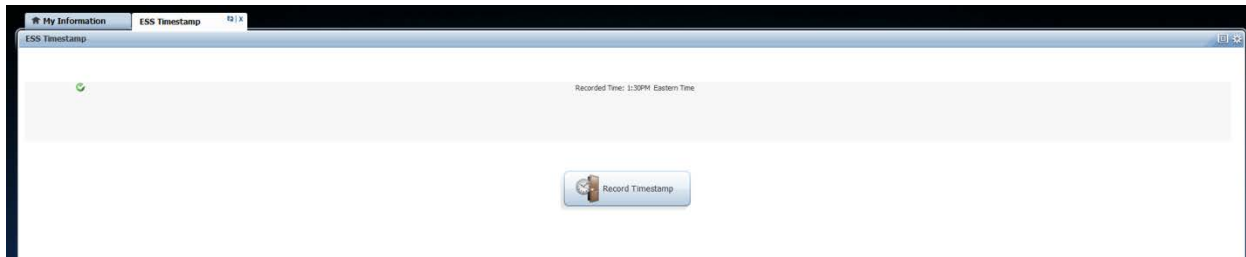
NOTE: please, do not click the Record Timestamp button multiple times, because it will record a punch each time you click. Please, click **ONLY** once for each punch.



ESS Timestamp Instructions (continued)

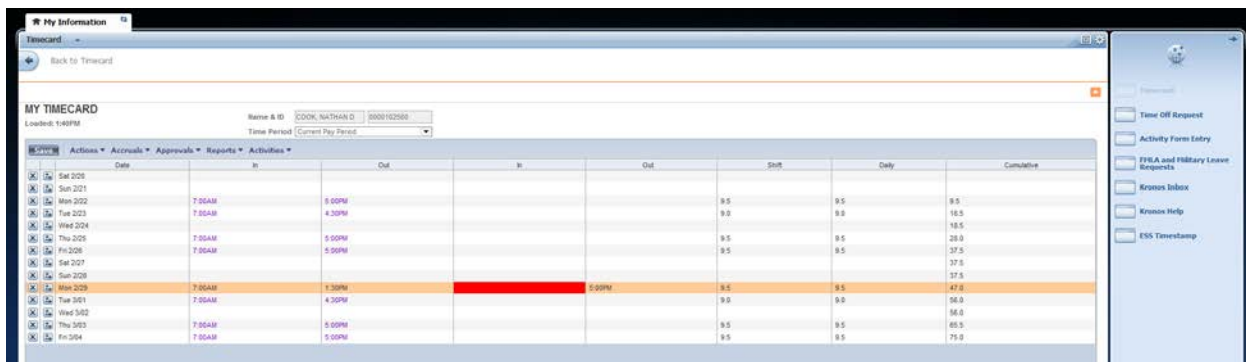
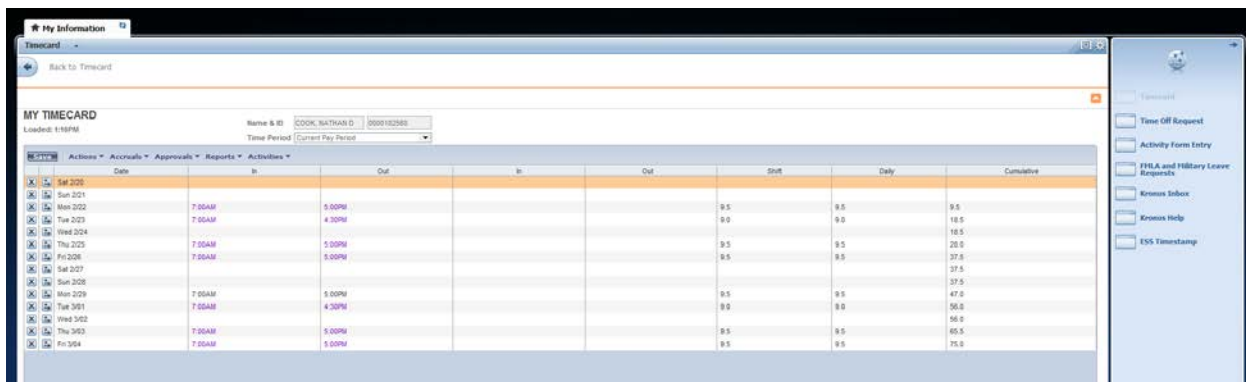
(Positive Paid Employees Only)

After clicking the Record Timestamp button, the last timestamp information should be replaced by the Recorded Time information which tells you the time of the timestamp you just recorded. You should also see a green circle with a white checkmark inside of it indicating that the Timestamp was recorded successfully. You will then need to close the ESS Timestamp tab by clicking the small x in the right-hand corner of the tab itself.



