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.

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.

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

- How do I change my employee's work schedule in Kronos WFR?
- How do I add Holiday Premium Pay to an employee's timesheet in Kronos WFR?
- What should I review before I submit my Kronos WFR timesheet at the end of the biweekly period?
- What should I look for when reviewing a Non-Exempt employee's timesheet for approval in Kronos WFR?
- How do I pay an employee overtime hours in Kronos WFR?