Sending Manager:

Select **Delegation** in the Related Items Pane> **Mgr_Delegation** option
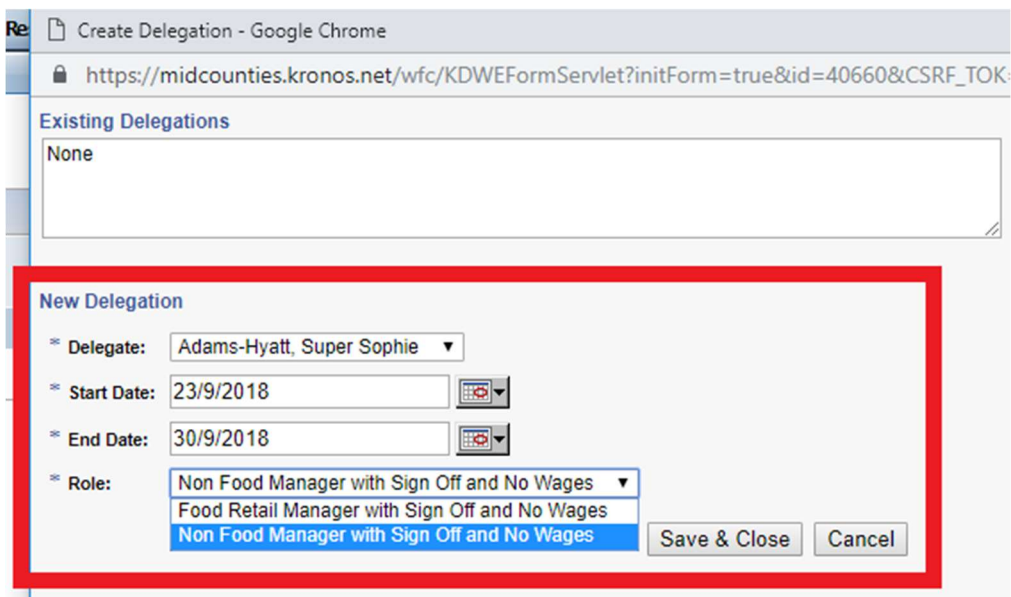

Select **Create New Delegation**

Select the manager you want to delegate to, the from and to dates and the rights that you want to assign
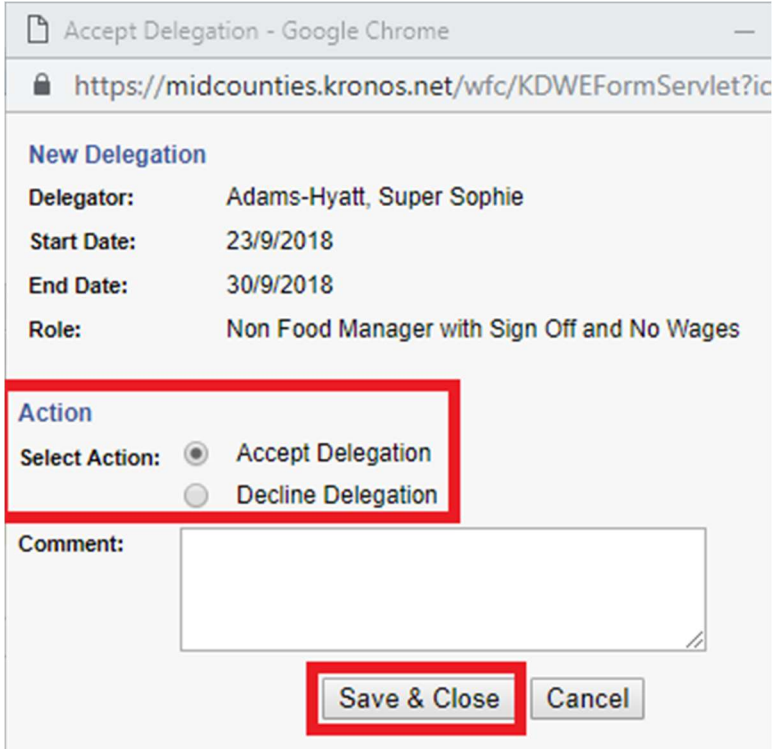

All Trading Groups apart from Food: Need to select NON FOOD manager with Sign off and no wages
The delegated manager will need to accept the delegation in the Tasks in their Inbox

Receiving Manager:

Log into Kronos > Click into your **Alerts Pane** > Select Notification> Select **Manager Delegation**

Select **Accept/Decline Delegation**

Log Out> Log Back in> a white arrow will appear next to managers name (top Left) so they can switch Manager views and colleagues are kept separate.

Delegation will expire on End date set by manager.