After closing the ESS Timestamp tab, you will be brought back to your Timecard.

PLEASE NOTE: the Timecard will **NOT** apply any changes that you made by the Record Timestamp button until you have clicked the refresh button (two curved arrows going in a circle) in the right-hand corner of the My Information tab at the top left of your Timecard.



ESS Timestamp Instructions (continued)

(Positive Paid Employees Only)

As you can see in the previous screen shot, the timestamp recorded was applied to the Timecard after clicking the refresh button.

If the refresh function does not populate the time card do **NOT** record another timestamp. Simply click the drop down menu beside the **Time Period** and select **Previous Pay Period** and once that Timecard loads reselect **Current Pay Period** by clicking the drop down menu again. This should populate the Timecard with the recently recorded timestamp.

The screenshot shows the Kronos WORKFORCE CENTRAL interface. The user is Nathan D Cook. The 'MY TIMECARD' section is active, showing a table of timecard entries. The 'Time Period' dropdown menu is open, showing options: 'Previous Pay Period', 'Current Pay Period', and 'Next Pay Period'. The 'Current Pay Period' is selected. Below the timecard table, there is a 'TOTALS & SCHEDULE' section with a table showing pay codes and amounts.

Date	In	Out	Shift	Daily	Cumulative
Sat 3/6					
Sun 3/6					
Mon 3/7	7:00AM			9.5	9.5
Tue 3/8	7:00AM			9.0	18.5
Wed 3/9					18.5
Thu 3/10	7:00AM	5:00PM		9.5	28.0
Fri 3/11	7:00AM	5:00PM		9.5	37.5
Sat 3/12					37.5
Sun 3/13					37.5
Mon 3/14	7:00AM	5:00PM		9.5	47.0
Tue 3/15	7:00AM	4:30PM		9.0	56.0
Wed 3/16					56.0
Thu 3/17	7:00AM	5:00PM		9.5	65.5
Fri 3/18	7:00AM	5:00PM		9.5	75.0

Date	Start Time	End Time	Pay Code	Amount
Sat 3/6				
Sun 3/6				
Mon 3/7	7:00AM	5:00PM		
Tue 3/8	7:00AM	4:30PM		
Wed 3/9	7:00AM	5:00PM		
Thu 3/10	7:00AM	5:00PM		
Fri 3/11	7:00AM	5:00PM		
Sat 3/12				
Sun 3/13				
Mon 3/14	7:00AM	5:00PM		
Tue 3/15	7:00AM	4:30PM		
Wed 3/16				

You will need to repeat this process every time you want to record a timestamp.

PLEASE NOTE: If you have a timestamp that needs to be updated or corrected you will need to contact your supervisor.

Kronos Timecard Work Space

Timecard Work Space

MY TIMECARD
 Name & ID: AABEL, TAMARA L 0000017103
 Time Period: Current Pay Period

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Cumulative
Sat 9/19								
Sun 9/20								
Mon 9/21								
Tue 9/22								
Wed 9/23								
Thu 9/24								
Fri 9/25								
Sat 9/26								
Sun 9/27								
Mon 9/28								
Tue 9/29								
Wed 9/30								
Thu 10/01								
Fri 10/02								

TOTALS & SCHEDULE
 Account: Pay Code: Amount: Wages:

EVENT AUDITS

Date	Start Time	End Time	Pay Code	Amount
Sat 9/19				
Sun 9/20				
Mon 9/21	8:00AM	4:30PM		
Tue 9/22	8:00AM	4:30PM		
Wed 9/23	8:00AM	4:30PM		
Thu 9/24	8:00AM	4:30PM		
Fri 9/25	8:00AM	4:30PM		
Sat 9/26				
Sun 9/27				
Mon 9/28	8:00AM	4:30PM		
Tue 9/29	8:00AM	4:30PM		
Wed 9/30	8:00AM	4:30PM		


