KRONOS®

Delegation of Authority

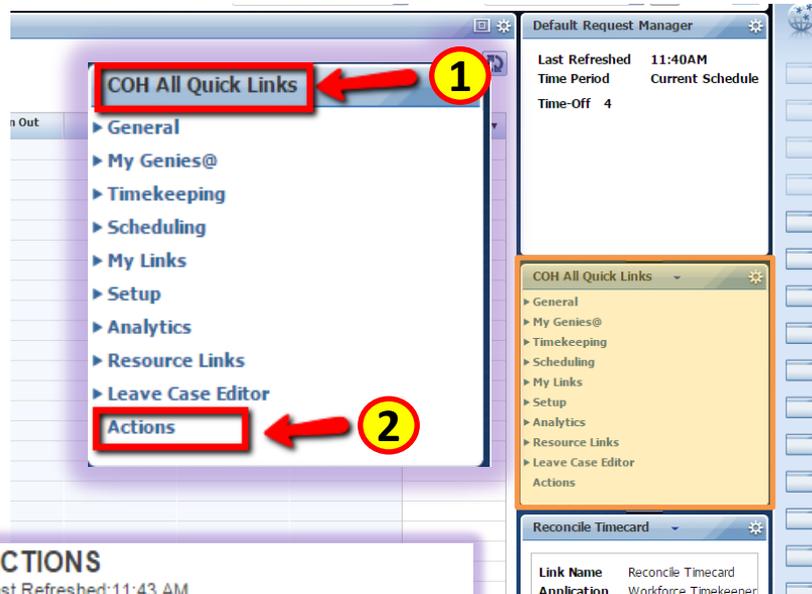# Quick Job Aid

Kronos Log-In Access:

http://coh.kronos.net/wfc/navigator/logon

Delegation of Authority

Note:
Supervisors can use the application's functions that support the tasks delegated to them to perform the delegating supervisor's timekeeping and/or scheduling tasks.

Note:
Once the end date of delegation occurs, the application removes the rights of the other delegate to your tasks. You can manually end the delegation earlier.
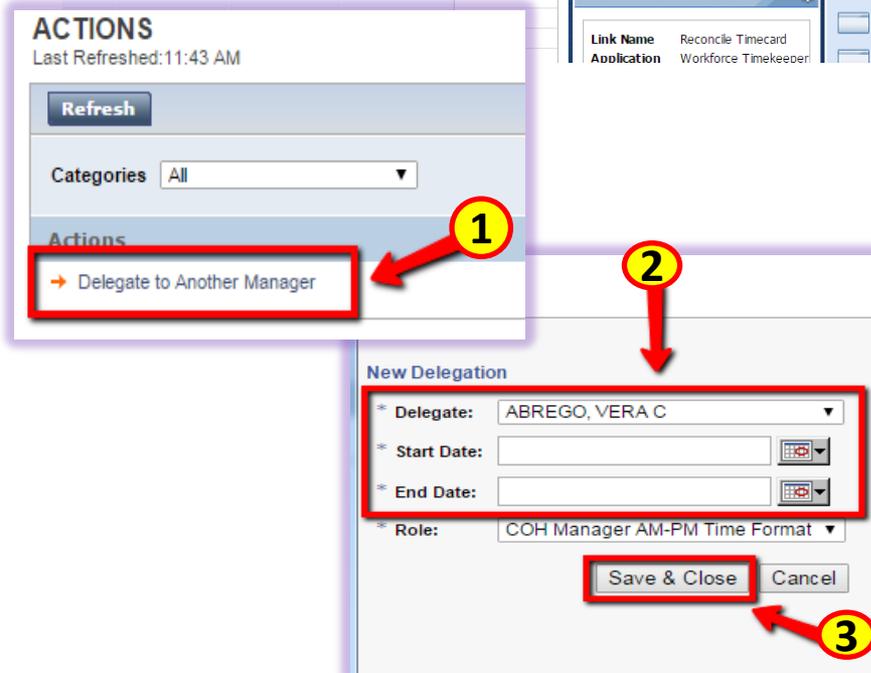

