



**Applaud Training for WVU Research
Corporation**

October 2025

Agenda

- / WVURC PTO Transfer Overview
- / Applaud Training – Employee Leave
- / Applaud Training – Non-exempt Employee Time Entry
- / Applaud Training – Supervisor Resources for Leave and Time Tracking
- / Open Questions & Answers

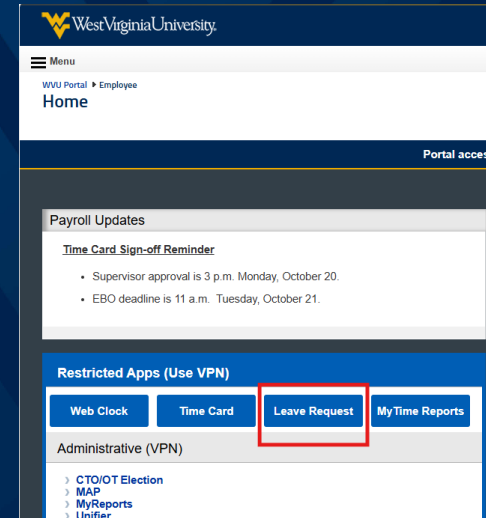
WVURC PTO Transfer Overview

- / One time transfer of RC PTO to WVU annual leave balance
- / RC PTO hours will be based upon close of business October 30, 2025
- / Applaud will show updated annual leave balance by end of October 31, 2025
- / WVU leave accrual will start on October 31, 2025
- / WVU annual and sick leave accrues twice a month – 15th and the last day of the month
- / Visit [WVU Leave & Time Off Programs](#) for more details

Applaud Training

Requesting Leave

1. If Remote, you must be logged into the VPN
2. Login to the portal @ <https://portal.wvu.edu> using your WVU Login.
3. Click on the “Leave Request”.



Requesting Leave

West Virginia University

KM

Kourtney Morgan
Director, 1721, SSC Workforce Administration L4

[WELCOME](#) [PROFILE](#) [PERSONAL](#) [TEAM](#) [JOB HISTORY](#) [PAY](#) [LEAVE & TIME](#)

Leave & Time

Calendar 2

[VIEW PEERS](#) [REQUEST LEAVE](#)

< OCTOBER 2025 >

LIST WEEK MONTH TODAY

SUN	MON	TUE	WED	THU	FRI	SAT
28	29 Annual Leave Plan	30	1 Oct	2	3	4
5	6 Annual Leave Plan (Annual)	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1 Nov
2	3	4	5	6	7	8

Entitlement Balances

[ANNUAL LEAVE PLAN](#) [SICK LEAVE PLAN](#)

Balances effective as of
21-Oct-2025

Annual Leave Plan (01-JAN-25 to 21-OCT-25)

Current Balance

YTD Taken

Cycle Accrual

149.83

168.75

7.5

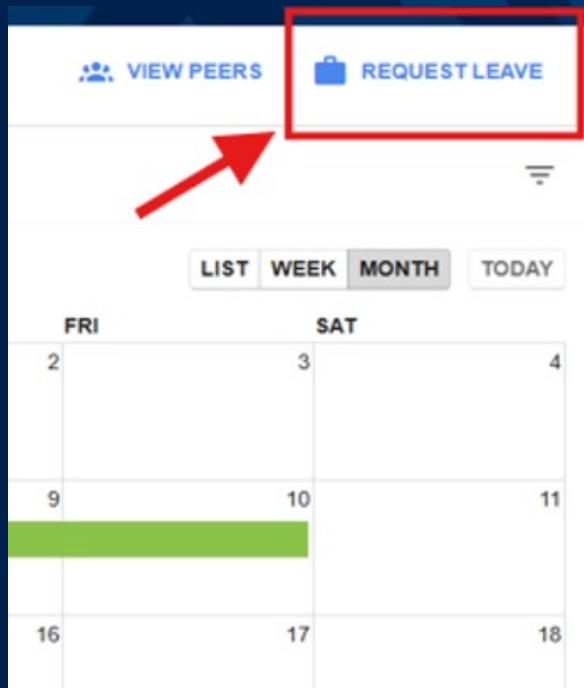
Maximum Balance: 180 hours

About Balances

Balances

Your balances are your balances on the system date, minus approved requests on or before system date, plus accrual on last accrual date (either the 15th or last day of month.)

