Instructions for the Employee Designee

Purpose
Use this procedure to accept the MyTime Designee responsibility to act on behalf of a supervisor to edit and approve time and leave.

Trigger
Perform this procedure when you have received a request to serve as a designee.

Prerequisites
- A supervisor must have completed the online steps to appoint you a designee.
- You must have a valid WVU Login and password to log into MyAccess.wvu.edu.
  - For help with your Login, contact the ITS Service Desk at 293-4444, or toll-free at 1-877-327-9260, or ITSHelp@mail.wvu.edu

Menu Path
Use the following menu path(s) to begin this task:
- Check your Notifications in the MyAccess menu to accept any designee appointments.

Helpful Hints
Employees who are selected to serve as a designee for a supervisor in the MyTime systems can accept or reject the responsibility from the Designee Management screens.

After accepting the appointment, designees can edit, create, and approve time entries and leave requests for that supervisor's employees.

Procedure
1. Log into the MyAccess.wvu.edu web portal using your Login and password.
   ! Warning: If you have been requested to serve as a designee, you will have a notification in your MyAccess menu after logging in.
2. You will see a notification in your MyAccess menu any time there are system actions that require your attention.

<table>
<thead>
<tr>
<th>A notification will appear when:</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have designee appointments or removals for your attention.</td>
</tr>
<tr>
<td>You have pending leave requests in your designee role in the Leave System</td>
</tr>
<tr>
<td>You have unapproved time cards in your designee role in the Time Card application.</td>
</tr>
<tr>
<td>Important system announcements are necessary.</td>
</tr>
</tbody>
</table>
If you have previously been a designee for the Leave System, you will have a pending designee request in your My Access notifications.

**Designee Notification**

![MyAccess screenshot]

**Designee Management**

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

<table>
<thead>
<tr>
<th>To open the Designee Management application:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the <strong>Designee Requests</strong> link in your MyAccess Notifications, or…</td>
</tr>
<tr>
<td>Click the <strong>Manage Designee</strong> link in the MyTime section of the menu.</td>
</tr>
</tbody>
</table>
Designee Application

4. After carefully reviewing the guidelines, click OK at the bottom of the page to continue. You must accept the guidelines to access the application.

Designee Management – Choose a Role

5. 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.

5.1 Click Designee to accept any pending assignments or view current assignments (if you have both roles).
6. Employee designees have the ability to:

<table>
<thead>
<tr>
<th>Employee Designee Functions</th>
<th>Go To</th>
</tr>
</thead>
<tbody>
<tr>
<td>View current designee assignments</td>
<td>Step 9.2</td>
</tr>
<tr>
<td>Accept or deny a designee request</td>
<td>Step 7</td>
</tr>
<tr>
<td>Act on behalf of a supervisor in the Time and Leave systems</td>
<td>Step 11</td>
</tr>
</tbody>
</table>

7. To accept a pending request to serve as a designee, click on the **drop-down arrow** in the Acceptance column for the pending request.
Accept or deny an assignment

Pending Designee Assignments

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Start Date</th>
<th>End Date</th>
<th>Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainer, Jodie T</td>
<td>04/18/2011</td>
<td></td>
<td>Select Acceptance</td>
</tr>
</tbody>
</table>

8. Perform one of the following:

<table>
<thead>
<tr>
<th>If</th>
<th>Go To</th>
</tr>
</thead>
<tbody>
<tr>
<td>You wish to accept the designee assignment… (and have communicated with the supervisor about their expectations and work schedules).</td>
<td>Step 9</td>
</tr>
<tr>
<td>You wish to deny the designee assignment… (and you have not communicated with the supervisor or have never been a designee for them in the past).</td>
<td>Step 10</td>
</tr>
</tbody>
</table>

9. Click Accept from the drop-down list.

Click Accept

Pending Designee Assignments

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<td>Select Acceptance</td>
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</table>

After clicking Accept, you will see a confirmation notice where you must verify that you agree to process leave requests and time cards for employees of this supervisor and that you will do so in accordance with university pay period schedules and policies.
9.1 If you click **I Accept**, a notice will confirm that the assignment has been updated and the pending assignment will become a **current assignment**.

