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

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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.

   ![Manager Group Access](image)

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.

   ![Assign Alternative Manager](image)

5. In the **Alternative Manger** 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.

**Related FAQs**

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- **How do I account for hours worked in Kronos WFR while in travel status?**
- **How do I add Holiday Premium Pay to an employee's timesheet in Kronos WFR?**
- **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?**