Requesting Leave



VIEW PEERS REQUEST LEAVE

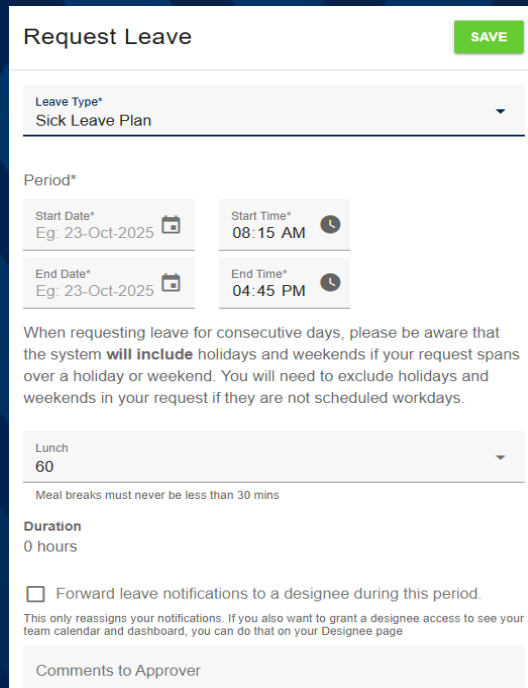
LIST WEEK MONTH TODAY

FRI SAT

2 3 4

9 10 11

16 17 18



Request Leave SAVE

Leave Type*
Sick Leave Plan

Period*

Start Date*
Eg: 23-Oct-2025

Start Time*
08:15 AM

End Date*
Eg: 23-Oct-2025

End Time*
04:45 PM

When requesting leave for consecutive days, please be aware that the system **will include** holidays and weekends if your request spans over a holiday or weekend. You will need to exclude holidays and weekends in your request if they are not scheduled workdays.

Lunch
60

Meal breaks must never be less than 30 mins

Duration
0 hours

☐ Forward leave notifications to a designee during this period.

This only reassigns your notifications. If you also want to grant a designee access to see your team calendar and dashboard, you can do that on your Designee page

Comments to Approver

Canceling a Leave Request



Kourtney Morgan  

Director, 1721, SSC Workforce Administration L4

WELCOME PROFILE PERSONAL TEAM JOB HISTORY PAY LEAVE & TIME

Calendar 2

[VIEW PEERS](#) [REQUEST LEAVE](#)

[<](#) **OCTOBER 2025** [>](#) [LIST](#) [WEEK](#) **[MONTH](#)** [TODAY](#)

SUN	MON	TUE	WED	THU	FRI	SAT
	28 Annual Leave Plan (Annual) 2025-09-29 12:00 - 2025-09-29 16:45 (3.75 hours)	29	30	1 Oct	2	3
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	31

Entitlement Balances

ANNUAL LEAVE PLAN [SICK LEAVE PLAN](#)

Balances effective at*
24-Nov-2025 

Annual Leave Plan (01-JAN-25 to 24-NOV-25)

Legend:  Current Balance  YTD Taken  Cycle Accrual

Current Balance	164.85
YTD Taken	168.75
Cycle Accrual	7.5

Maximum Balance: 180 hours

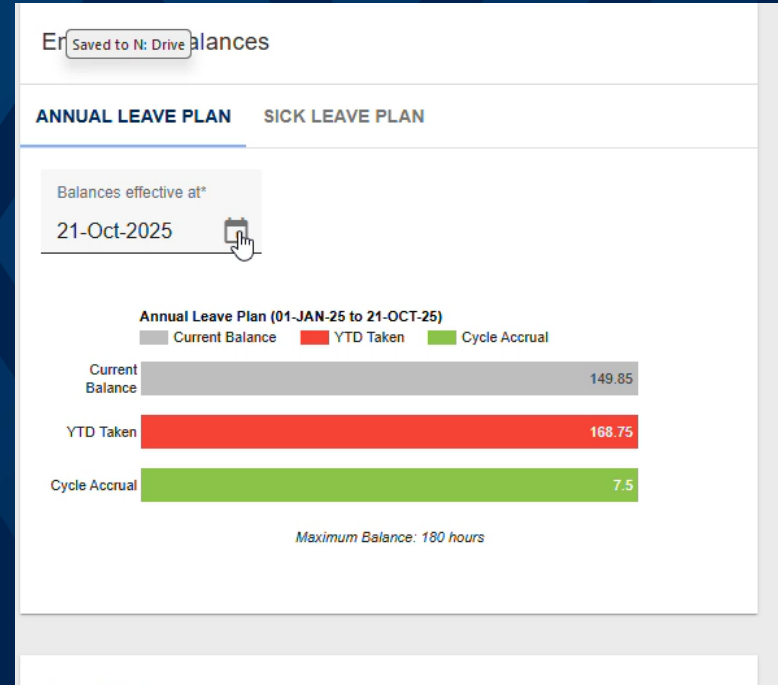
About Balances

Balances

Your balances are your balances on the system date, minus approved requests on or before system date, plus accrual on last accrual date (either the 15th or last day of month).

Viewing Leave Balances

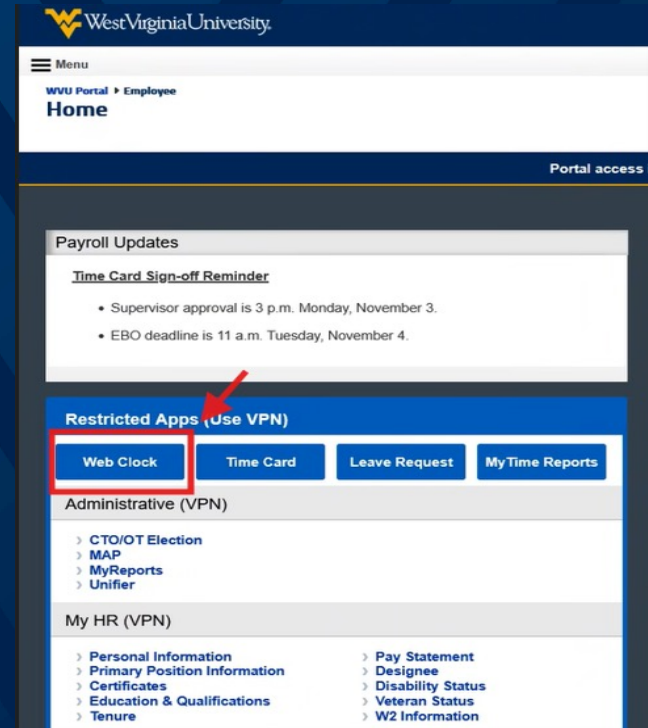
- Click in the “Balances effective at” box and choose the date you want to see your balances.
- System will update balance as of that date.