Requesting Backup Coverage

1. Go to **COH All Quick Links,** located in your secondary widget area
2. Click on **Actions**

Requesting Backup Coverage

1. Click on **Delegate to Another Manager**
2. Choose your **Delegate**
3. Choose your **Start Date**
4. Choose your **End Date**
5. Click **Role** from the drop-down list, select profile that identifies which tasks they want to delegate
6. **Save & Close**

Canceling Delegation

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

Accepting or Declining Backup Coverage Requests

1. Go to **Inbox** ⇨ COH 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 & Close**.

Switching to 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 or her delegate and click **Switch Role**.

City of Houston
Payroll Services
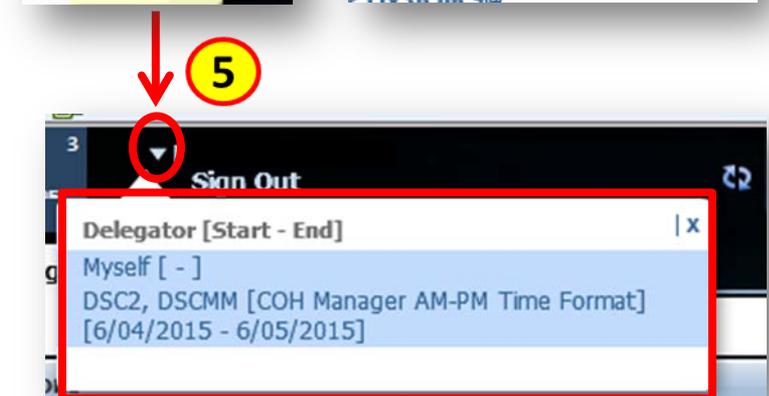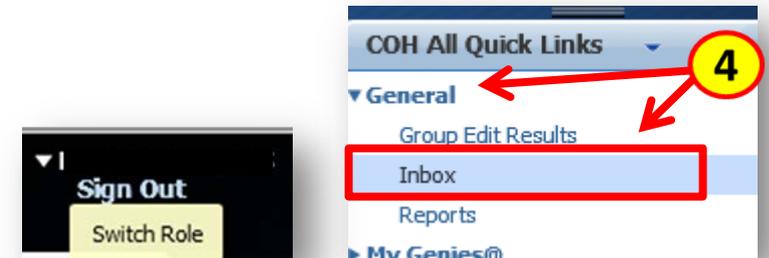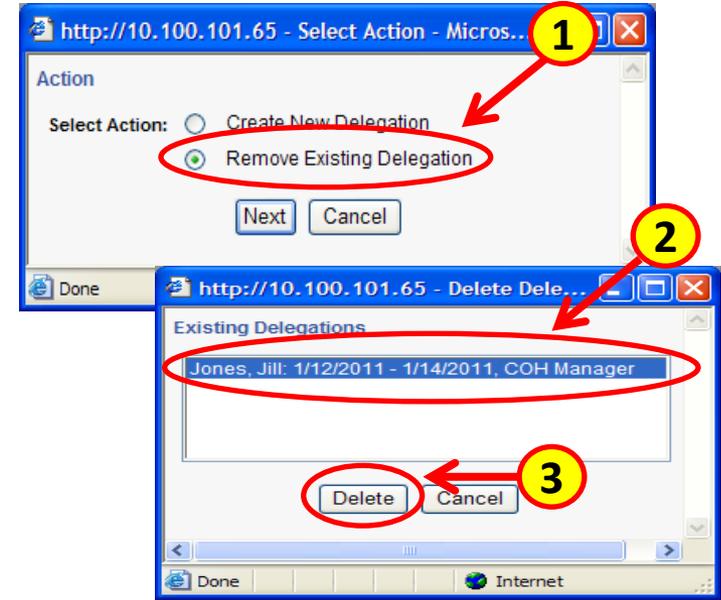
City of Houston's Electronic Timekeeping Policy AP 2-4

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)*