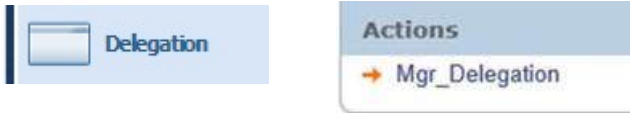
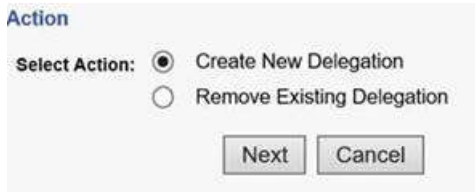


Sending Manager:

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

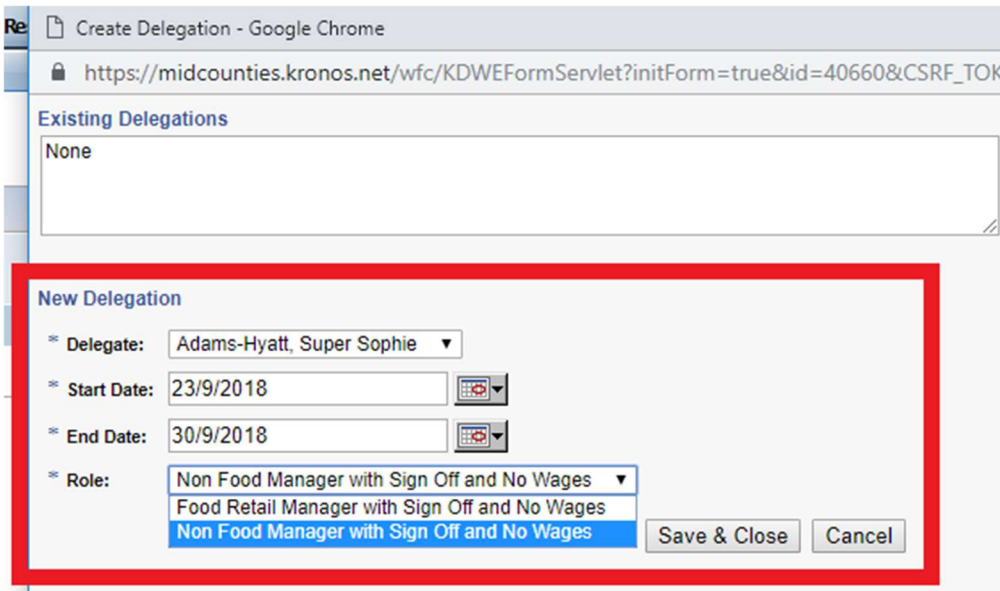


Select **Create New Delegation**



The image shows a dialog box titled 'Action'. It has a section 'Select Action:' with two radio buttons: 'Create New Delegation' (which is selected) and 'Remove Existing Delegation'. At the bottom of the dialog are two buttons: 'Next' and 'Cancel'.

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



The image shows a web browser window titled 'Create Delegation - Google Chrome'. The address bar shows the URL: https://midcounties.kronos.net/wfc/KDWEFormServlet?initForm=true&id=40660&CSRF_TOK. The page content includes a section 'Existing Delegations' with a text area containing 'None'. Below this is a section 'New Delegation' which is highlighted with a red border. This section contains the following fields:

- * Delegate: Adams-Hyatt, Super Sophie (dropdown menu)
- * Start Date: 23/9/2018 (calendar icon)
- * End Date: 30/9/2018 (calendar icon)
- * Role: Non Food Manager with Sign Off and No Wages (dropdown menu with a list of options: 'Non Food Manager with Sign Off and No Wages', 'Food Retail Manager with Sign Off and No Wages', and 'Non Food Manager with Sign Off and No Wages' selected)

At the bottom right of the 'New Delegation' section are two buttons: 'Save & Close' and 'Cancel'.