Name and ID	Name & ID
Time Period	Time Period
Date	The day or range of days that you are viewing.
Pay Code	The category of time such as annual or sick leave. This field should not be modified. It is a view only field.
Amount	The amount of time or leave used, if applicable.
In	The time the employee starts their work shift. The second In column is used when a meal break or other break in the day has been taken.
Transfer	This field is not used.
Out	The time the employee ends their shift or has a break in their work day such as a meal break.
Shift	The total number of hours the employee worked that day.
Daily	The total number of hours for the employee on that day.
Cumulative	A running total of hours for the employee during that time period.

Kronos Timecard Tabs

**Timecard
Tabs**

TOTALS & SCHEDULE	This is the default tab. The Timecard totals are displayed for that timesheet period. It includes the account code, pay code and amount (hours).
ACCRUALS REPORTING PERIOD	This is where you will find your leave balances. You can use the Balance As Of date field to determine leave balances in the future.
AUDITS	Displays an activity such as time entry or corrections made to your Timecard and approved by your supervisor. Use the Type of Edit dropdown and select all to view Timecard adjustments.
SIGN-OFFS, REQUESTS & APPROVALS	Displays Timecard approvals and sign-offs.

HELPFUL HINT

Click on the  above the Timecards tabs and drag up to increase or decrease the space for easier viewing.



How to Approve Your Timecard

All full-time staff and (12-month) faculty who earn leave must approve their Timecards every other Friday on the last day of the pay period. Part-time, casual, and student employees do NOT need to approve their Timecards.

When approving your timecard, be sure the **Time Period** dropdown box shows Current Pay Period. On the last day you are scheduled to work or take leave in a pay period, you need to approve your timecard. After you approve your timecard and your pay period ends, changes cannot be made. If you notice a problem, contact your Timekeeper or Supervisor.

Both Positive Paid (Hourly) and Exception Paid (Salaried) employees will follow the same steps in approving their timecard.

- Step 1: Select the Approvals drop-down arrow.
- Step 2: Select Approve.

Below are examples of what the Positive Paid and Exception Paid employee's timecard should look like at the end of the pay period.

Positive Paid Employees Timecard

The screenshot shows a web-based timecard system. At the top, there's a header bar with the word "Timecard" and a dropdown arrow. Below this is a navigation bar with a "Back to Timecard" link. The main content area is titled "*MY TIMECARD" in orange. Below the title, it says "Last Calculated: 11:03AM". To the right, there are two input fields: "Name & ID" with the value "BELCHER, LINDA D" and "0000000444", and a "Time Period" dropdown menu set to "Current Pay Period". Below these fields is a table with columns: "Date", "Pay Code", "Amount", "In", "Transfer", "Out", "In", and "Transfer". The table has four rows of data for the dates Sat 1/24, Sun 1/25, Mon 1/26, and Tue 1/27. The "In" and "Out" times are 8:00AM and 4:30PM respectively for Mon 1/26 and Tue 1/27. There are also "Save", "Actions", "Punch", "Amount", "Accruals", "Comment", "Approvals", "Reports", "Activities", and "Leave" buttons above the table.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
Sat 1/24							
Sun 1/25							
Mon 1/26			8:00AM		4:30PM		
Tue 1/27			8:00AM		4:30PM		

Exception Paid Employees Timecard

Timecard
Back to Timecard

MY TIMECARD
Loaded: 11:35AM
Name & ID: BELCHER, ALLAN E 0000001011
Time Period: Current Pay Period

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports	Activities	Leave				
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
		Fri 1/23											
		Sat 1/24											
		Sun 1/25											
		Mon 1/26			8:00AM		3:30PM				7.0	7.0	7.0
		Tue 1/27			8:00AM		3:30PM				7.0	7.0	14.0
		Wed 1/28			8:00AM		3:30PM				7.0	7.0	21.0
		Thu 1/29			8:00AM		3:30PM				7.0	7.0	28.0
		Fri 1/30			8:00AM		3:30PM				7.0	7.0	35.0
		Sat 1/31											35.0

