

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](https://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:

- Log in to [MyAccess.wvu.edu](https://myaccess.wvu.edu).
- 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](https://myaccess.wvu.edu) web portal using your Login and password.



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.

A notification will appear when:
You have designee appointments or removals for your attention.
You have pending leave requests in your designee role in the Leave System
You have unapproved time cards in your designee role in the Time Card application.
Important system announcements are necessary.



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

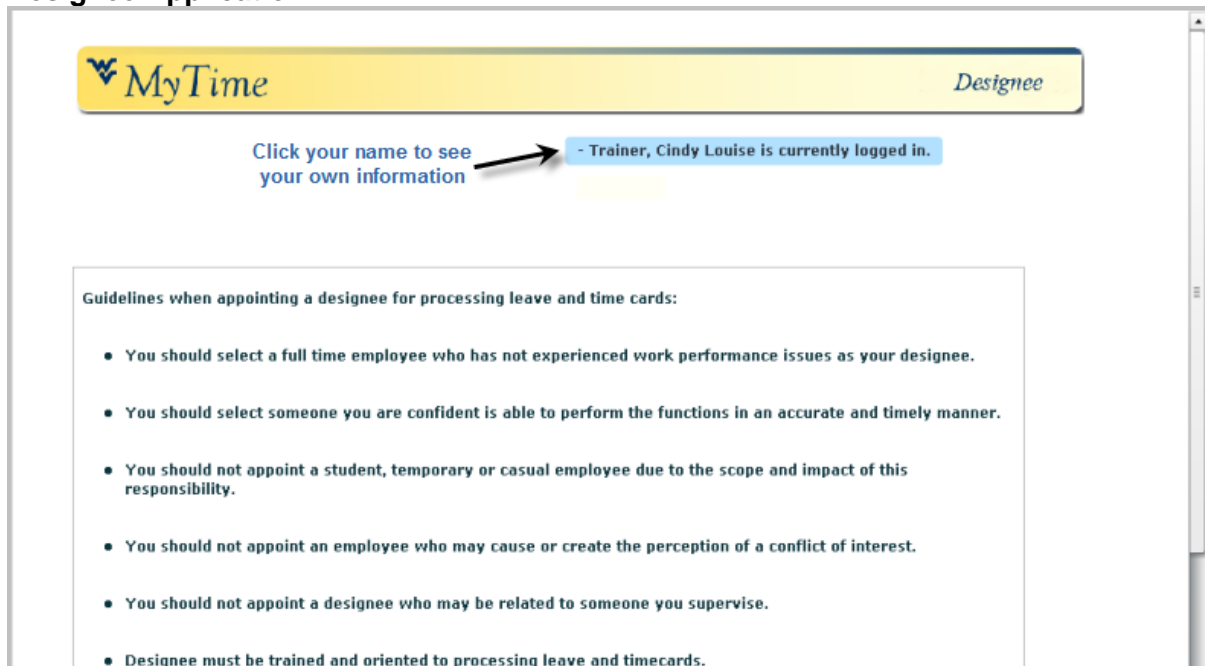
The screenshot shows the MyAccess employee portal interface. At the top, there is a blue header with the West Virginia University logo and the text "MyAccess". Below the header, a dark grey bar says "Welcome Jodie". The main content area is divided into several sections. On the left, there is a sidebar with a "Notifications" menu item that is highlighted in blue. Below it, a notification for "Designee Requests (1)" is visible, with a red arrow pointing to it. Other sidebar items include "2020 Strategic Plan" and "Help". The main content area features an "Announcements" section with a "Welcome" message and a "PRT Summer Shutdown" announcement. At the bottom left, there are "Help Links" and "Contact Info" sections.

Designee Management

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

To open the Designee Management application:
Click the Designee Requests link in your MyAccess Notifications, or...
Click the Manage Designee link in the MyTime section of the menu.

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).

Designee Role

MyTime Designee

- Trainer, Cindy Louise is currently logged in.

Supervisor Designee

Pending Designee Assignments

Supervisor	Start Date	End Date	Acceptance
Trainer, Jodie T	04/18/2011		Select Acceptance ▼

Current Designee Assignments

No Current Designee Assignments in the System.