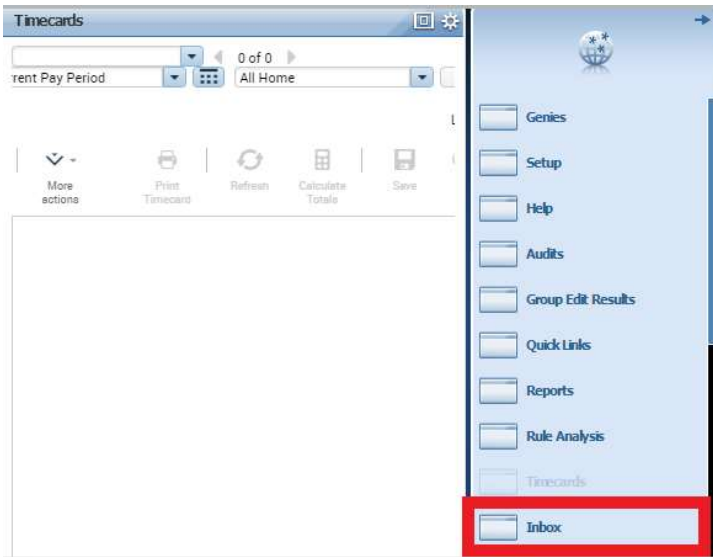
All Trading Groups apart from Food Retail need to select NON-FOOD manager with Sign off and no wages

The delegated manager will need to accept the delegation in the Tasks in their Inbox

If you receive the below error:



Click on **Inbox** in the related items pane



Within the **Tasks** tab, a line will appear for a **mgr_delegation, Request Form**

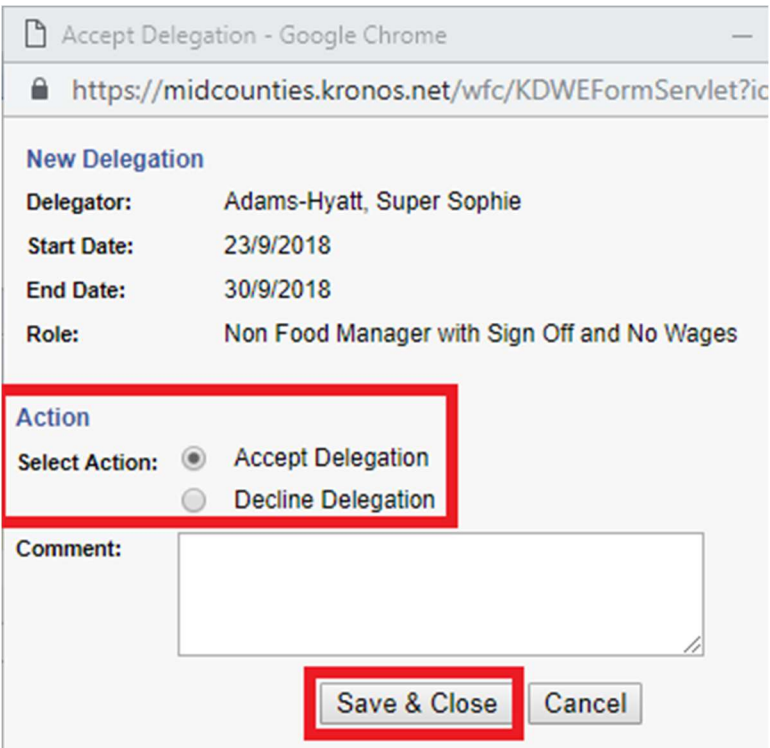
Double click on the line and the **Create Delegation** form will appear.

Repeat the above process to send through a request to another manager.

Receiving Manager:

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

Select **Accept/Decline Delegation**

A screenshot of a web browser window titled 'Accept Delegation - Google Chrome'. The address bar shows the URL 'https://midcounties.kronos.net/wfc/KDWEFormServlet?ic'. The main content area displays a 'New Delegation' form with the following details: 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. Below this information is an 'Action' section with two radio buttons: 'Accept Delegation' (which is selected) and 'Decline Delegation'. A 'Comment:' text area is located below the action section. At the bottom of the form, there are two buttons: 'Save & Close' and 'Cancel'. Both the 'Action' section and the 'Save & Close' button are highlighted with red rectangular boxes.

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



Delegation will expire on End date set by manager.