TOTALS & SCHEDULE

ACCRAALS REPORTING PERIOD
AUDITS
ACTIVITY EVENTS
EVENT AUDITS

All

Account	Pay Code	Amount
2100-2100/-/0000001416/-/SN248E-7H/-	Exception Pay Codes	7.0
2100-2100/-/0000001416/-/SN248E-7H/-	Positive Pay Codes	70.0

Date	Start Time	End Time	Pay Code	Amount
Sat 1/24				
Sun 1/25				
Mon 1/26	8:00AM	3:30PM		
Tue 1/27	8:00AM	3:30PM		

Timecard

Time Off Request

Accrual Balances

Activity Form Entry

FMLA and Military Leave Requests

Kronos Inbox

Kronos Help

Please Note: All requests for modifications to your Timecard should be submitted by email to your supervisor.

You are responsible for the accuracy of your own Timecard.

Confirm Approval of Timecard

Employees may confirm that their timecard has been approved by themselves and their supervisor by clicking on the Sign-offs, Requests, & Approvals tab on the Timecard. Timecard Approval by Employee and Timecard Approval by Manager are shown under the Action Taken column.

TOTALS & SCHEDULE		ACCRAALS REPORTING PERIOD		AUDITS		SIGN-OFFS, REQUESTS & APPROVALS		
Action Taken		Select an action						
Action Taken	Effective Date	Start Time	Amount	Reason	Comment	Note	User	Date
Timecard Approval b...	4/18/2014						dhershberger	4/24/2014
Timecard Approval b...	4/18/2014						landrews	4/24/2014

Paper Timesheets

Employees who have second jobs will have to complete paper timesheets for their second job. This mostly applies to student employees.

Paper timesheets must be submitted (preferably by the employee's supervisor) by Noon every Monday for the prior week. Paper timesheets are being collected on a weekly basis because the work hours from paper timesheets must be manually typed into wvOASIS and the turnaround time is short.

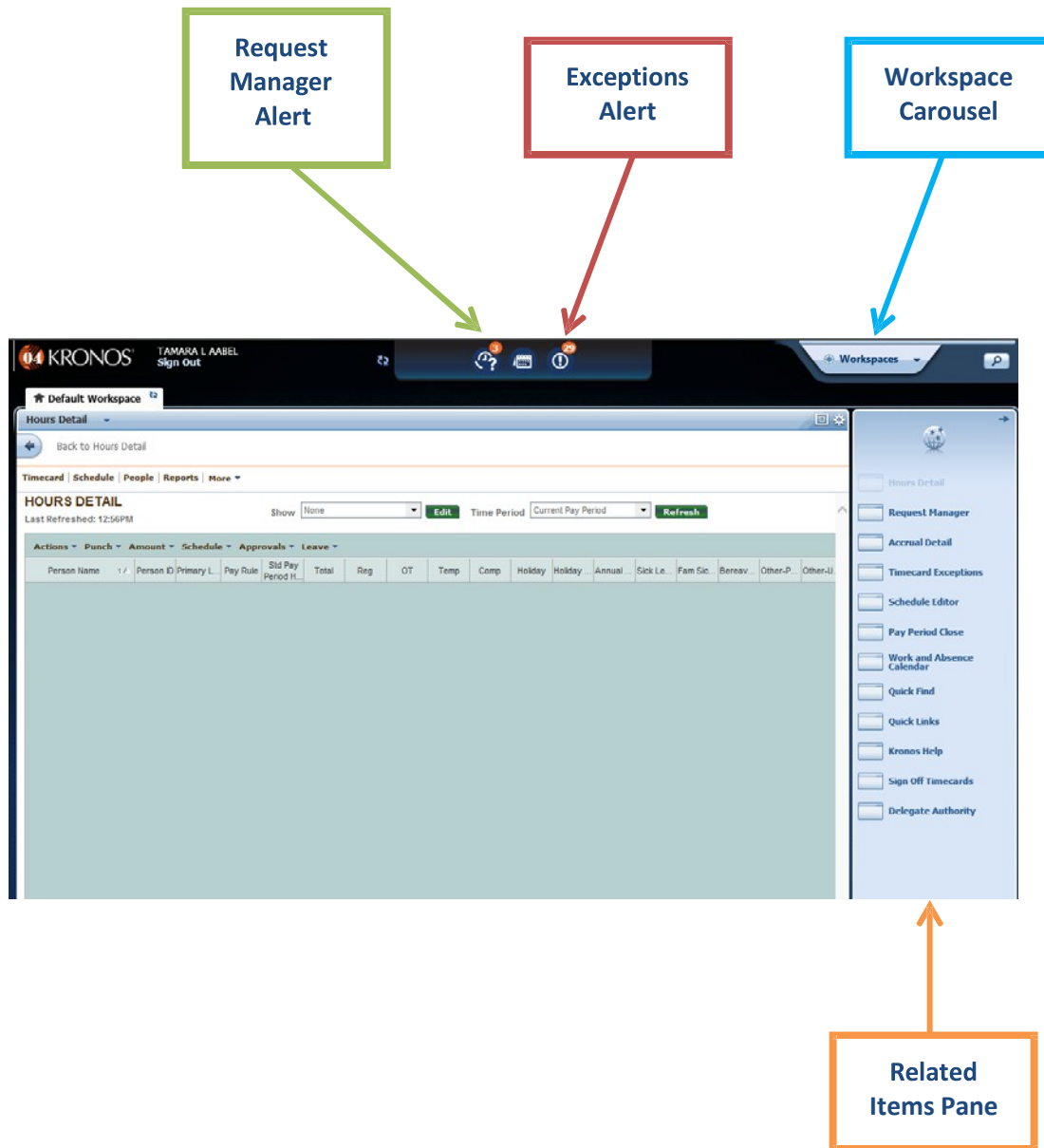
Submit paper timesheets to the Payroll Office (for regular employees) or to the Human Resources Office or Business Office (for student employees).

