

## ASSIGNING BACKUP APPROVERS FOR KRONOS

### Overview

By default, the primary Kronos approver for employees' work and leave time is as follows:

- **Temporary Employees:** The person set as "Time Card Approver" in the Temp Panel (may be changed directly by users with Temp Panel access)
- **Biweekly/Monthly Staff and Librarians:** The person set as the "Leave Accrual" approver on the Reports To page.

Additionally, up to two Backup approvers may be assigned for a Primary approver within each HR Department ID. **Backup approvers will have access to see and approve time for *all employees* as the Primary approver in that Department ID.**

### Navigation

WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN KRONOS DATA > KRONOS BACKUP SUPERVISORS

### Searching

When entering the Kronos Backup Supervisors page, you will be prompted to search for a 6-digit HR Department ID number. After doing so, you will be asked to choose from a list of primary approvers within that department.

*Note:* You must set a backup for each 6-digit DeptID seperately. For example, if Bonnie Boe approves time cards for employees in departments 267300, 267301, and 267398, the backup must be set for each of the three departments using the Procedure below.

### Procedure

| Procedure  |   |
|--|---|
| 1. Navigate to:                                  | WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN KRONOS DATA > KRONOS BACKUP SUPERVISORS   |
| 2. Search for a 6-digit HR Department ID number: | <div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;"><b>Kronos Backup Supervisor</b></p> <p style="margin: 0; font-size: small;">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 2px; margin: 2px 0;">Find an Existing Value</div> <p style="margin: 0; font-size: small;">Maximum number of rows to return (up to 300): <input style="width: 50px;" type="text" value="300"/></p> <p style="margin: 0; font-size: small;"><b>Search by:</b> <input style="width: 150px;" type="text" value="Department"/> <span style="font-size: x-small;">▼</span> begins with <input style="width: 100px;" type="text" value="190098"/></p> <p style="margin: 0; font-size: small;"><input type="button" value="Search"/> <a href="#">Advanced Search</a></p> </div> |

3. If there are multiple primary approvers within that department, you will be asked to choose the approver to assign a backup for:

| Search Results         |                     |                            |      |
|------------------------|---------------------|----------------------------|------|
| View All               |                     | First 1-4 of 4 Last        |      |
| Department             | Department          | Reports To Position Number | Name |
| <a href="#">190098</a> | Norris Univ Ctr CSI | 00002914                   | T    |
| <a href="#">190098</a> | Norris Univ Ctr CSI | 00004315                   | J    |
| <a href="#">190098</a> | Norris Univ Ctr CSI | 00009026                   | N    |
| <a href="#">190098</a> | Norris Univ Ctr CSI | 00012123                   | J    |

4. Enter the 8-digit Position Number for the employee(s) you wish to assign as backups. If you are replacing old backups, simply type the new Position Number over the old one. Note that when you tab out of the **Position** field, FASIS will update the screen by showing the name of the person currently in that position:

Nw Etes Backup

**Department:** 190098      Norris Univ Ctr CSI      **Position:** 00002914

**Supervisor:**

Backup Supervisor I

**Position:**        Ast Dir Center Stu Involvement

**Empl ID:**

Backup Supervisor II

**Position:**        Administrative Assistant 3

**Empl ID:**

5. Click the  Save button.

**Notes**

- Changes update overnight in Kronos; the next day, new Backup approvers will see the employees in Kronos and any removed backup approvers will no longer see the timecards.