***Please distribute this alert to any users within your agency who are responsible for Timecard approval in WFT.***

**Supervisory access in Workforce Timekeeper (DMVA, DHS and PGCB Only).**

* Information regarding an increase in the supervisory authorization via the logon screen in Kronos Workforce Timekeeper to five levels down.

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| A change was requested and implemented to the Person Import file between SAP/Workforce Timekeeper and the Employee Group Sets in Kronos so that the Line Supervisory model works similar to how it did in TimeLink. In TimeLink, supervisors could view more than one tier of subordinates in their logon/timecard approval screen and your agencies requested that we follow the same model.  Effective January 16, 2018, the supervisory authorization via the logon screen in Kronos Workforce Timekeeper has now been increased from one level down on the organizational chart to up to five levels down. Affected supervisors/time approvers do not need to change any timecard approval processes and this does not affect requests for leave in any way; however, this enhancement will allow them to easily review/approve additional subordinate timecards if needed. |

**Questions?**   
If you have any questions regarding this information, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category. You may also call for time support at 877.242.6007, Option 2.