

## Overview

Faculty and other managers may delegate approval of their employees' timecards to an appropriate business, department or research administrator who has the suitable means of verification to confirm the work has been performed. Upon approval from the manager, delegates may be entered into FASIS by an administrator with access to FASIS Administration.

### There are three ways to delegate Kronos approval:

1. Change the main approver for individual non-exempt staff timesheets,
2. Change the main approver for individual exempt staff monthly leave accruals, or
3. Create up to two additional (backup) approvers to access/approve all of the manager's non-exempt and exempt staff.

### Important notes:

- All procedures below must be followed by a FASIS Admin user with access to that department.
- Delegates must be familiar with the employee's hours worked and/or leave taken, or they must confer with the employee's manager prior to approval. It is recommended that delegates provide a printout of the timesheet to the manager after each pay period is approved.
- You must know the 8-digit Position Number for the approver(s) you are setting as delegates. Position Numbers can be found by searching for an employee on the Appointment Overview or Job Data page in FASIS.
- After delegates are entered, changes will be reflected in Kronos the following business day.

## Changing the Approver for Non-Exempt Timesheets


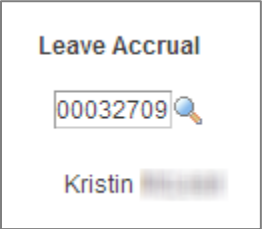
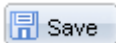
To change the primary Kronos approver for a non-exempt staff member, that position's manager must be changed in FASIS. To avoid this, set up a *backup approver* for the manager instead.

*Note:* This procedure can also be used to change the official manager for any exempt or non-exempt position.

Procedure	
1.	Log into FASIS Admin (Production database) and print the employee's Position/Appointment Form at:  WORKFORCE ADMINISTRATION > JOB INFORMATION > REPORTS > POSITION/APPOINTMENT FORM BY EMPL  <i>Note:</i> Administrators must take the HRS401 course to print and submit Position/Appointment Forms.
2.	On the Position side of the form, enter these values:  <b>Effective Date:</b> effective date of the change <b>Action/Reason:</b> POS and RPT (change in Reports To) <b>Reports To:</b> the 8-digit Position Number of the <i>new</i> approver
3.	If you wish to update the Staff Conflict of Interest and Training approvers for this employee, enter the 8-digit Position Number of the new approver on the Appointment side of the form in the " <b>NW REPORTS TO</b> " section.
4.	Sign and date the form, and send to your school administrator for approval. Once the form arrives in Payroll, the approver (and the official supervisor) will be changed in FASIS.

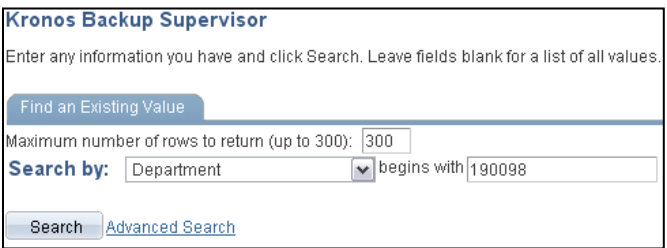

### Changing the Approver for Exempt Leave Accruals

The approver for exempt staff may be changed independently of the manager; this will update the approver only, and the position’s supervisor will remain intact in FASIS.

Procedure	
1.	Log in to FASIS Admin (Production database) and navigate to:  WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN APPROVER INFORMATION > REPORTS TO
2.	Click  to add a new row of information.
3.	The <b>Effective Date</b> will automatically change to the current date.
4.	In the <b>Leave Accrual</b> box, enter the 8-digit Position Number for the <i>new</i> approver.  When you tab or click out of that field, FASIS will update the name of the incumbent for the position you have entered.  <i>Notes:</i> You cannot use a position that is currently empty. You may also delegate the Staff Conflict of Interest and/or Training approver on this page.
	
5.	Click  .

### Assigning Backup Approvers for a Manager

Up to two Backup Approvers may be assigned to a manager within each HR Department ID. **Backup approvers will have access to see and approve time for all non-exempt and exempt employees that the Manager supervises in that Department ID.**

Procedure	
1.	Log in to FASIS Admin (Production database) and navigate to:  WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN KRONOS DATA > KRONOS BACKUP SUPERVISORS  <i>Note:</i> This page is typically given to FASIS Admin users identified as department managers. If you do not have access to this page, please contact the FASIS Help Desk.
2.	Search for a 6-digit HR Department ID number:  <i>Note:</i> You must set a backup for each 6-digit DeptID separately. For example, if Bonnie Boe supervises employees in departments 267300, 267301, and 267398, the backup must be set for each of the three departments individually.
	
3.	If there are multiple managers within that department, you will be asked to choose the manager for whom you are assigning a backup:
	

4. Enter the 8-digit Position Number for one or two Backup Approver(s). If you are replacing old backups, simply type the new Position Number over the old one. 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:

Find | View All   First 1 of 1 Last

**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.

**Questions or Problems?** Contact the FASIS Help Desk at 847-467-4800 or [fasishelp@northwestern.edu](mailto:fasishelp@northwestern.edu).