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

![Image: Manager Group Access]

**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.

![Image: Assign Alternative Manager]

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.
Related FAQs

- How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?
- How do I delete my employee's automatic lunch deduction in Kronos WFR if they were unable to take a lunch break?
- 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?

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.