If you click **I do not Accept**, the assignment will remain in **Pending** status.

**Record Updated**

The assignment has been updated!

9.2 Click **OK** to return to the Designee page, where you will see your new Current Designee assignment.

The assignment you just accepted will now show as your Current Designee Assignment, with the supervisor’s name, Start and End dates, and the Status of each assignment. (See below).
None Pending

Pending Designee Assignments

No Pending Designee Assignments in the System.

Current Designee Assignments

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainer, Jodie T</td>
<td>04/18/2011</td>
<td></td>
<td>Primary</td>
</tr>
</tbody>
</table>

10. Click **Deny** from the drop-down list if you do not want to accept the designee appointment.

Click Deny

Pending Designee Assignments

<table>
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<th>Supervisor</th>
<th>Start Date</th>
<th>End Date</th>
<th>Acceptance</th>
</tr>
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<tbody>
<tr>
<td>Trainer, Jodie T</td>
<td>04/18/2011</td>
<td></td>
<td>Select Acceptance</td>
</tr>
</tbody>
</table>

If you deny the request, you will see a confirmation message asking if you are sure you mean to deny the request. If you click **Yes**, the status of the request will change to Denied, and it will appear in the supervisor's list as a Denied Request.

Confirm Denial

You have chosen to "Deny" this Designee Assignment.

Do you wish to Deny this Assignment?

10.1 Click **Yes** to confirm that you want to deny this designee request.
10.2 If you click No, the request will remain in Pending status.

11. After accepting the designee responsibility, you will have access to both the Leave system and the Time Card application to act on behalf of the supervisor.

Please talk with the supervisor who has requested you to serve as designee to ensure a clear understanding of which duties they need you to perform.

<table>
<thead>
<tr>
<th>Select a MyTime application</th>
<th>Go To</th>
</tr>
</thead>
<tbody>
<tr>
<td>To edit or approve time cards for this supervisor…</td>
<td>Step 12</td>
</tr>
<tr>
<td>To edit or approve leave requests for this supervisor…</td>
<td>Step 17</td>
</tr>
</tbody>
</table>

**Time Cards**

When granted designee access, you will be able to enter and edit time entries, and approve time cards to be paid.

**Time Card link**

12. Click the Time Card link in the MyTime section of the MyAccess menu.
13. Click **Designee Management** when entering the Time Card application.

**Desigee Search**

Because you can hold more than one designee appointment, you must choose the supervisor for whom you will be acting as designee.

14. Click the **Supervisor** selector to choose a supervisor.
## Search for Supervisor

15. Click the **supervisor name** from the list.

16. Then click the **Search** button to see the time cards in the selected pay period belonging to this supervisor.

### List of Time Cards

The application will then show you time cards for employees who report to this supervisor.

You will now have the responsibility to edit and approve time cards. Please take the time to familiarize yourself with the policies, procedures, and functionality of the time card application.
Training materials for supervisor responsibilities can be found on the MAP website.

**Leave System**

As a designee in the leave system, you may approve, deny, modify, or cancel leave requests, as well as submit requests for employees and view supervisory calendars and reports.

**Leave Request link**

![Leave Request link](image)

17. Click the **Leave Request** link in the MyTime menu.

**Leave Request System – Designee**

![Leave Request System – Designee](image)

You can switch between various roles by selecting different window panes within the leave system.
Select Supervisor

18. Click the **Select Supervisor** drop-down arrow.

Click a name

19. Click on the **supervisor's name** from the list.

Designee Leave System
The application will then show you leave requests for employees who report to this supervisor.

You now have the ability to create, modify, approve, and cancel leave requests for employees. Please take the time to familiarize yourself with the policies, procedures, and functionality of the leave system.

Training materials for supervisor responsibilities can be found on the MAP website.

20. You have completed this task.

Result

You have accepted or denied the responsibility to serve as a MyTime Designee and viewed the Designee modules in the Time Card and Leave System applications.