

Sending Manager:

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

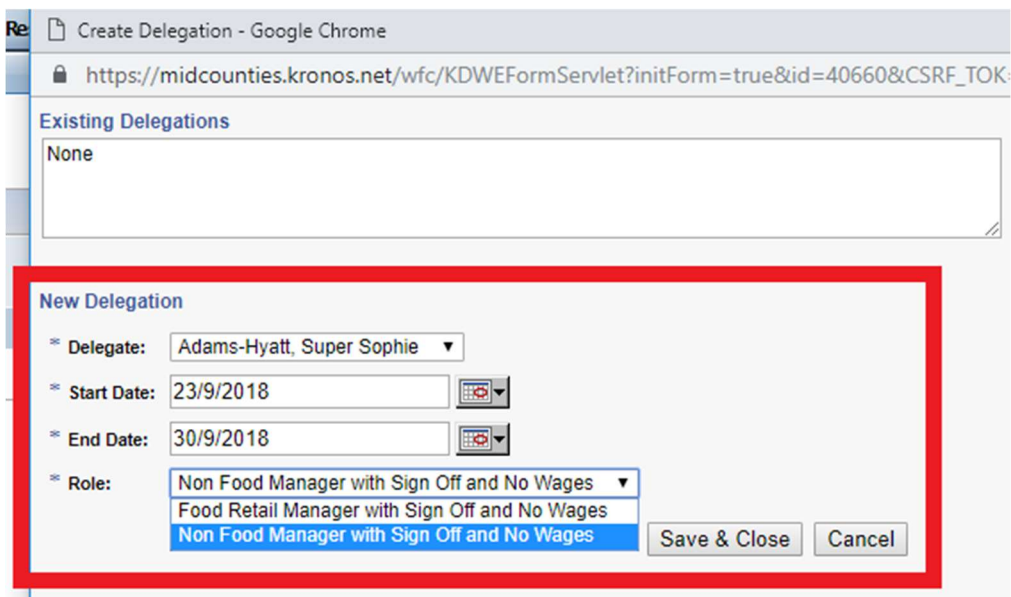


Select **Create New Delegation**

Action

Select Action: Create New Delegation
 Remove Existing Delegation

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



The screenshot shows a web browser window titled 'Create Delegation - Google Chrome'. The URL is https://midcounties.kronos.net/wfc/KDWEFormServlet?initForm=true&id=40660&CSRF_TOK:. The page has two sections: 'Existing Delegations' and 'New Delegation'. The 'Existing Delegations' section shows 'None'. The 'New Delegation' section is highlighted with a red box and contains the following fields:

- Delegate: Adams-Hyatt, Super Sophie
- Start Date: 23/9/2018
- End Date: 30/9/2018
- Role: Non Food Manager with Sign Off and No Wages (selected from a dropdown menu that also includes 'Food Retail Manager with Sign Off and No Wages')

Buttons for 'Save & Close' and 'Cancel' are visible at the bottom right of the form.

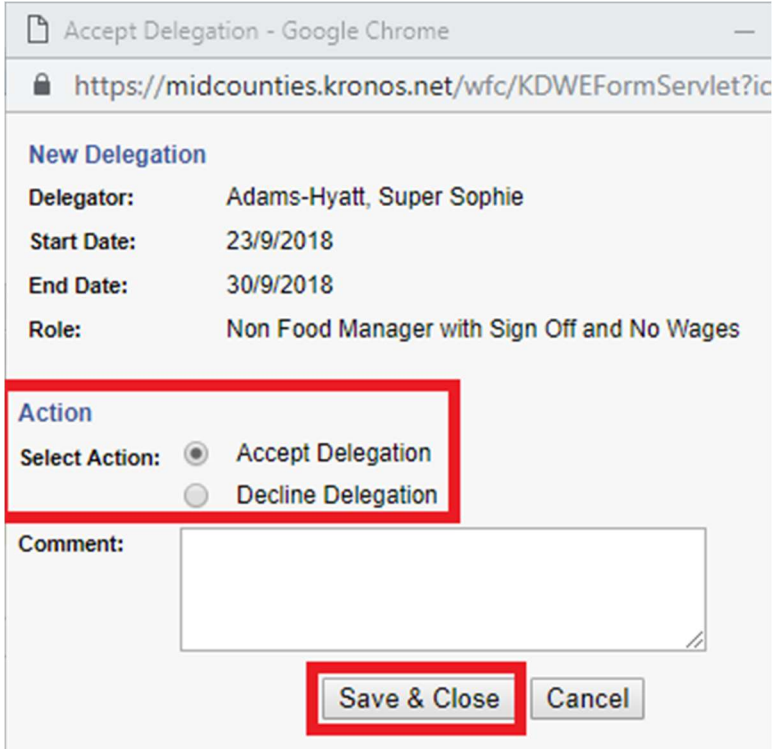
All Trading Groups apart from Food: Need to select NON FOOD manager with Sign off and no wages

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**



Accept Delegation - Google Chrome

https://midcounties.kronos.net/wfc/KDWEFormServlet?ic

New Delegation

Delegator: Adams-Hyatt, Super Sophie

Start Date: 23/9/2018

End Date: 30/9/2018

Role: Non Food Manager with Sign Off and No Wages

Action

Select Action: Accept Delegation
 Decline Delegation

Comment:

Save & Close **Cancel**

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.