Non-exempt Employees: How to Use Web clock

Clocking In/Out- Non-exempt Employees

1. Login to the Portal Homepage:
<https://portal.wvu.edu>
2. Click the “Web Clock” button shown here.



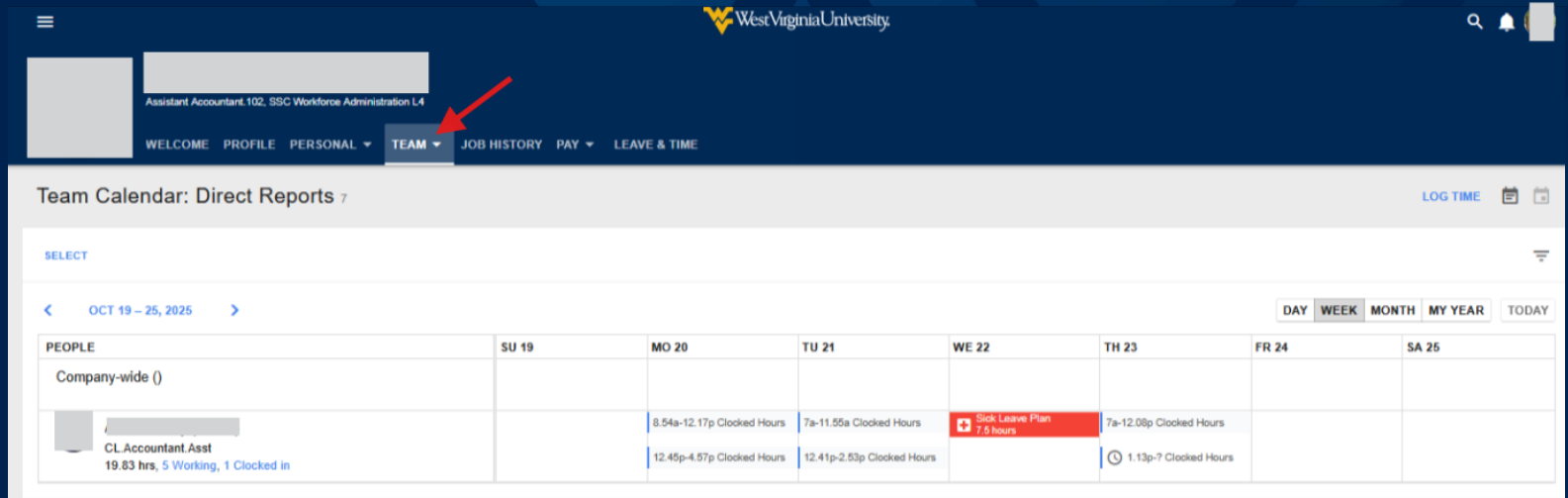
Clocking In/Out- Non-exempt Employees

This screenshot shows the 'Time Clock' interface for Sharon G Uphold on Thursday, October 23, 2025. The current time is 10:37:05 AM EDT. A large red square button with a white square in the center is labeled 'Clock-out'. Below this, the 'Last Punch' section shows a green circle with a play icon and the text 'Today - clock-in 7:29a'. The 'Mini Worklist' on the right indicates 'Great, there's nothing for you'. The 'Quicklinks' section includes 'MyTime Reports' and 'WVU Academic Calendar'. A navigation bar at the top includes 'WELCOME', 'PROFILE', 'PERSONAL', 'TEAM', 'JOB HISTORY', 'PAY', and 'LEAVE & TIME'.

This screenshot shows the 'Time Clock' interface for Sharon G Uphold on Thursday, October 23, 2025. The current time is 12:10:48 PM EDT. A large green circle button with a white play icon is labeled 'Clock-in'. Below this, the 'Last Punch' section shows a red square button with a white square in the center and the text 'Today - clock-out 7:29a-12:08p'. The 'Mini Worklist' on the right indicates 'Great, there's nothing for you'. The 'Quicklinks' section includes 'MyTime Reports' and 'WVU Academic Calendar'. A navigation bar at the top includes 'WELCOME', 'PROFILE', 'PERSONAL', 'TEAM', and 'JOB HISTORY'.

Viewing your Recorded Time

- Click on the drop-down arrow next to Team and click “Team Calendar”



The screenshot shows the West Virginia University HR system interface. At the top, the user is logged in as 'Assistant Accountant, 102, SSC Workforce Administration L4'. The navigation bar includes links for 'WELCOME', 'PROFILE', 'PERSONAL', 'TEAM', 'JOB HISTORY', 'PAY', and 'LEAVE & TIME'. A red arrow points to the 'TEAM' dropdown menu. Below the navigation bar, the 'Team Calendar: Direct Reports' section is visible. It shows a calendar view for 'OCT 19 - 25, 2025'. The calendar is organized by day (SU 19, MO 20, TU 21, WE 22, TH 23, FR 24, SA 25). The 'PEOPLE' column lists 'Company-wide ()' and 'CL Accountant Asst'. The 'CL Accountant Asst' row shows recorded time for Monday (8.54a-12.17p Clocked Hours) and Tuesday (7a-11.55a Clocked Hours, 12.45p-4.57p Clocked Hours, 12.41p-2.53p Clocked Hours). A red banner indicates 'Click Leave Plan 7.5 hours' for Wednesday. The 'TH 23' column shows '7a-12.08p Clocked Hours' and '1.13p-7 Clocked Hours'.