Paper timesheets may be scanned and emailed. If you do that, please make sure that the person you are emailing them to is in the office that day. Then follow up by sending a copy of the original timesheet through campus mail.

Kronos Time Keeping Manual

SUPERVISORS' SECTION

Kronos Supervisor Workspace



Kronos Supervisor Timecard View

Timecard
Work Space

Timecard
Exceptions

Timecard | Schedule | People | Reports | More ▾

TIMECARD
Loaded: 11:45AM

Name & ID: AABEL, TAMARA L 0000017103
Time Period: Next Pay Period ▾

Save | Actions ▾ | Punch ▾ | Amount ▾ | Accruals ▾ | Comment ▾ | Approvals ▾ | Reports ▾

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sat 10/03											
X	Sun 10/04											
X	Mon 10/05			8:00AM		4:30PM				8.5	8.5	8.5
X	Tue 10/06			5:30AM		11:32AM				6.0		
X	Tue 10/06			12:15PM		4:35PM				4.25	10.25	18.75
X	Wed 10/07			8:00AM		12:00PM				4.0		
X	Wed 10/07			1:00PM		4:30PM				3.5	7.5	26.25
X	Thu 10/08											26.25
X	Fri 10/09	COMPT-C...	6.5								6.5	32.75
X	Sat 10/10											32.75
X	Sun 10/11											32.75
X	Mon 10/12											32.75
X	Tue 10/13											32.75
X	Wed 10/14											32.75
X	Thu 10/15											32.75
X	Fri 10/16											32.75

TOTALS & SCHEDULE | **ACCRUALS REPORTING PERIOD** | **AUDITS** | **ACTIVITIES** | **EVENT AUDITS**

All ▾

Account	Pay Code	Amount	Wages	Date	Start Time	End Time	Pay Code	Amount
0447-1210/-/0000017103/-/553407-ZG/PI/-	REG-REGULAR ...	26.25		Sat 10/03				
				Sun 10/04				
				Mon 10/05	8:00AM	4:30PM		
				Tue 10/06	8:00AM	4:30PM		
0447-1210/-/0000017103/-/553407-ZG/PI/-	COMPT-COMPT...	6.5						

Timecard
Tabs

Timecards must be approved by supervisors by no later than Noon on the Monday following the close of each pay period!




