

Introduction to the MyTime Designee and Notification Features

Purpose

Use this procedure to begin using the Designee Management and Notifications features of the MyTime applications.

Trigger

Perform this procedure to find notification alerts about required actions in the MyTime systems and to manage designee responsibilities in MyTime.

Prerequisites

- You must either:
 - a) be a supervisor of employees at WVU, or
 - b) have been appointed as a designee to assist a supervisor with time and leave management.
- You must have a WVU *Login* account.
- For more information on *Login*, please see <http://login.wvu.edu>

Menu Path

Use the following menu path to begin this task:

- Direct your web browser to MyAccess.wvu.edu.
- Click the 'Click Here to Login' button to log in.

Procedure

Supervisors of leave eligible and/or hourly employees can appoint up to three individuals in their unit to be responsible for managing and approving leave requests and time cards when they are not available.

1. Log into the MyAccess.wvu.edu.

Notifications



The My Time applications will employ a notification system to alert you when there are items requiring your attention. Notifications will appear in a new section of the MyAccess menu.

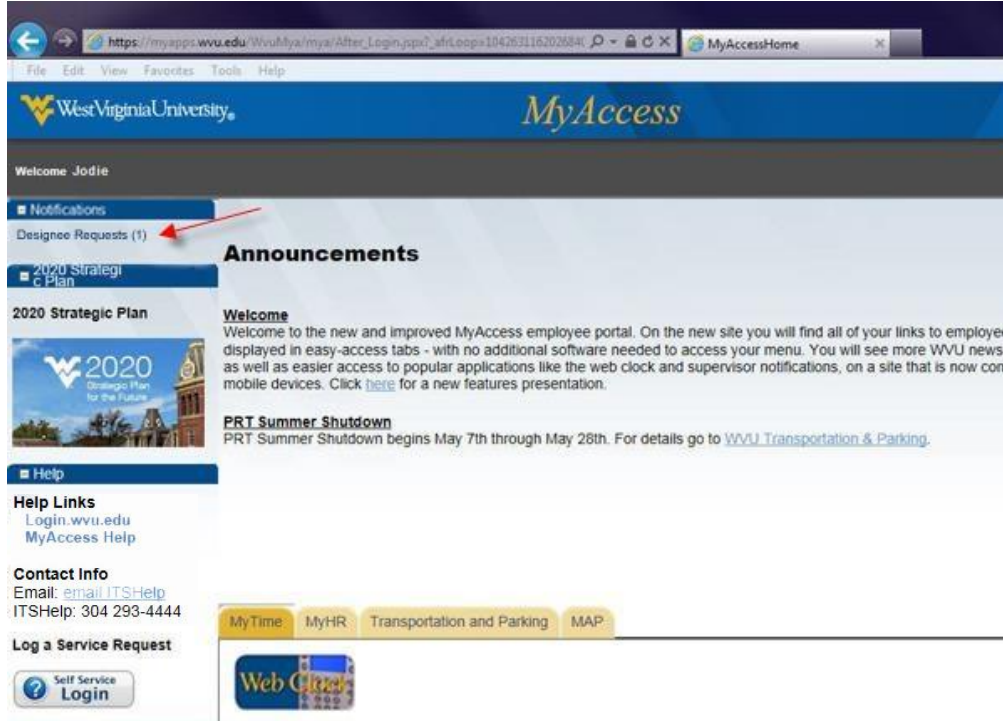
2. You will see a notification in your MyAccess menu any time there are system actions that require your attention.

A notification will appear when:
You have pending leave requests from your employees (supervisor and designee)
You have time cards that require approval for payroll (supervisor and designee)
You have designee appointments or removals for your attention

A notification will appear when:

Important system announcements are necessary

MyAccess Notifications – Time Card Approvals



MyAccess Notifications – Designee Requests

2.1 Notifications will appear in the top left corner of the MyAccess page after you have logged in.



The MyTime Notifications area will refresh/update approximately every ten minutes that the page is 'active' or in focus, meaning that you will need to stay on the MyTime page (not clicking away to another tab or window) for about ten minutes after logging in to see new notifications appear.



Please log in to My Access daily to see if there are notifications for you.