West Virginia University

Assistant Accountant, 102, SSC Workforce Administration L4

WELCOME PROFILE PERSONAL TEAM JOB HISTORY PAY LEAVE & TIME

Team Calendar: Direct Reports 7

LOG TIME

SELECT

< OCT 19 - 25, 2025 >

DAY WEEK MONTH MY YEAR TODAY

PEOPLE	SU 19	MO 20	TU 21	WE 22	TH 23	FR 24	SA 25
Company-wide ()							
CL Accountant Asst 19.83 hrs, 5 Working, 1 Clocked in		8.54a-12.17p Clocked Hours 12.45p-4.57p Clocked Hours	7a-11.55a Clocked Hours 12.41p-2.53p Clocked Hours	Click Leave Plan 7.5 hours	7a-12.08p Clocked Hours 1.13p-7 Clocked Hours		

Physical Time-Clocks

- There are physical time clocks available across campus that you can swipe in/out using your WVUId card.
- Link to locations on campus:
<https://payroll.wvu.edu/time-clock-locations>

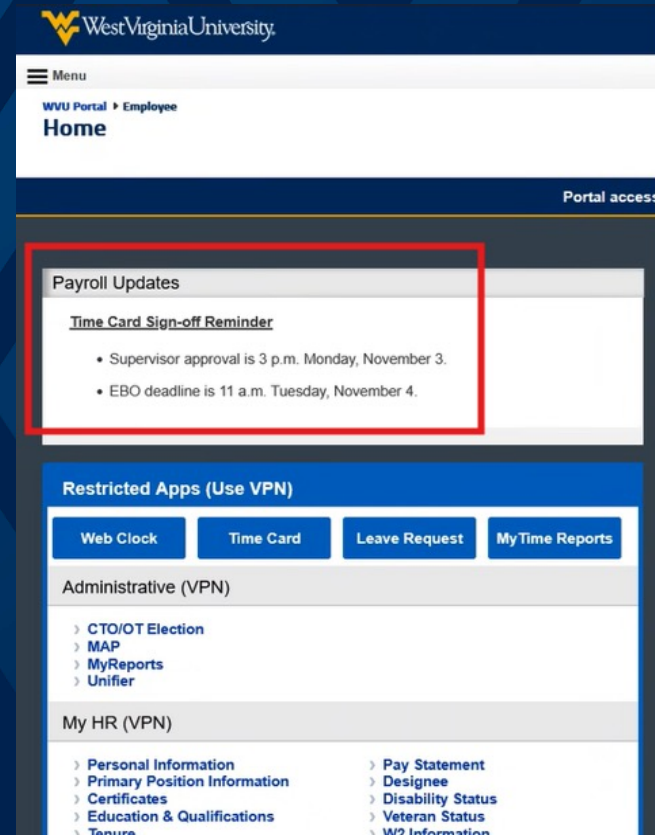
Supervisors – Timecard Corrections

Payroll Cutoff

- Biweekly Payroll Schedule: <https://payroll.wvu.edu/pay-schedules>
- Supervisors receive a reminder email from the Time Collection team on the last Friday of every pay period.
- Cutoff for supervisor's timecard approval is typically the Monday after the pay period ends at 3pm. This gives the Time Collection Team time to review prior to payroll running at 11am on Tuesday.
- The Time Collection review includes making sure there are no remaining errors or missed punches and ensuring hours per week for each employee meet the total number of hours they are supposed to be working based on their FTE.

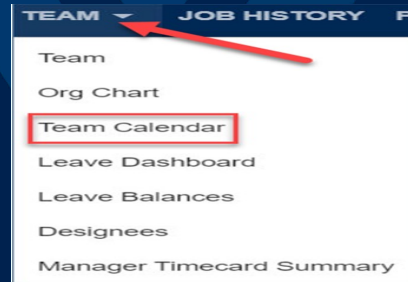
Payroll Cutoff

- Note: Cutoffs are occasionally condensed if a holiday falls within the week. These changes are noted in the email reminder as well as on the Portal homepage under “Payroll Updates”.

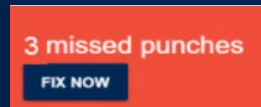


Supervisors: Fixing a Missed Punch

- From the menu, choose **Team**, then select **Team Calendar** from the drop-down.

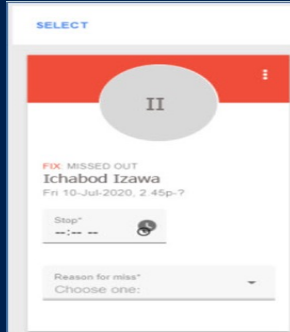


- If you have any missed punches, you will see a red banner on the top of the browser window with how many needing corrected. Click **FIX NOW** on the banner.



