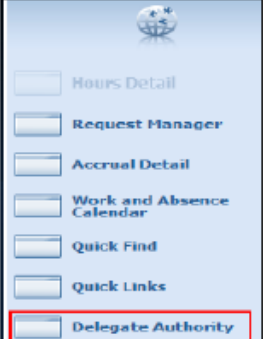
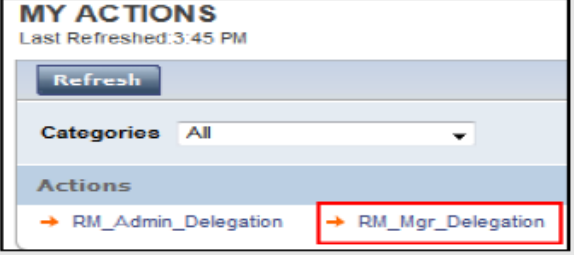


Delegating Authority

Steps	
1	<p>From the Related Items pane, select Delegate Authority.</p>
2	<p>From the list of actions, select RM_Mgr_Delegation.</p>

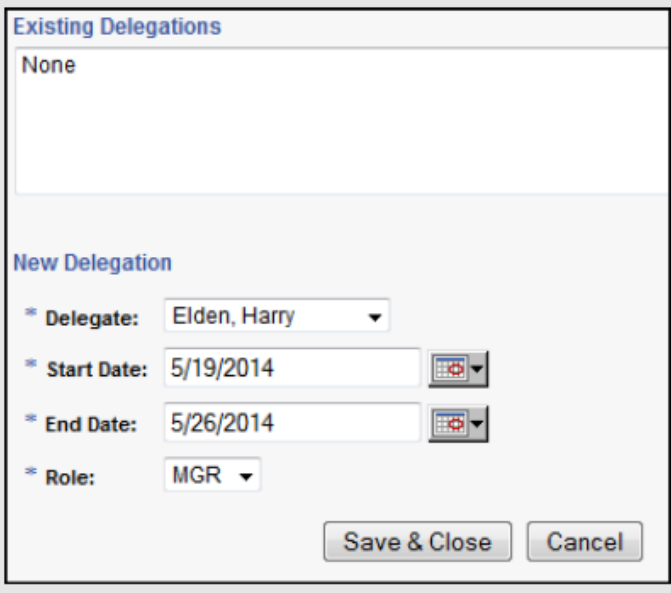


The screenshot shows a sidebar menu with the following items: Hours Detail, Request Manager, Accrual Detail, Work and Absence Calendar, Quick Find, Quick Links, and Delegate Authority. The 'Delegate Authority' item is highlighted with a red rectangular box.



The screenshot shows the 'MY ACTIONS' section with a 'Refresh' button and a 'Categories' dropdown set to 'All'. Below the 'Actions' header, there are two items: 'RM_Admin_Delegation' and 'RM_Mgr_Delegation'. The 'RM_Mgr_Delegation' item is highlighted with a red rectangular box.

3	<p>If other delegation assignments exist, click Create New Delegation.</p>
4	<p>From the Delegate drop-down list, select the supervisor to whom you want to delegate your tasks.</p>
5	<p>Select the Start Date and End Date to indicate when you want to delegate your tasks.</p>
6	<p>From the Role drop-down list, select the profile that identifies the tasks that you want to delegate. Contact your wOASIS Helpdesk if the role profile you require does not appear in the list.</p>
7	<p>Click Save & Close. The application sends the delegation request to other supervisor's Inbox.</p>