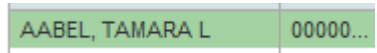

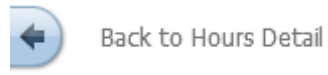
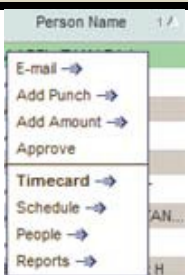
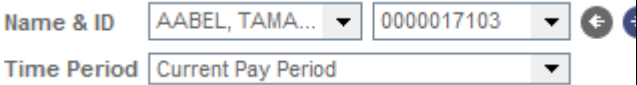
If you approve Timecards on the last Friday of the pay period, select Current Pay Period. If you approve Timecards on the following Monday, select Previous Pay Period.

Kronos Supervisor Timecard Exception Edits

A Timecard Exception is a notification on an employee's Timecard (highlighted in red) that alerts employees and supervisors to possible discrepancies on the Timecard that may need attention. However, not all exceptions require adjustments.

Lunch time and end of shift punches	These punches will always show as an exception. If the times are correct, no further action is required.	<div><div>8:00AM</div><div>12:39PM</div><div>11:45AM</div><div>4:32PM</div></div>																									
Missed Punch	<p>If time is missing from a full day, the date displays in red box.</p> <p>To add time worked, click in the cells of the missed punches, enter the correct punch times and click SAVE. The outline of the box turns green after you click on it.</p> <div><div>Save</div></div>																										
Correcting a Punch	Click in the cell of the incorrect punch, hit the backspace to delete incorrect time and enter the amended time. Click the Save button.	<div><div>5:30AM</div><div></div><div>11:32AM</div><div></div><div>11:32AM</div><div>8:00AM</div><div></div><div>11:32AM</div><div><div>Save</div></div></div>																									
Adding a Pay Code/Leave to a Timecard	Leave should only be added to a Timecard if leave is needed on a Timecard at the end of a pay period and the employee has not submitted a leave request for approval.	<table><thead><tr><th></th><th></th><th>Date</th><th>Pay Code</th><th>Amount</th></tr></thead><tbody><tr><td>x</td><td>↺</td><td>Sat 10/03</td><td></td><td></td></tr><tr><td>x</td><td>↺</td><td>Sun 10/04</td><td></td><td></td></tr><tr><td>x</td><td>↺</td><td>Mon 10/05</td><td>ANNLV-AN...</td><td>7.5</td></tr><tr><td>x</td><td>↺</td><td>Tue 10/06</td><td></td><td></td></tr></tbody></table>			Date	Pay Code	Amount	x	↺	Sat 10/03			x	↺	Sun 10/04			x	↺	Mon 10/05	ANNLV-AN...	7.5	x	↺	Tue 10/06		
		Date	Pay Code	Amount																							
x	↺	Sat 10/03																									
x	↺	Sun 10/04																									
x	↺	Mon 10/05	ANNLV-AN...	7.5																							
x	↺	Tue 10/06																									

Kronos Supervisor Approving a Timecard

1	Sign onto MyApps v2 https://www.wvsao.gov/login.aspx	
2	Click on the KRONOS time and leave icon	
3	On the Hours Detail page, select "0001-all home" or "All Home" from the Show drop down list.	
4	To open a Timecard, double-click on the employee's name.	
5	Review the Timecard, click on Approvals and select Approve.	
6	Click Back to Hours Detail to return to the previous screen or click on sign out in the upper left hand corner of the screen.	
HELPFUL HINTS		
Right click on the employee's name and a menu appears, select Timecard. Timecards can also be approved this way; however, all Timecards should be reviewed prior to approval.		
To view multiple Timecards, holding down the CTRL key, select all the employee's and click on Timecard above the HOURS DETAIL or right click and select Timecard. An arrow will appear next to the Name and ID. Click the arrow to scroll though and review and approve the Timecards		

How Supervisors View Employees' Timecards

To confirm approval of their employees, supervisors may click on Pay Period Close in the left column. If you approved the Timecard, your name will show under Managers Who Approved Timecard.

