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

Tell Me

Assigning an Alternative Manager (i.e. proxy or delegate) can only be requested by supervisors and departmental timekeepers.

1. Go to Company Settings > Global Setup > Groups > Manager Group Access.
2. Filter down by: 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.

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

For permanent assignment, remove the "X" by the From and To fields.

8. Click the add alternative button **Add Alternative**.

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**

- How do I request Administrative Leave COVID-19 in Kronos WFR?
- How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?
- How do you access Kronos WFR when working remotely?
- How do I request time off on my employee’s behalf in Kronos WFR?
- How do I cancel or modify my Time Off Request in Kronos WFR?