Supervisors: Fixing a Missed Punch

- A panel is then displayed for each missed punch.



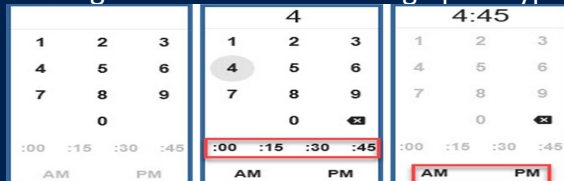
The screenshot shows a mobile application interface titled "SELECT". At the top, there is a red header bar with a white circle containing the Roman numeral "II". Below this, the text "FIX: MISSED OUT" is displayed in red, followed by the name "Ichabod Izawa" and the date/time "Fri 10-Jul-2020, 2:45p-7". There is a "Stop*" button with a clock icon. Below that is a dropdown menu labeled "Reason for miss*" with the text "Choose one:".

- Enter the missed punch time by typing it in or clicking the clock icon.



The screenshot shows a text input field labeled "Stop*" with the placeholder text "HH:MM" and a clock icon to its right.

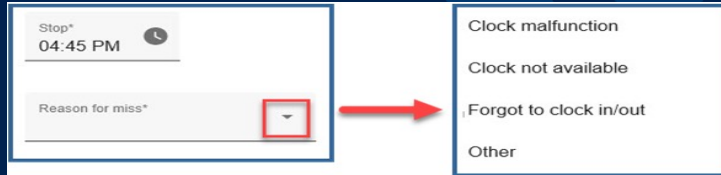
- Clicking the clock icon will bring up a keypad. Click the hour, quarter hour, and either AM or PM of the missed punch.



The three screenshots show the keypad interface for selecting a missed punch time. The first screenshot shows a standard numeric keypad with digits 1-9, 0, and a clock icon. The second screenshot shows the keypad with the number "4" selected and highlighted. The third screenshot shows the keypad with the time "4:45" displayed at the top, and the "AM" and "PM" options at the bottom. Red boxes highlight the "4:45" time and the "AM" and "PM" options in the third screenshot.

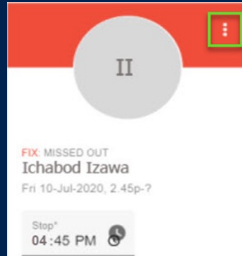
Supervisors: Fixing a Missed Punch

- Click the "Reason for Miss" drop-down arrow to choose a reason for the missed punch.



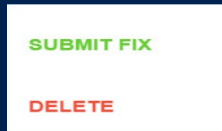
The screenshot shows a form with a 'Stop*' field containing '04:45 PM' and a clock icon. Below it is a 'Reason for miss*' field with a dropdown arrow. A red box highlights the dropdown arrow, and a red arrow points to a list of reasons: 'Clock malfunction', 'Clock not available', 'Forgot to clock in/out', and 'Other'.

- Once time has been entered, click the three dots in upper corner.



The screenshot shows a notification card with a red header. It features a grey circle with the Roman numeral 'II' and a green box with three dots in the top right corner. The text on the card reads: 'FIX MISSED OUT', 'Ichabod Izawa', 'Fri 10-Jul-2020, 2:45p-7', and 'Stop*' with '04:45 PM' and a clock icon.

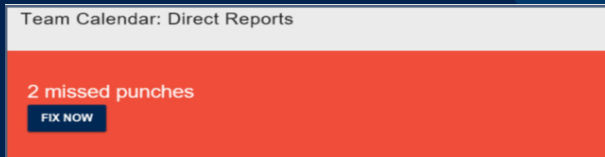
- Click **Submit Fix**.



The screenshot shows two buttons: a green 'SUBMIT FIX' button and a red 'DELETE' button.

Fixing a Missed Punch from the Red Banner

Supervisors who see a red banner with a **FIX NOW** message above the Team Calendar should always fix the missed punches before making any other edits in the Team Calendar.



Fixing a missed punch from the Team Calendar first may still leave a missed punch in the employee's time record. This may occur when an employee has mistakenly clocked in at a wall clock more than once without clocking out. For example, an employee may clock in, and clock in one minute later, unsure if the first punch was registered by the system.

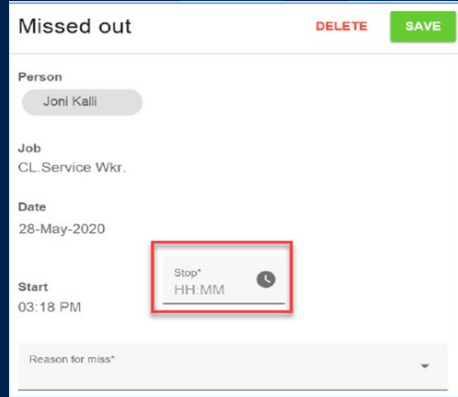
Supervisors: Fixing a Missed Punch

- To fix a Missed Punch that may not have shown on the red banner, go to your Team Calendar as shown in previous slides.
- Locate a record with the missing punches noted by “**Missed**” in red under their name.

