



VCU RealTime Supervisor **Full Designee** Information and Request Form

A. Purpose All employees must have a supervisor identified in the VCU RealTime system who is responsible for approving hours worked and leave requests. A select group of supervisors who meet eligibility criteria outlined in part C may appoint a permanent designee to manage all of their timekeeping and leave responsibilities for all of their employees in the system. This form must be completed by any eligible supervisor who wishes to appoint a VCU RealTime designee. Appointing a designee does NOT remove the eligible supervisor'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.

B. 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. They 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.

C. Who can appoint a full designee?

A designee may be appointed by the following positions:

1. The university president
2. The provost, vice provosts, senior vice presidents, 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 this 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.

D. Who may be a full designee?

Supervisors may appoint an individual to be their full designee as long as:

1. The individual has completed the VCU RealTime training for managers/timekeepers.
2. The individual is not a temporary worker.

E. Procedure

An eligible supervisor who wishes to appoint a full designee should:

1. Review and complete the request portion of this form
2. Ask their full designee to review and complete the request portion of this form
3. Submit the completed request to HR Security (hrsecurity@vcu.edu). HR Security will review and respond to the request with approval (or denial) and provide information, including an effective date for the designee to gain access and management permission in the VCU RealTime system. The designee may begin to monitor and approve employee leave request and work hours as of the effective date.

We recommend that:

- a. Supervisors and their full designees have a transition meeting.
- b. Supervisors and their full designees ensure that the designee can perform the required tasks.
- c. The full designee fully understands all applicable policies so that timekeeping and leave management is as error-free as possible.

REMEMBER: Employees are not able to approve their own worked hours and leave requests. This means that supervisors must still approve the hours and leave request of the individual they've identified as their designee.

The supervisor should develop a process to intermittently check that the designee appointment is operating efficiently, effectively and in compliance with system and VCU requirements and policy.

F. Revocation

Once approved, the management permissions granted to the full designee will remain in effect until revoked.

1. The supervisor may request in writing to HR Security that the full designee appointment be revoked
2. If the full designee separates from the university, the supervisor must notify HR Security so that designee access can be removed. Time and leave approval responsibilities will automatically revert to the supervisor until a new full designee is requested and approved.
3. Human Resources may revoke the full designee appointment at any time.

VCU RealTime

Supervisor Full Designee Request Form

For the supervisor

As the official supervisor, you certify that:

1. You delegate your VCU RealTime manager responsibilities outlined on this form to the above named full designee (until the permission is revoked).
2. Your full designee meets qualifications listed in part D.
3. You have read and understand the information in this document.
4. You understand that appointing a full designee does NOT remove your ultimate responsibility to ensure that manager timekeeping tasks and leave approval for employees occurs in compliance with all timekeeping time frames and policies. You agree that, with your full designee, you retain responsibility for complying with the VCU RealTime system requirements and relevant timekeeping policies, including those found on the Human Resources website: www.hr.vcu.edu.

Name of delegating supervisor Title Department

eID Delegating supervisor signature Date

For the full designee

As the appointed designee of the above named supervisor, you certify that:

1. You accept the role and responsibilities of the full designee.
2. You meet the designee qualifications listed in part D.
3. You have read and understand the information in this document.
4. You agree to maintain compliance with VCU RealTime system requirements and relevant timekeeping policies, including those found on the Human Resources website: www.hr.vcu.edu.
5. If you are ever asked or told to improperly enter or approve time or leave in VCU RealTime, or engage in any timekeeping action that may be unethical or non-compliant with regulations and policy, you agree to communicate the concern to:
 - a. Your supervisor, or
 - b. VCU's Human Resources Employee Relations office, or
 - c. Another resource for reporting ethics and compliance concerns, including the VCU Ombudsmen, the Integrity and Compliance Office, or the VCU Helpline.
6. You understand that the supervisor and designee are jointly responsible for accurate and timely approval of employee time worked and leave taken.

Designee name Title Department

eID Designee signature Date

After completing this form, scan and save it as a .pdf, .gif, or .tif and then email it as an attachment to hrsecurity@vcu.edu.