Delegation of Authority

UKG *(formally Kronos)*

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**
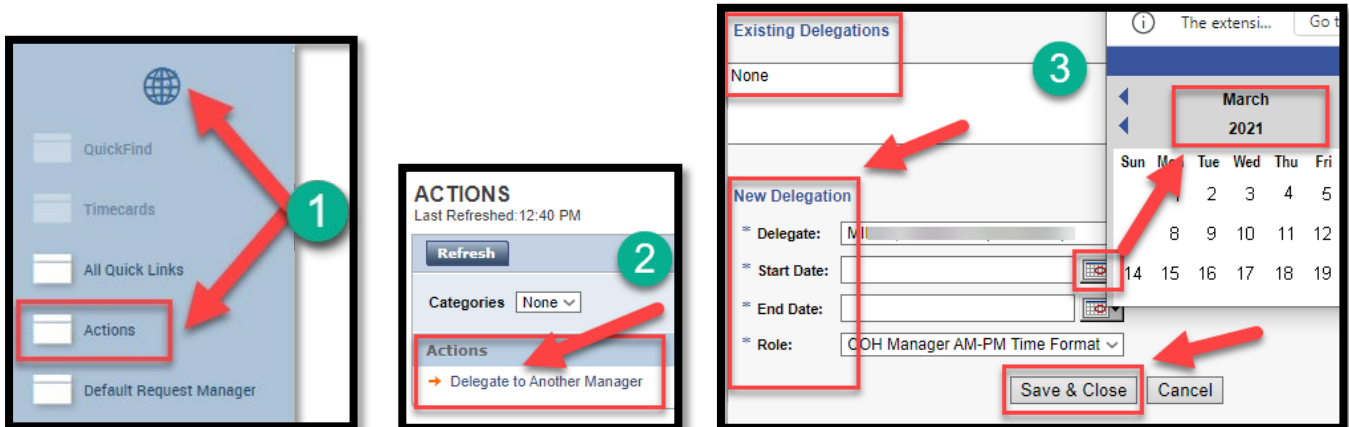
## Accepting or Declining Backup Coverage Requests

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.**
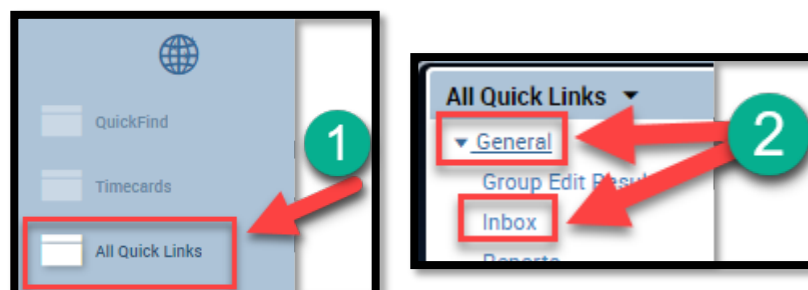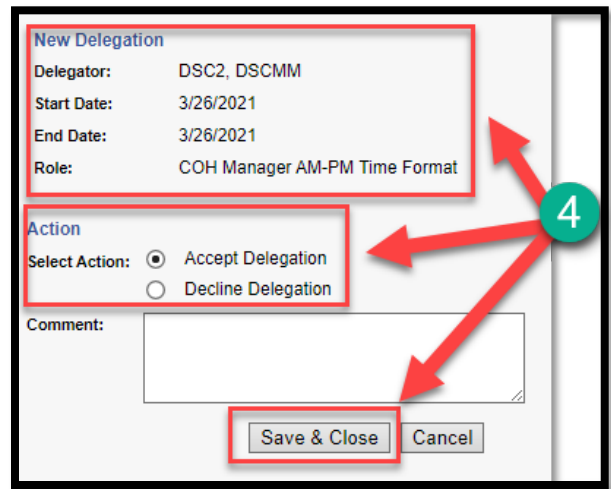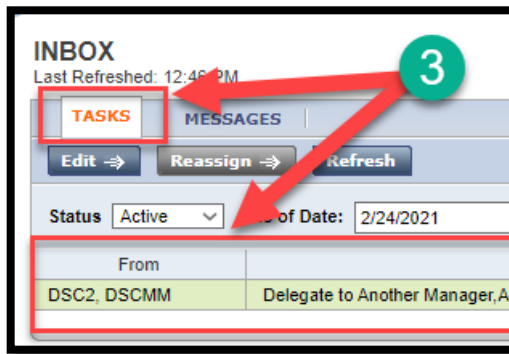
Switching Delegate Roles

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**.
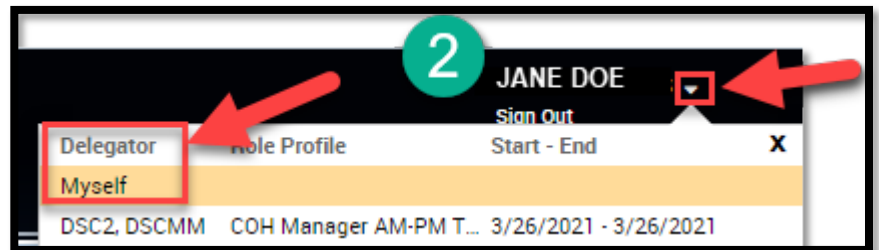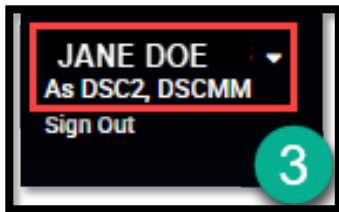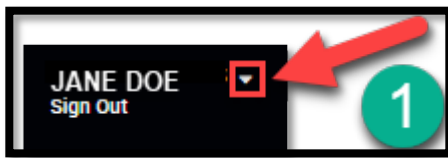
Canceling a Delegation

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**