Team Calendar: Direct Reports 6							
LOG TIME ADD LEAVE							
SELECT							
< MAY 24 – 30, 2020 >							
DAY WEEK MONTH MY YEAR TODAY							
PEOPLE	SU 24	MO 25	TU 26	WE 27	TH 28	FR 29	SA 30
Company-wide		Memorial Day (Unite					
JK Joni Kalli CL.Service Wkr. 4.47 hrs, 2 Working 2 Missed		2.3p-4p Call Back	2.47p-5.45p Clocke	1.58p-? Clocke	3.18p-? Clocke	Annual Leave F 7.5 hours	

Supervisors: Fixing a Missed Punch

- Click the day with the missed punch.



The screenshot shows a web form titled "Missed out" with a red "DELETE" button and a green "SAVE" button. The form contains the following fields:

- Person:** Joni Kalli
- Job:** CL Service Wkr.
- Date:** 28-May-2020
- Start:** 03:18 PM
- Stop:** A field with the placeholder "HH:MM" and a clock icon, highlighted with a red rectangle.
- Reason for miss:** A dropdown menu.

- Change the stop time by typing it in or clicking the clock icon.
- A confirmation message will appear at the top of the page.

Supervisors: Adding Time

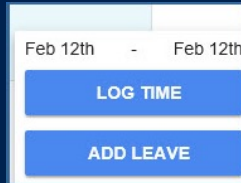
- Go to your Team Calendar
- Within the list of employees that report to the supervisor, click the desired date.



The screenshot shows a web interface for a team calendar. At the top, there's a navigation bar with a left arrow, the date range "FEB 9 - 15, 2020", a right arrow, and tabs for "DAY", "WEEK", "MONTH", "MY YEAR", and "TODAY". Below this is a table with columns for days of the week and dates. The "PEOPLE" column lists employees. One employee, Joni Kalli, is shown with a clock icon and a time entry for Thursday, Feb 13.

PEOPLE	SU 9	MO 10	TU 11	WE 12	TH 13	FR 14	SA 15
 Joni Kalli CL Service Wkr. 1 Clocked in					 10:59a-? Clo...		

- Click **Log Time**.



A modal form with a title bar showing "Feb 12th - Feb 12th". It contains two blue buttons: "LOG TIME" and "ADD LEAVE".

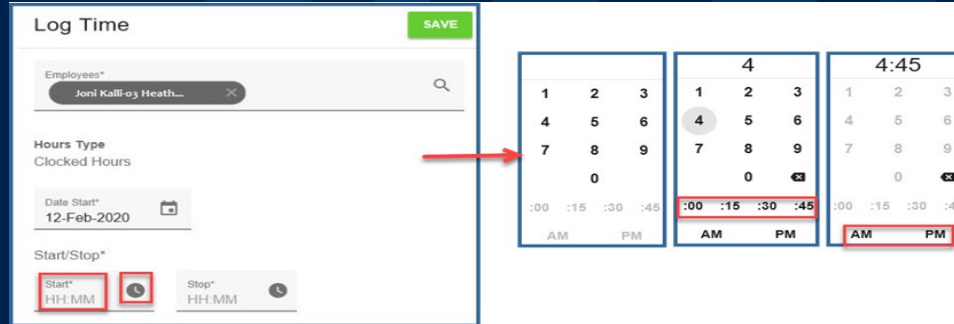
Feb 12th - Feb 12th

LOG TIME

ADD LEAVE

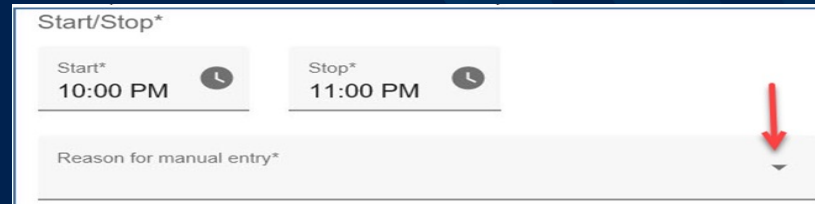
Supervisors: Adding Time

- Click the **Start** field and enter in the time either by typing it in or clicking the clock icon beside the time block.



The screenshot shows the 'Log Time' form. On the left, the 'Start*' field is highlighted with a red box and contains 'HH:MM'. A red arrow points from this field to the first of three digital time pickers on the right. Each picker has a 3x3 grid of numbers (1-9, 0) and a row of time increments (:00, :15, :30, :45). The first picker shows '4' selected in the grid and ':00' selected in the increments row. The second picker shows '4' selected in the grid and ':45' selected in the increments row. The third picker shows '4:45' at the top and 'AM' selected in the bottom row.

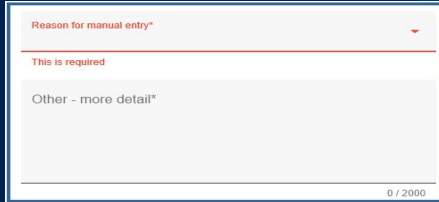
- Add a reason using the drop down arrow shown below.



The screenshot shows the 'Start/Stop*' section. It contains two time blocks: 'Start*' with '10:00 PM' and a clock icon, and 'Stop*' with '11:00 PM' and a clock icon. Below these is a 'Reason for manual entry*' field with a downward-pointing arrow icon, which is highlighted by a red arrow.

Supervisors: Adding Time

- If you select **Other**, you will be prompted to provide specific details.



A screenshot of a web form titled "Reason for manual entry" with a red asterisk. Below the title is a red line and the text "This is required". The form contains a text input field with the placeholder text "Other - more detail*". At the bottom right of the form, it says "0 / 2000".