Accept pending designee assignments or view current assignments

6. Employee designees have the ability to:

Employee Designee Functions	Go To
View current designee assignments	Step 9.2
Accept or deny a designee request	Step 7
Act on behalf of a supervisor in the Time and Leave systems	Step 11

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			
Supervisor	Start Date	End Date	Acceptance
Trainer, Jodie T	04/18/2011		Select Acceptance 

8. Perform one of the following:

If	Go To
You wish to accept the designee assignment... (and have communicated with the supervisor about their expectations and work schedules).	Step 9
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).	Step 10

9. Click **Accept** from the drop-down list.

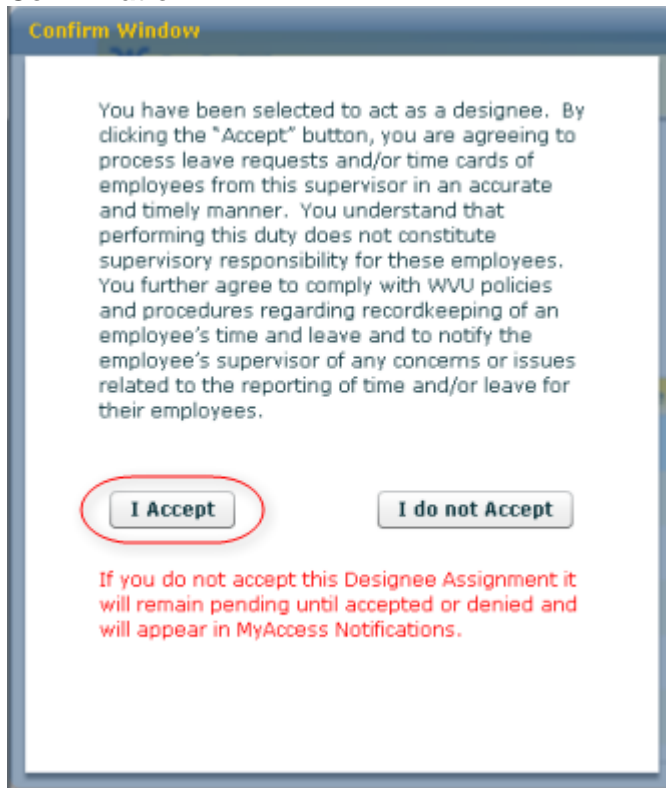
Click Accept

Pending Designee Assignments			
Supervisor	Start Date	End Date	Acceptance
Trainer, Jodie T	04/18/2011		Select Acceptance  Select Acceptance Accept Deny



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.

Confirmation

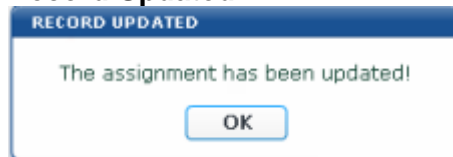


- 9.1** If you click **I Accept**, a notice will confirm that the assignment has been updated and the pending assignment will become a *current assignment*.



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

Record Updated



- 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			
Supervisor	Start Date	End Date	Status
Trainer, Jodie T	04/18/2011		Primary

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

Click Deny

Pending Designee Assignments			
Supervisor	Start Date	End Date	Acceptance
Trainer, Jodie T	04/18/2011		Select Acceptance ▾
			Select Acceptance
			Accept
			Deny



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

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.

Select a MyTime application	Go To
To edit or approve time cards for this supervisor...	Step 12
To edit or approve leave requests for this supervisor...	Step 17

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



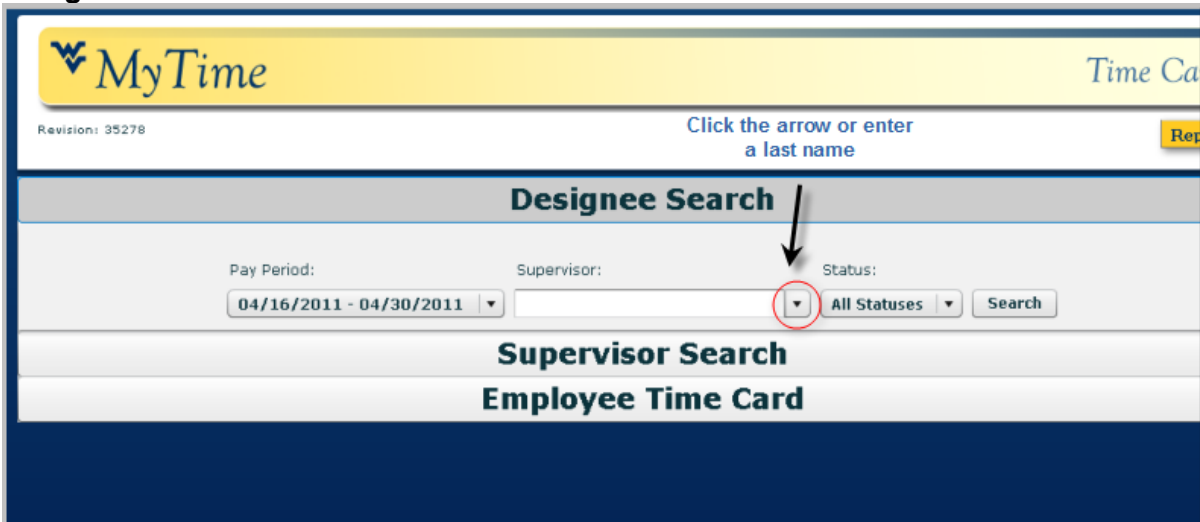
12. Click the **Time Card** link in the MyTime section of the MyAccess menu.

