myTime Kronos Delegation

Log on to myTime.

- 1. Open your web browser, navigate to CSUOHIO.EDU, and click the MYCSU tab.
- 2. Click on Employee Self-Service in the blue column and select myTime.
- 3. Enter your CSU ID and password, then click the Sign In box.



environment is classified as Confidentia accessing this information, you are required the security, availability and confidential information and system. In the verty operation	
Password* the security, availability and confidential information and system. In the event you	ntial. When
information and system. In the event you	tiality of this
issue related to Security, Availability or Conf	ou identify an onfidentiality (
Login the system, please notify your System Adm	Administrator.

Give Delegation

 In the top left hand corner select the Menu (3 horizontal bars next to the UKG logo).



 The menu will slide out from the left hand side. Under the My Info tab select the My HR image, select Delegations.



3. Once on the **Delegations page** you will see the listing of current/historical delegations, click the **Add New** button in the top right hand corner.

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 The Workflow Delegation menu will pop up. Complete only the required fields marked by the Red Asterisk. Click Add when complete. *Delegations should not last more than 1 year.

*The delegated work will now populate or blend with your normal myTime work. You do not have to accept the delegation.

Workflow Delegati	on	×
Delegate To *		Workflow Type *
Choose Employee(s)	Ea	-
Date From *		Date To *
mm/dd/yyyy		mm/dd/yyyy
Workflow Group		
Choose	Eq	
		Cancel Add

Kronos Deleting Delegation

- 1. Follow Steps 1 -3.
- 2. To delete the delegation, click the Delete Button or Trash Can next to the delegation you want to remove.

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Exit myTime

Click the Your Initials Icon in the top right-hand corner and click sign out in the dropdown men