- Click **Save**.



A screenshot of a button labeled "Log Time" with a green "SAVE" button next to it.

- You will see verification of your manual entry.



A screenshot of a green confirmation message that says "1 entries have been logged".

Supervisors- Approving Leave

The screenshot displays the West Virginia University MyHR portal interface. At the top, the user is identified as Kourtney Morgan, Director, 1721, SSC Workforce Administration L4. The navigation bar includes links for WELCOME, PROFILE, PERSONAL, TEAM, JOB HISTORY, PAY, and LEAVE & TIME. A red arrow points to the notification bell icon in the top right corner, which has a red square around it and a small 'KM' icon next to it.

The main content area is divided into several sections:

- Welcome**: A section with a red border around the 'Mini Worklist 1' and 'FULL WORKLIST' links. Below this, there is a 'SELECT' button and a list of items, including 'Fields, Pamela' with a 'Leave of Absence for Fields, Pamela' entry.
- Administrative Tools**: A section with a list of links: MAP, MyReports, Mountaineer Marketplace, MyExpenses, MyParking, MyTravel, and WVU Hire.
- Employee Resources**: A section with tabs for ACADEMIC and RESEARCH. Under ACADEMIC, there is a list of links: Academic Performance Solution, Argos (STAR Reporting), Curriculum Inventory Management, Curriculum Matrix, DegreeWorks (Advising), Digital Measures (Faculty), eCampus, iData, Navigate, Banner 9, University Academic Catalogs, Banner Workflow, STAR Apps, and IDEAS Reporting.
- Quicklinks 5**: A section with five icons: MyTime Reports, Leave Request, WVU Athletics Calendar, WVU Academic Calendar, and Applaud FAQ.

Supervisors- Approving Leave





Kourtney Morgan 
Director, 1721, SSC Workforce Administration L4

[WELCOME](#) [PROFILE](#) [PERSONAL ▾](#) [TEAM ▾](#) [JOB HISTORY](#) [PAY ▾](#) [LEAVE & TIME](#)

Welcome

Mini Worklist 1 [FULL WORKLIST](#)

[SELECT](#)

 Uphold, Sherry 11:12
Leave of Absence for Uphold, Sherry

Employee Resources

[ACADEMIC](#) [RESEARCH](#)

[Academic Performance Solution](#)

Administrative Tools

- MAP
- MyReports
- Mountaineer Marketplace
- MyExpenses
- MyParking
- MyTravel
- WVU Hire

Quicklinks 5


MyTime Reports

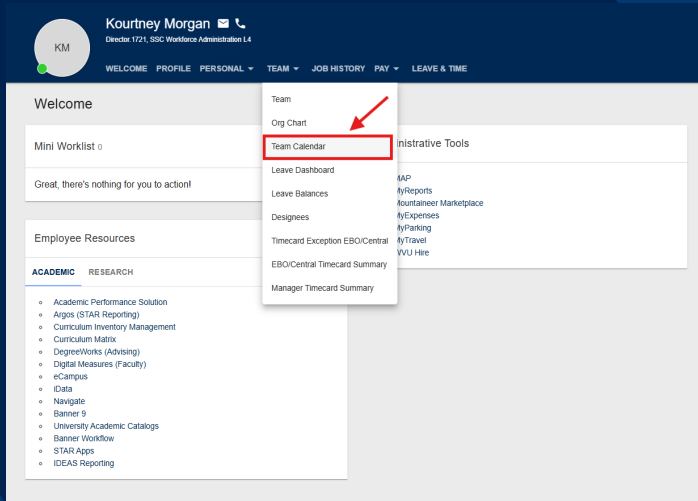

Leave Request


WVU Athletics Calendar


WVU Academic Calendar


Applaud FAQ

Supervisor- Canceling Leave



Kourtney Morgan
Director 1721, SSC Workforce Administration L4

WELCOME PROFILE PERSONAL TEAM JOB HISTORY PAY LEAVE & TIME

Welcome

Mini Worklist

Great, there's nothing for you to action!

Employee Resources

ACADEMIC RESEARCH

- Academic Performance Solution
- Argos (STAR Reporting)
- Curriculum Inventory Management
- Curriculum Matrix
- DegreeWorks (Advising)
- Digital Measures (Faculty)
- eCampus
- iData
- Navigate
- Banner 9
- University Academic Catalogs
- Banner Workflow
- STAR Apps
- IDEAS Reporting

