

RealTime Designee System Instructions for Managers

Introduction

The below instructions detail how managers can appoint a RealTime designee(s) using the new designee portal. Appointing a designee does not remove the manager's ultimate responsibility to ensure that timekeeping tasks and leave approval for their employees occur in compliance with all timekeeping time frames and policies. The supervisor and designee are jointly responsible for accurate and timely accounting and approval of employee time worked, and leave requested and taken.

Full Designees

What is a full designee?

A designee is both a permanent role and a specifically identified individual whose timekeeping/leave responsibilities are the same as the supervisor who has made the appointment. A full designee assumes the supervisor's day-to-day timekeeping/leave responsibilities on a full time basis. These responsibilities include:

1. Consistently monitoring hours worked and leave requested for assigned employees.
2. Timely editing and approving employees' time worked (for non-exempt employees).
3. Timely approval of leave requests (for exempt and non-exempt employees).
4. Implementing and complying with all federal, state and VCU policies or regulations that govern these practices.

Who can appoint a Full designee?

A Full designee may be appointed by the following positions:

1. The University President
2. The provost, vice provosts, senior vice provosts, vice presidents, associate and assistant vice presidents and executive directors
3. Deans and department chairs

Any other user who **does not** meet eligibility criteria and wishes to appoint a designee must complete the request portion of the [Full Designee form](#) and send it along with written justification for the request to HR Security (hrsecurity@vcu.edu) for review and approval. These requests are considered on an exception basis and will be closely reviewed by the Human Resources department.

More information on Full Designees can be found on the [Full Designee form](#).

Exception Designees

What is an exception designee?

A designee is both a permanent role and a specifically identified individual whose timekeeping/leave responsibilities are the same as the supervisor who has made the appointment. An exception designee is an individual who assumes the manager's timekeeping/leave responsibilities on an exception basis. For example, if the supervisor is out of the office the exception designee will assume the timekeeping/leave responsibilities.

What are the responsibilities of a supervisor exception designee?

When the supervisor is unavailable, the designee performs the following:

1. Consistently monitoring hours worked and leave requested for assigned employees.
2. Timely editing and approving employees' time worked (for non-exempt employees).
3. Timely approval of leave requests (for exempt and nonexempt employees).
4. Implementing and complying with all federal, state and VCU policies or regulations that govern these practices.

Adding a RealTime Designee

1. Login to the [RealTime Designee Portal](#)

2. Click **Manage my designees** and you'll see this screen:

RealTime Designee Add my designee

Please enter a designee VID by typing a **name**, or an ID (EID/VID):

Submit

My current designee(s):

DesigneeID DesigneeName AssignedRole AssignedTime Option

1. Type the name, VID or eID of the individual you need to add as your designee and select them from the list of names that populate.
2. Confirm the name and information are correct and click **Confirm Designee**
3. Once the designee is confirmed, **automatic emails** are sent to the manager and the designee with confirmation that the designee will be set up in RealTime the following day. The manager will see an email from hrsecurity@vcu.edu with the below language:

RealTime Designee

Lydia Nichols has been appointed as a RealTime designee. As of tomorrow, they will have access to conduct all supervisor functions in VCU RealTime on your behalf for all employees who report directly to you, on an exception basis, such as vacation, illness, or extended absence. You will still receive notifications from the system regarding required actions. Appointing a designee does NOT remove the manager's ultimate responsibility to ensure that timekeeping tasks and leave approval for their employees occur in compliance with all timekeeping time frames and policies. The supervisor and designee are jointly responsible for accurate and timely accounting and approval of employee time worked, and leave requested and taken.

Removing a RealTime Designee:

1. Login to the [RealTime Designee Portal](#) and click **Manage my designees**

2. You will see a list of individuals who are set up as your RealTime Designees:

RealTime Designee Add my designee

Please enter a designee VID by typing a **name**, or an ID (EID/VID):

Submit

My current designee(s):

<u>DesigneeID</u>	<u>DesigneeName</u>	<u>AssignedRole</u>	<u>AssignedTime</u>	<u>Option</u>
XXXXXXXXXX	Lydia Nichols	Exception	11/13/2019	Remove

1. Click **Remove** under the **Option** column.
2. Click **OK** on the pop up if you are sure you want to remove the designee
 - a. Doing so removes the individual as your designee
3. No confirmation emails are generated when a designee is removed.