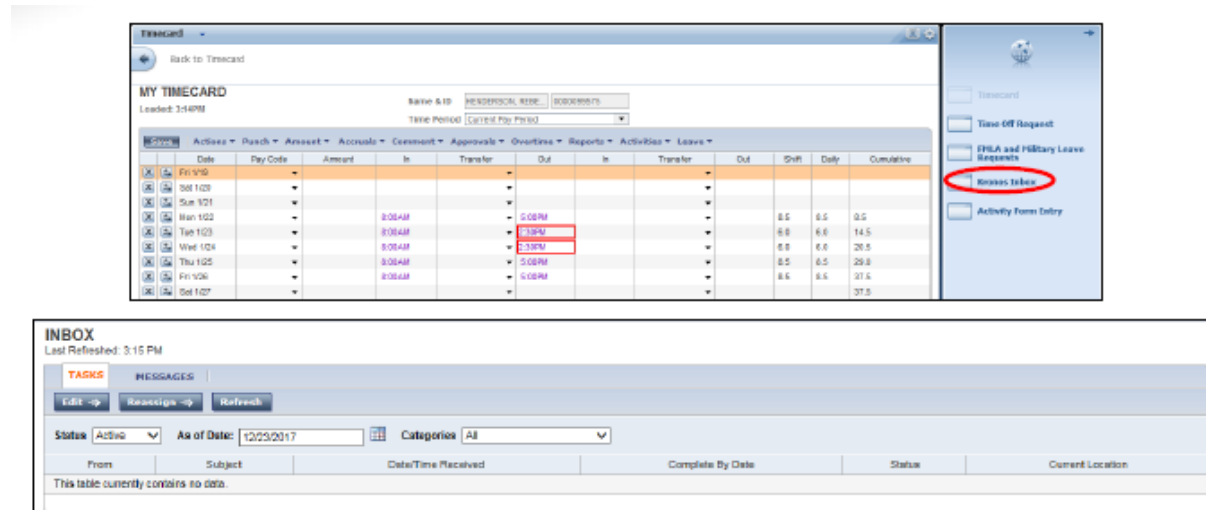


The screenshot shows the 'Existing Delegations' section with 'None' listed. Below it is the 'New Delegation' form with the following fields:

- Delegate:** Elden, Harry (dropdown)
- Start Date:** 5/19/2014 (calendar icon)
- End Date:** 5/26/2014 (calendar icon)
- Role:** MGR (dropdown)

 At the bottom right are 'Save & Close' and 'Cancel' buttons.

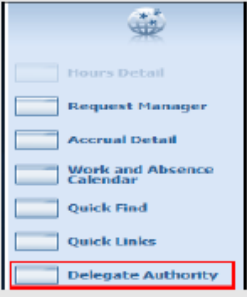
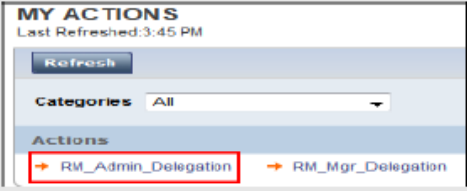
Navigate to your own timecard to access the Kronos Inbox. Once you accept the delegation, log out and back in. You will then see an arrow next to your own name in the top left corner. The arrow is what lets you switch to the new role.



The Kronos Inbox is where you can quickly accept a delegation request.

Delegating Authority on Behalf of a Timekeeper

Purpose - You have the ability to delegate authority on behalf of a supervisor. For example, a supervisor has unexpectedly gone out on long term leave and cannot delegate his/her supervisor authority. You can delegate the authority to other supervisors insuring the business process keeps moving. The other supervisors can perform those tasks using their own user names and pass words. All edits they perform are recorded and assigned to their names for audit purposes.

Steps	
1	<p>From the Related Items pane, select Delegate Authority.</p>  <p>The screenshot shows a vertical list of menu items with checkboxes to their left. The items are: Hours Detail, Request Manager, Accrual Detail, Work and Absence Calendar, Quick Find, Quick Links, and Delegate Authority. The 'Delegate Authority' item at the bottom is highlighted with a red rectangular box.</p>
2	<p>From the list of actions, select RM_Admin_Delegation.</p>  <p>The screenshot shows a section titled 'MY ACTIONS' with a 'Last Refreshed: 3:45 PM' timestamp. Below the title is a 'Refresh' button and a 'Categories' dropdown menu set to 'All'. Underneath is an 'Actions' section containing two items: 'RM_Admin_Delegation' and 'RM_Mgr_Delegation'. The 'RM_Admin_Delegation' item is highlighted with a red rectangular box.</p>