How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?

Tell Me

In Kronos WFR, this is called assigning an Alternative Manager (i.e. proxy or delegate) and can only be requested by supervisors and departmental timekeepers.

1. Go to **Company Settings > Global Setup > Groups > Manager Group Access.**

2. Choose **Group Type (column) = Supervisor** and then click on the person icon beside the supervisor’s name.

   **Note**

   If **Group Type = Manager** repeat the steps below. This indicates that there is additional access to another group of people other than direct reports.

3. In the **Group Managers** window on the left, click the **Assign Alternative Employee link icon** by the supervisor’s name.

4. You will be prompted to enter a name in the **Assign Alternative Manager Screen.**

5. In the **Alternative Manager** field, click the person search icon to search for the employee you wish to assign as the **Alternative Manager.**

   **Note**

   The **Alternative Manager** will have the same permissions as the regular manager.

6. In the **Active From** and **Active To** fields, specify the date range applicable for this temporary **Alternative Manager** assignment.

7. Click the add alternative button.

   **Note**
Related FAQs

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- How do I account for hours worked in Kronos WFR while in travel status?
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- What do the different leave balance columns in Kronos WFR represent?
- How do I add work time to my timesheet if I didn't clock IN/OUT in Kronos WFR?