PAY PERIOD CLOSE			
Last Refreshed: 11:10AM		Show	All Home
Actions ▾ Punch ▾ Amount ▾ Schedule ▾ Approvals ▾ Person ▾ Lea			
Name	1 / 1	Employee Approval	Managers Who Approved Timecard
Andrews, Isabelle			
Bromback, Norma		✓	
Coates, Craig			
Edwards, Carl			
Elden, Harry			
Hershberger, Daniel		✓	Andrews, Isabelle
Jacobson, Louis		✓	

Paper Timesheets

Employees who have second jobs will have to complete paper timesheets for their second job. This mostly applies to student employees.

Paper timesheets must be submitted by the employee's supervisor by Noon every Monday for the prior week.

Paper timesheets are being collected every week because work hours on timesheets must be manually typed into wvOASIS and the turnaround time is short.

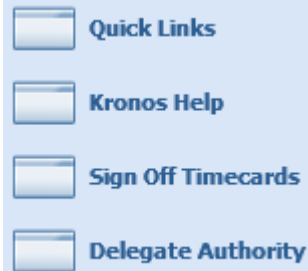
Submit paper timesheets to the Payroll Office (for regular employees) or to the HR Office or Business Office (for student employees).

Delegate and Accept or Decline Kronos Supervisor Authority

Delegate Authority

As a supervisor, you have the ability to delegate your supervisory functions in Kronos to another supervisor. Delegating authority in Kronos should be used when a supervisor is unavailable, for example, due to travel or long term leave. Once you have delegated authority to another supervisor, they have the access to perform those tasks using their own username and password. The delegation must be to someone with the same security level.

From the Related Items pane, click on Delegate Authority.



A new tab will display.

Delegate Authority

[Back to Delegate Authority](#)

MY ACTIONS

Last Refreshed: 4:24 PM

[Refresh](#)

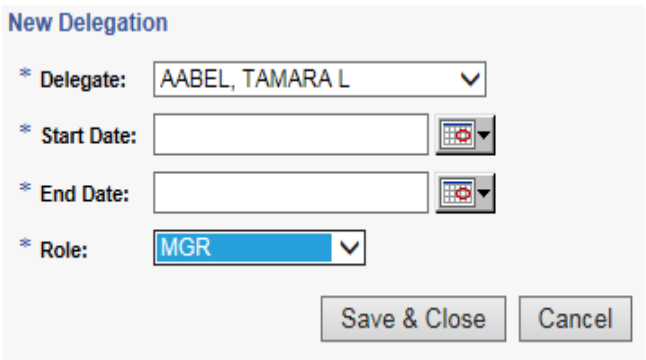
Categories

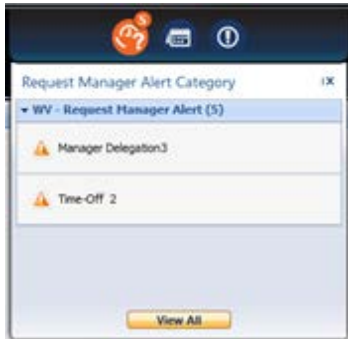

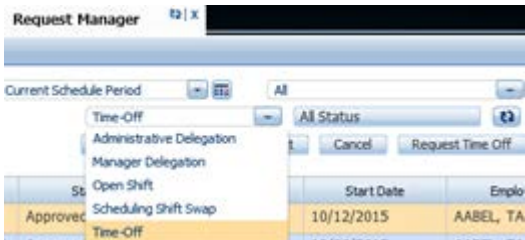
Actions

[Administrative Delegation](#) [Manager Delegation](#)



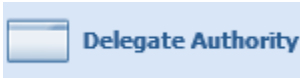
Click on Manager Delegation and a window will pop up, which is labeled Existing Delegations.

A screenshot of the 'Existing Delegations' window. At the top, there's a section titled 'Existing Delegations' with a dropdown menu showing 'None'. Below this is a section titled 'New Delegation' with the following fields: 'Delegate' (a dropdown menu showing 'AABEL, TAMARA L'), 'Start Date' (a date picker), 'End Date' (a date picker), and 'Role' (a dropdown menu showing 'MGR'). At the bottom right of the form are two buttons: 'Save & Close' and 'Cancel'.

