## Accessing Supervisor View

### Purpose
Use this procedure to access the Supervisor View so that you can perform tasks for a supervisor within your EBO, such as responding to pending leave requests.

### Trigger
Perform this procedure when supervisors are out of the office and you need to access a supervisor’s list of employees in order to perform tasks in place of the supervisor.

### Prerequisites
- You must have a *Login* account.
- For more information on *Login*, please see [http://login.wvu.edu](http://login.wvu.edu).
- You must have EBO access to the Leave Request System.

### Menu Path
Use the following menu path(s) to begin this task:
- MyAccess.wvu.edu
- Login using your *Login* account username and password
- Select MyTime
- Select Leave Request

### Helpful Hints
- If you have any questions, please call the WVU ITS Service Desk at 304-293-4444 (toll free at 1-877-327-9260) or send an email to ITSHelp@mail.wvu.edu.

### Procedure
1. When you have EBO access, you will see the EBO pane after logging in (circled in red, below). Your own information will appear in the Employee pane. Depending on your access, you may also see Supervisor and Designee panes containing the information of your subordinates.
2. Click the maximize button (circled below) on the EBO panel to see only the EBO panel.

Maximize Icon

3. Click on the Select Supervisor drop-down arrow (circled below).

Select Supervisor

You will see a list of all the supervisors within your EBO.
Supervisor List

Select Supervisor:

Adams, Chelle Jean
Adams, Steve Allen
Alvarez, Vincent J
Anderson, Susie J
Angeletti, Barbara A
Areford, David M
Arnath, Franklin Jr
Barnett, Russell David
Batson, Daniel C

4. Choose a Supervisor.

Choosing a Supervisor
After choosing a supervisor, the EBO pane will display the same links that a supervisor can see. The Requests tab will open by default. Here you can view any Pending Requests for the selected supervisor. You will also be able to search for leave requests, request leave on behalf of an employee, view the calendar, and run reports.

**List of options**

5. To return to the EBO pane, close one of the tabs at the lower left portion of the screen, or click the Maximize Icon in the upper right portion of the screen (circled in red in Maximize Icon picture below).
6. Close the browser window or tab to return to the MyAccess homepage.

⚠️ You will still be logged into MyAccess. Log out to protect your employee records if you are finished working in the MyAccess applications.

Result

You have successfully accessed a supervisor’s view.

Comments