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
The Alternative Manager assignment can be removed at any time by following steps 1-3 above and selecting the remove link icon beside the employee's name.

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