<p>Enter as Delegate the name of the supervisor to whom you want to delegate your Kronos functions.</p> <p>Select the Start Date and End Date showing when you want to delegate your tasks.</p> <p>Select MGR as the Role.</p> <p>Click save and Close.</p>	 <p>The image shows a 'New Delegation' form. It has four fields: 'Delegate' with a dropdown menu showing 'AABEL, TAMARA L'; 'Start Date' and 'End Date' with text boxes and calendar icons; and 'Role' with a dropdown menu showing 'MGR'. At the bottom right are 'Save & Close' and 'Cancel' buttons.</p>
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<p>Accept or Decline Authority: When another supervisor sends you a request to cover his or her Kronos supervisor role you will receive an alert in the Requests alert icon. You also will receive an email message. You must take action by either accepting or declining the request.</p>	
<p>To view a delegate authority request, click on the Request Manager alert icon and then click Manager Delegation. The Request Manager tab will open to the Manager Delegation page.</p>	 <p>The image shows a 'Request Manager Alert Category' window. It has a dropdown menu for 'Request Manager Alert (5)' with two items: 'Manager Delegation3' and 'Time-Off 2'. At the bottom is a 'View All' button.</p>
<p>Alternatively, you may click on the Request Manager in the Related Items pane.</p>	 <p>The image shows a blue button with a folder icon and the text 'Request Manager'.</p>
<p>Once the Request Manager tab opens, select Manager Delegation from the drop down menu.</p>	 <p>The image shows the 'Request Manager' window. It has a 'Current Schedule Period' dropdown set to 'All'. Below it is a list of request types: 'Time-Off', 'Administrative Delegation', 'Manager Delegation', 'Open Shift', 'Scheduling Shift Swap', and 'Time-Off'. The 'Manager Delegation' item is highlighted. To the right are 'Cancel' and 'Request Time Off' buttons. At the bottom is a table with columns 'Start Date' and 'Emplo'.</p>

<p>Double click on the request to view the request details.</p> <p>Select either Accept Delegation or Decline Delegation.</p> <p>Click on Save & Close or click Cancel to exit without taking action.</p> <p>An email notification will be sent to the delegating supervisor.</p>	<div> <div>New Delegation</div> <div> <div>Delegator: AABEL, TAMARA L</div> <div>Start Date: 10/05/2015</div> <div>End Date: 10/07/2015</div> <div>Role: MGR</div> </div> <div> <div>Action</div> <div> <div>Select Action: <input checked="" type="radio"/> Accept Delegation</div> <div><input type="radio"/> Decline Delegation</div> </div> <div> <div>Comment:</div> <div></div> </div> </div> <div>Save & Close</div> </div>
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<p>Switching to a Delegated Role:</p> <p>After you accept a delegate request, the system will automatically provide you access to the delegated role on the start date. A switch role link appears as a quick link to access the delegated role. Access to the delegated role will expire the day after the end date and the arrow next to your name will no longer be displayed.</p>	
<p>Click on the arrow next to your name on the upper left hand side of the screen.</p> <p>Select the supervisor whose tasks you will perform as the delegate.</p>	
<p>Once the page has refreshed, you will see your name and the name of the person who has delegated authority to you.</p> <p>To return to your own role in Kronos, click on the arrow next to your name and select "myself".</p>	
<p>Canceling a Delegated Role:</p> <p>Once the end date of the delegation occurs, the system automatically removes the access to that supervisor. If you return prior to the end date you can cancel the delegation.</p>	
<p>From the Related Items pane, click on Delegate Authority.</p>	

<p>Click on Manager Delegation and select Remove Existing Delegation.</p> <p>Click on Next.</p>	<p>Action</p> <p>Select Action: <input checked="" type="radio"/> Create New Delegation <input type="radio"/> Remove Existing Delegation</p> <p><input type="button" value="Next"/> <input type="button" value="Cancel"/></p>	
<p>Select name and click on Delete.</p>	<p>Existing Delegations</p> <p>AABEL, TAMARA L: 10/05/2015 - 10/05/2015, MGR</p> <p><input type="button" value="Delete"/> <input type="button" value="Cancel"/></p>	