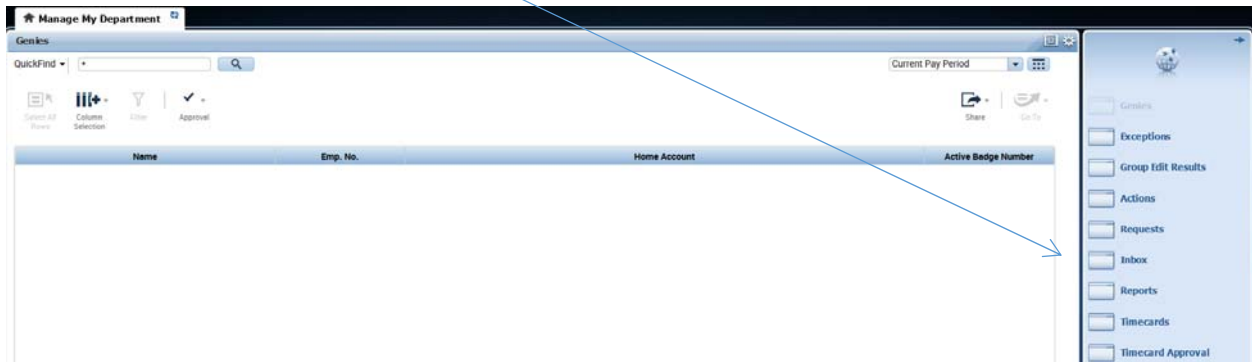


When one supervisor delegates authority, the other supervisor must **Accept Delegation** in order to be able to view the new employees.

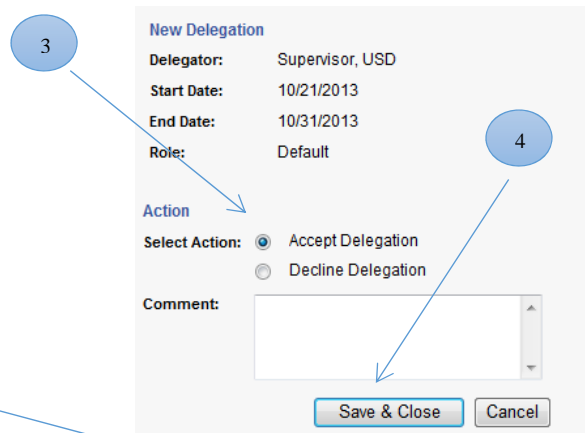
1. Click on **Inbox**.



2. Your **Inbox** will appear, showing who is requesting that you delegate. **Double click** the From.



3. A window will appear, showing who is requesting that you delegate and the dates. You can choose to **Accept Delegation** or **Decline Delegation**. You can add comments.



4. When you have made your selections, click **Save & Close**.
5. In order to use delegation authority, you will need to log out and then log back in again.

6. You will click the down arrow between Kronos logo and your name. Click on the supervisor you accepted the delegation for, and then you can review these employees' timecards and approve.