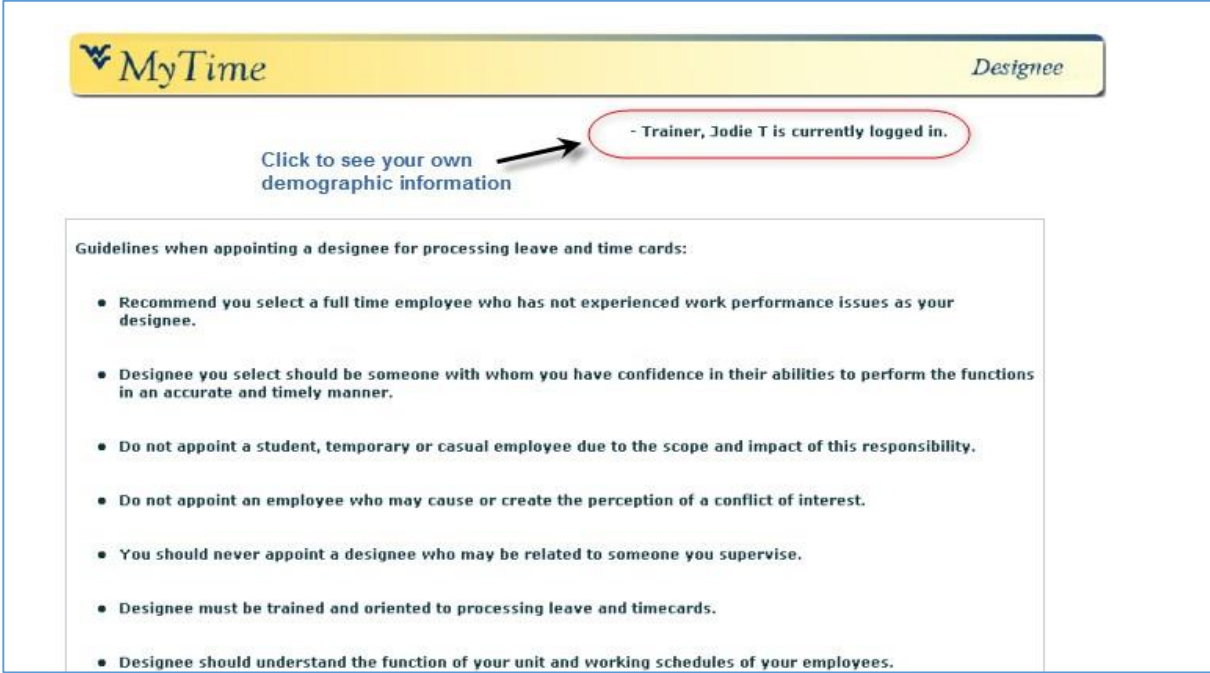
Designee Management


3. You can get to the Designee Management application in two ways:

To open the Designee Management Application:

- A. Click on a **designee notification** item in your MyAccess Notifications, or...
- B. Click the **Manage Designee** link in the MyTime program group.

Designee Application



 Click your name at the top of the page to see your own demographic information. Click again to close the box.

- 4. When the Designee Management screen opens, you will first see a list of guidelines for the use of designee features. Please review the guidelines carefully.
 - 4.1 Guidelines for appointing and using MyTime Designee features include:

Synopsis of MyTime Designee Guidelines
Select a full-time employee who has a good work record and has a demonstrated ability to meet deadlines and follow university policies.
Students, casual, or temporary workers are not appropriate positions for the designee responsibility.
Avoid creating any conflict of interest in appointing your designees.
Make certain to review the processing of time cards and leave requests, as well as the operation and scheduling of work in your department with your chosen designee.



Choosing a designee to approve leave or time cards in your absence **does not** absolve you of responsibility for your employees' time. Please communicate your intentions and expectations to your chosen designee carefully!

- Click **OK** to continue. *You must accept the guidelines to access the application.*

Designee Management – Choose a Role



- Depending on your situation at the university, you may be both a supervisor of employees *and* a designee to another supervisor. When you enter the Designee Management screens, you will be able to choose a role.

6.1

If	Go To
You want to appoint, change, or remove a designee; or you want to view your current or denied designees	Click the Supervisor tab
You want to accept or deny a pending request to serve as a designee; or you would like to view your current designee appointments	Click the Designee tab

Supervisor – Designee Management



- Supervisors have the ability to:

Supervisor – Designee functions

View current designee selections
Appoint a new designee
Edit dates of current designee appointments
View designee appointments which were denied



View the Designee Training for Supervisors demonstration on the MAP [website](#).

8. Employee designees have the ability to:

Employee – Designee functions
View current designee appointments
Accept or deny a designee request
Act on behalf of your supervisor in the Time and Leave systems



View the Designee Training for Employees demonstration on the MAP [website](#).

9. You have completed this task.