Designee Button



13. Click **Designee Management** when entering the Time Card application.

Designee Search

A screenshot of the "MyTime" web application interface. The top header is yellow with the "MyTime" logo on the left and "Time Ca" on the right. Below the header, there is a navigation bar with "Designee Search", "Supervisor Search", and "Employee Time Card" buttons. The "Designee Search" section is active and contains a search form. The form has three main fields: "Pay Period:" with a dropdown menu showing "04/16/2011 - 04/30/2011", "Supervisor:" with a text input field, and "Status:" with a dropdown menu showing "All Statuses". A "Search" button is to the right of the status dropdown. A red circle highlights the dropdown arrow of the "Supervisor:" field, and a black arrow points to it from above. Above the search form, there is a prompt: "Click the arrow or enter a last name".

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

Designee Search

Pay Period: 04/16/2011 - 04/30/2011 Supervisor: [Dropdown] Status: All Statuses **Search**

Trainer, Jodie(69990)

Employee Time Card

Click the correct name, then click Search

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

MyTime Time C

Revision: 35278

Designee Search

Supervisor Search

Supervisor Name: Trainer, Jodie T

Pay Period: 04/16/2011 - 04/30/2011 Employee: All Employees Status: All Statuses Search

Employee Name	Pay Period Start	Pay Period End	Time Card Status	
Trainer, Christopher Lee	04/16/2011	04/30/2011	Working	<input type="checkbox"/>
Trainer, Cindy Louise	04/16/2011	04/30/2011	Working	<input type="checkbox"/>
Trainer, Richard Sumner	04/16/2011	04/30/2011	Error	<input type="checkbox"/>
Trainer, Terry Melbourne	04/16/2011	04/30/2011	Working	<input type="checkbox"/>



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

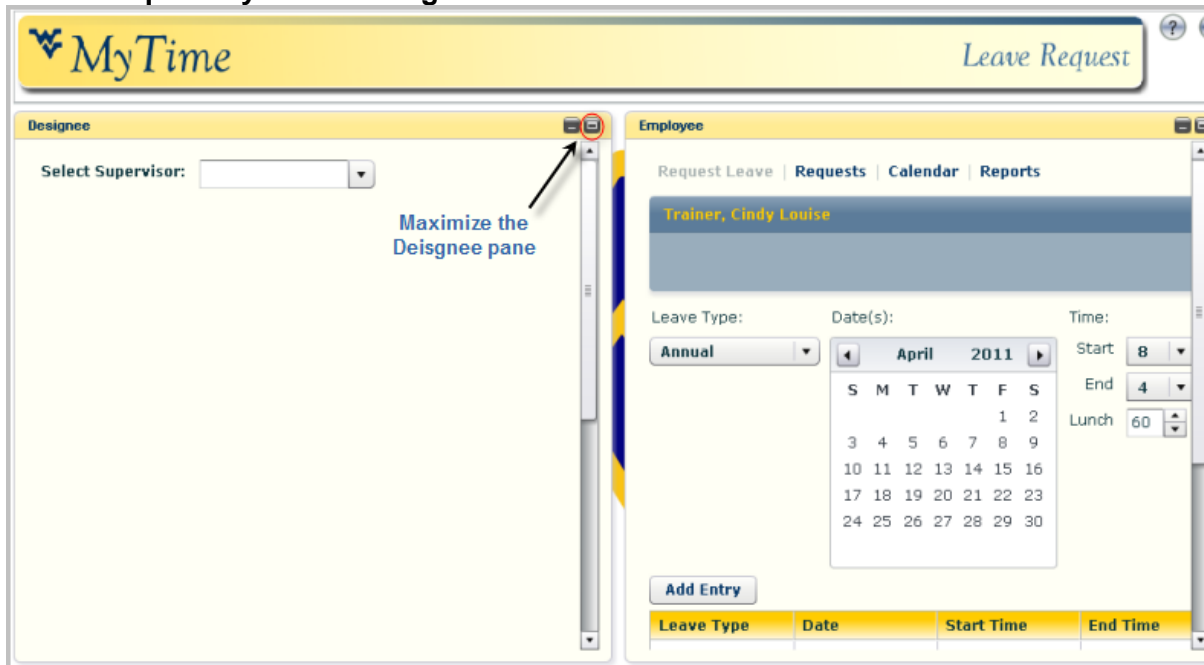
As a designee in the leave system, you may approve, deny, modify, or cancel leave requests, as well as submit requests for employees and view supervisory calendars and reports.

