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 search for the supervisor's name either using the **Group Name** "starts with" column or by **First/Last Name** columns and click **Refresh Data**.

![Manager Group Access](image)

**Note**

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

3. Click on the person icon beside the supervisor's name.

4. In the **Group Managers** window on the left, click the Assign Alternative Employee link icon by the supervisor's employee ID.
5. You will be prompted to enter a name in the Assign Alternative Manager Screen.

![Assign Alternative Manager](image)

6. 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.

7. In the **Active From** and **Active To** fields, specify the date range applicable for this temporary **Alternative Manager** assignment.
8. 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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