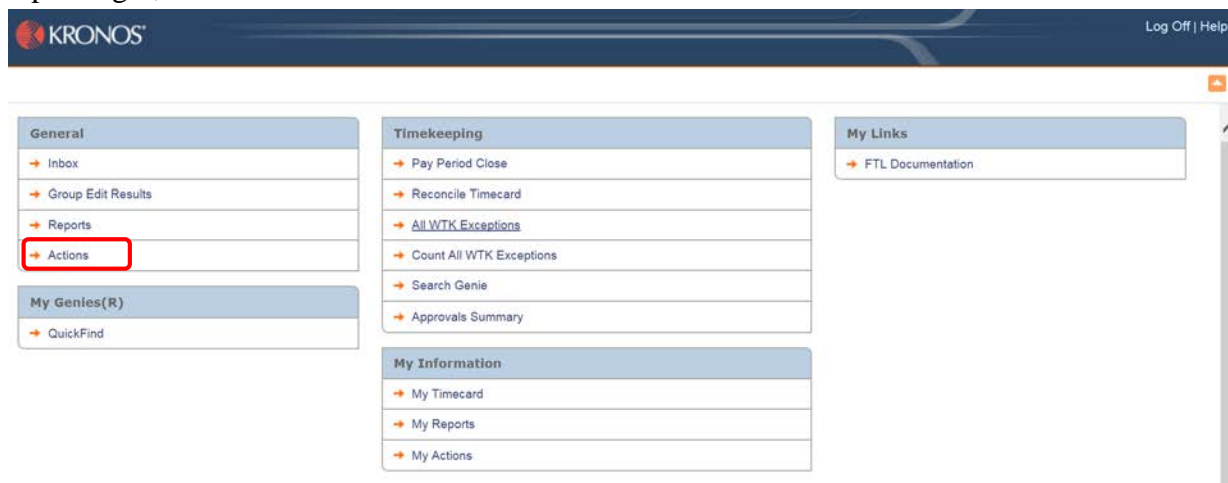


How do I delegate to another person using the HTML-only interface?

1. To use the HTML-only interface, go to <https://fermilab.kronos.net/wfc/applications/wtk/html/ess/logon.jsp>
2. Enter your Services Account username and password to log in.
3. Upon login, click **Actions** in the **General** section.



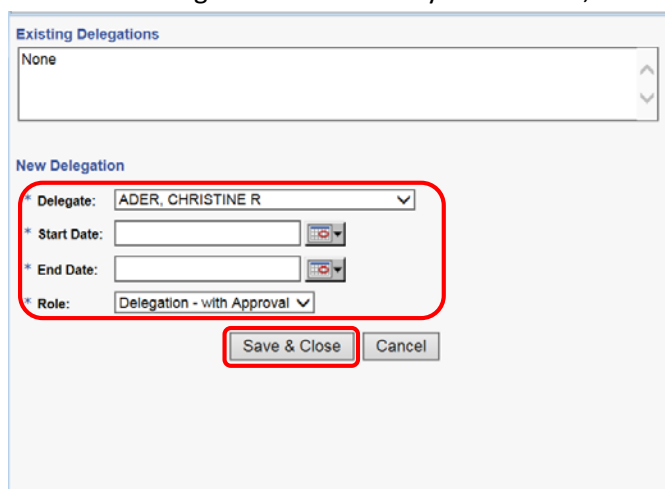
The screenshot shows the Kronos Workforce Central dashboard. The 'General' section is highlighted, and the 'Actions' link is circled in red. Other sections include 'Timekeeping', 'My Links', 'My Genies(R)', and 'My Information'.

4. On the **ACTIONS** screen, click **Manager Delegation**.



The screenshot shows the ACTIONS screen. The 'Manager Delegation' link is circled in red. The screen shows a 'Refresh' button, a 'Categories' dropdown, and a list of actions including 'Administrator Delegation' and 'Manager Delegation'.

5. Fill out the delegation form. When you are done, click **Save & Close**.



The screenshot shows the 'New Delegation' form. The 'Delegate' dropdown is set to 'ADER, CHRISTINE R'. The 'Start Date' and 'End Date' fields are empty. The 'Role' dropdown is set to 'Delegation - with Approval'. The 'Save & Close' button is circled in red.