Leave Request link



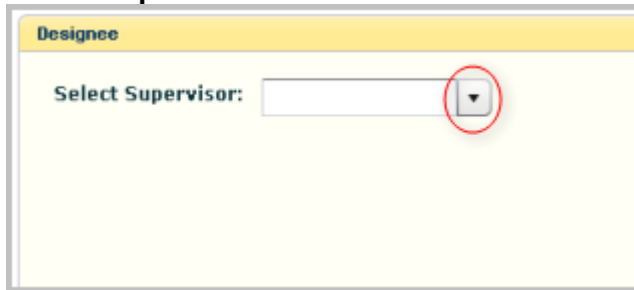
17. Click the **Leave Request** link in the MyTime menu.

Leave Request System – Designee



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

Select Supervisor

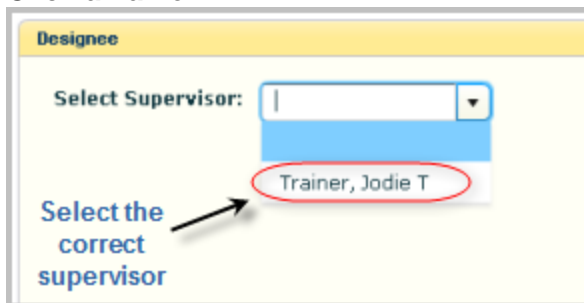


Designee

Select Supervisor:

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

Click a name



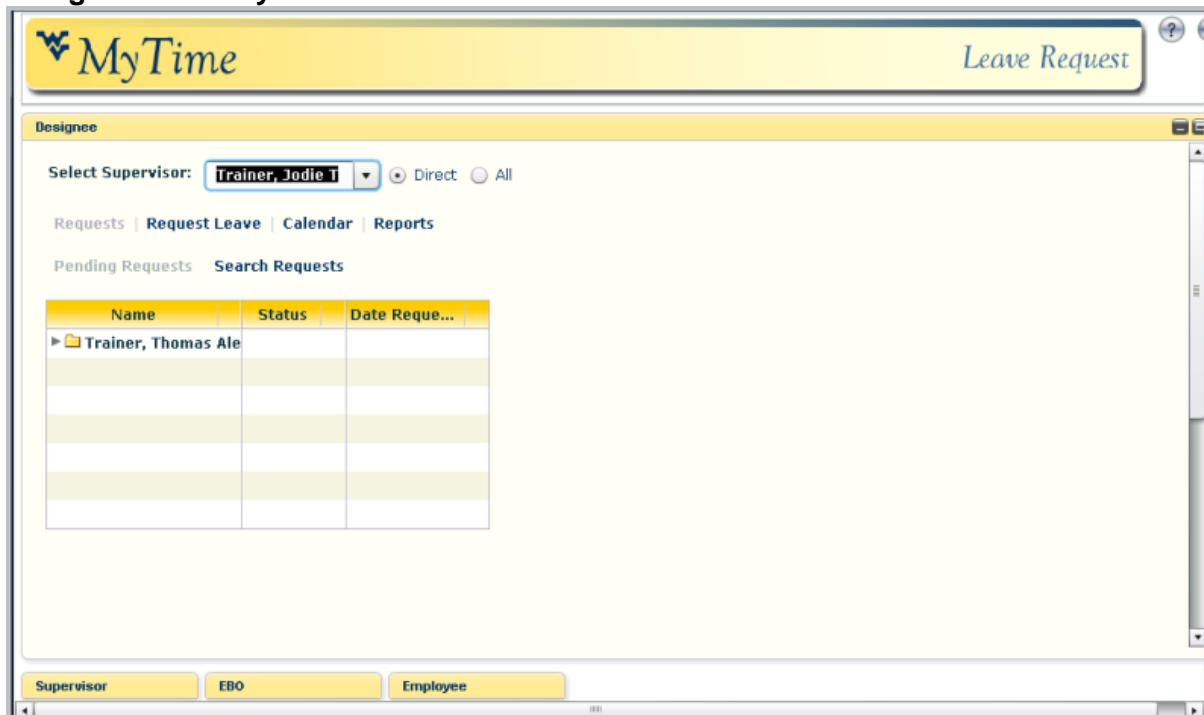
Designee

Select Supervisor:

Select the correct supervisor

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

Designee Leave System



MyTime Leave Request

Designee

Select Supervisor: Direct All

Requests | Request Leave | Calendar | Reports

Pending Requests | Search Requests

Name	Status	Date Reque...
▶ Trainer, Thomas Ale		

Supervisor EBO Employee



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.