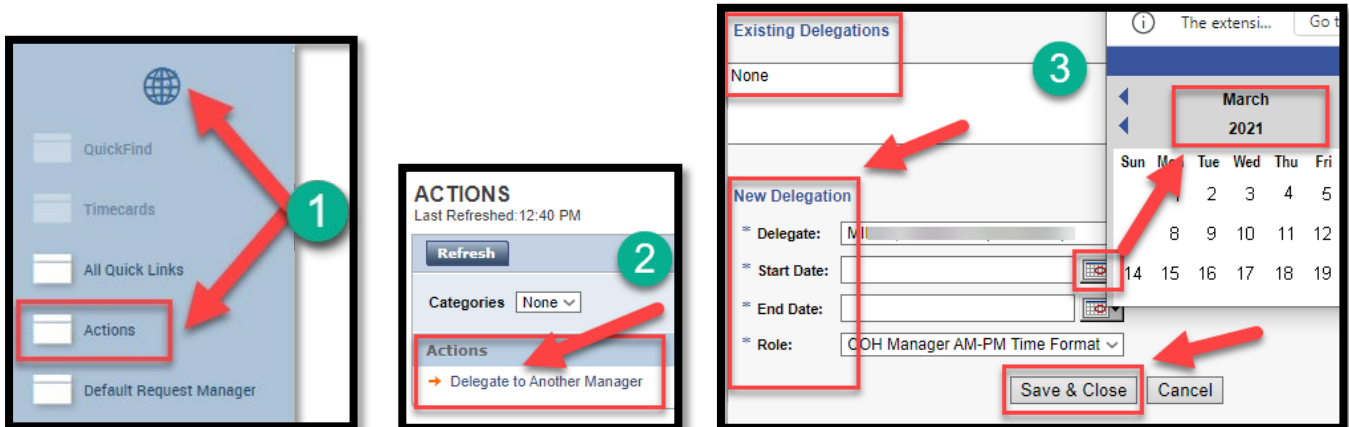


Delegation of Authority

Job aid – explains how to **Change or Create a Schedule for Exempt and non-Exempt employees** from the *Schedule widget*.

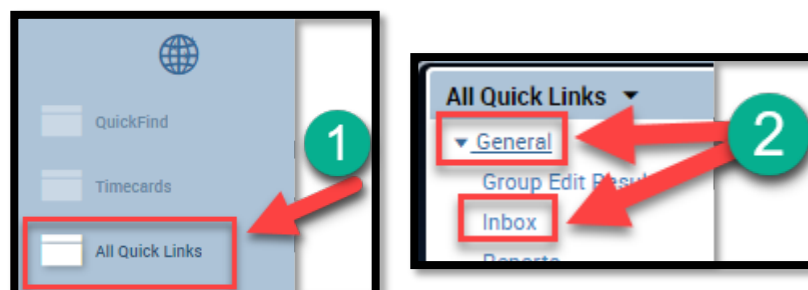
Requesting Backup Coverage

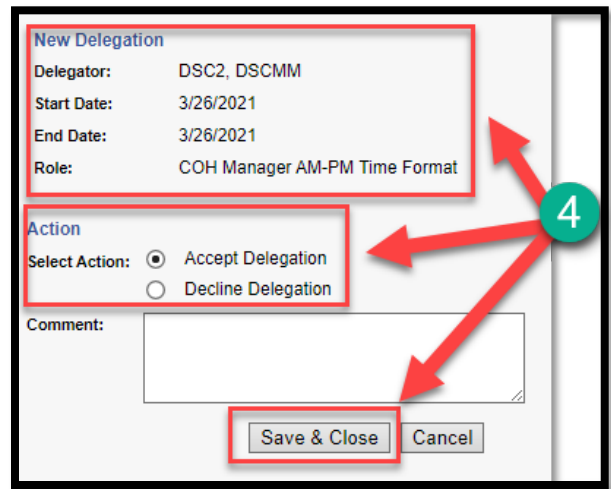
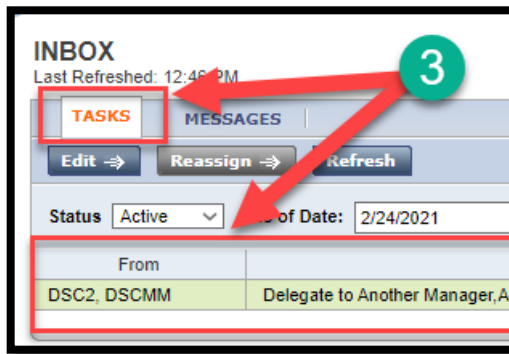
1. Go to the **Related Items Pane**, located in your secondary widget area
2. Click on **Actions**
3. Click on **Delegate to Another Manager**
4. Choose your **Delegate**
5. Choose your **Start Date**
6. Choose your **End Date**
7. Click **Role** from the drop-down list, select profile that identifies which tasks they want to delegate
8. **Save & Close**



Accepting or Declining Backup Coverage Requests

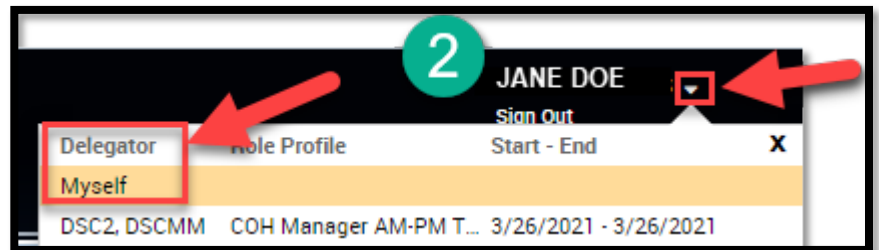
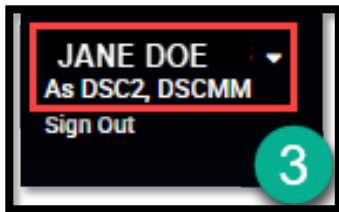
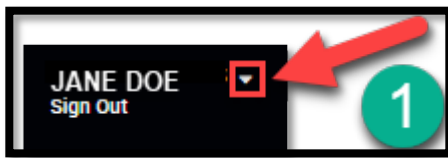
1. Go to **Related Items Pane** > **All Quick Links** > **General** > **Inbox**
2. Click on **Tasks** tab, select the delegation request and click **Edit**.
3. In the **Action** section, accept or decline the delegation request.
4. (Optional) Enter a message to the requesting supervisor in the **Comment** field.
5. Click **Save** and **Close**.





Switching Delegate Roles

1. Click the **Switch Role** quick link.
*Note: If they do not see the **Switch Role** link, log off and then log on again using their own user name and password.*
2. Select the supervisor whose tasks they will perform as his delegate and click **Switch Role**.



Canceling a Delegation

1. Select **Actions > Manager Delegation**
2. Click **Remove Existing Delegation**
3. Select the existing supervisor delegation that they want to cancel and click **Delete**
4. Click **Save**

City of Houston's Electronic Timekeeping Policy AP 2-4 7.10 - DELEGATION OF AUTHORITY 7.10.1 - Supervisors/managers may delegate their authority in KRONOS to any other supervisor/manager (assigned a manager license) within their own department during times of absence (i.e., vacation, sick, FMLA, etc.). The delegation feature within KRONOS logs the ID in the audit records of both the supervisor of record and the delegate on each transaction during this period. **7.10.2** - Delegation is intended for temporary purposes only and can only be for a maximum period of 30 days, except in cases of approved extended leave. **7.10.3** - Supervisors/managers may not allow another employee to log in under their own KRONOS ID. (See 7.11 - ENFORCEMENT)