Team

Org Chart

Team Calendar

Leave Dashboard

Leave Balances

Designees

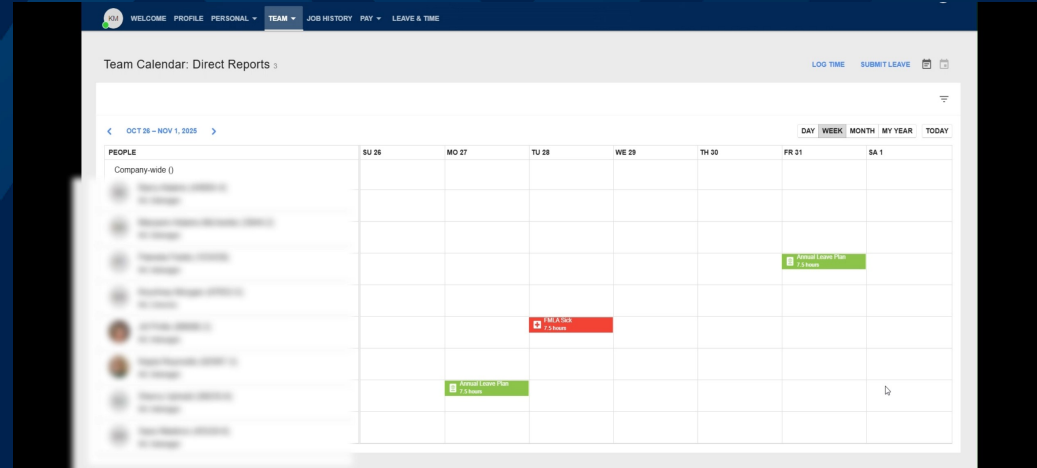
Timecard Exception EBO/Central

EBO/Central Timecard Summary

Manager Timecard Summary

Administrative Tools

- MAP
- RyReports
- Kountainer Marketplace
- RyExpenses
- RyParking
- RyTravel
- VVU Hire



WELCOME PROFILE PERSONAL TEAM JOB HISTORY PAY LEAVE & TIME

Team Calendar: Direct Reports

LOG TIME SUBMIT LEAVE

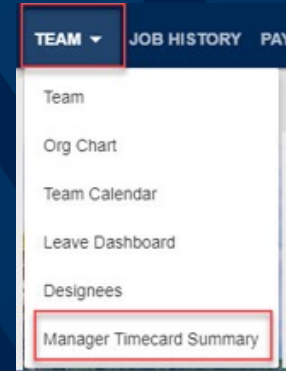
< OCT 26 - NOV 1, 2025 >

DAY WEEK MONTH MY YEAR TODAY

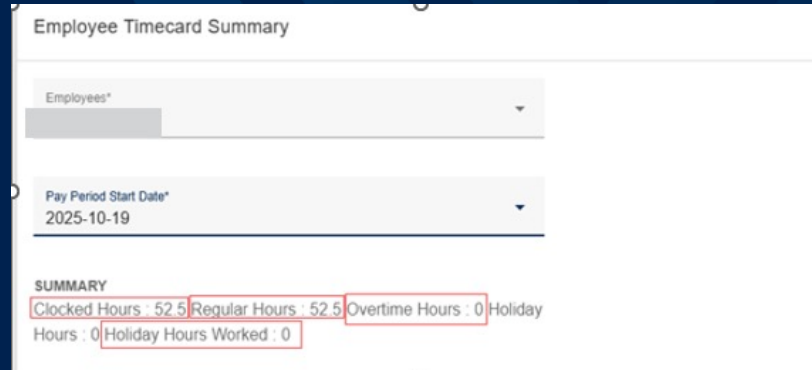
PEOPLE	SU 26	MO 27	TU 28	WE 29	TH 30	FR 31	SA 1
Company-wide ()							
Person 1							
Person 2							
Person 3							
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Person 5							
Person 6							
Person 7							
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Person 99							
Person 100							

Manager Timecard Summary

- Click the **Team** drop-down arrow and then select "**Manager Timecard Summary**".



- You can choose that Employee in the drop-down and select the "Pay Period Start Date" of the period you are reviewing. The **Timecard Summary** shows regular hours worked, overtime hours worked, holiday hours and holiday hours worked.

A screenshot of the 'Employee Timecard Summary' form. The form has two main input fields: 'Employees*' and 'Pay Period Start Date*'. The 'Pay Period Start Date*' field is set to '2025-10-19'. Below these fields is a 'SUMMARY' section. The summary data is as follows:

SUMMARY			
Clocked Hours : 52.5	Regular Hours : 52.5	Overtime Hours : 0	Holiday Hours : 0
Holiday Hours Worked : 0			

The values '52.5', '0', and '0' are highlighted with red boxes in the original image.

Manager Timecard Summary

- You can also see your entire list of employees and their total hours for the pay period.

Timecard Summary 6						
Period : 19-OCT-2025 - 01-NOV-2025						
Run date : 28-OCT-25 12:14:15 PM - Clocked Hours : 45 - Regular Hours : 45 Overtime Hours : 0 Holiday Hours : 0 Holiday Hours Worked: 0						
Period : 19-OCT-2025 - 01-NOV-2025						
Run date : 28-OCT-25 12:16:08 PM - Clocked Hours : 45 - Regular Hours : 45 Overtime Hours : 0 Holiday Hours : 0 Holiday Hours Worked: 0						
Period : 19-OCT-2025 - 01-NOV-2025						
Run date : 28-OCT-25 12:17:19 PM - Clocked Hours : 45 - Regular Hours : 45 Overtime Hours : 0 Holiday Hours : 0 Holiday Hours Worked: 0						
Period : 19-OCT-2025 - 01-NOV-2025						
Run date : 28-OCT-25 12:17:23 PM - Clocked Hours : 45 - Regular Hours : 45 Overtime Hours : 0 Holiday Hours : 0 Holiday Hours Worked: 0						
Period : 19-OCT-2025 - 01-NOV-2025						
Run date : 28-OCT-25 12:29:24 PM - Clocked Hours : 43.5 - Regular Hours : 43.5 Overtime Hours : 0 Holiday Hours : 0 Holiday Hours Worked: 0						
Period : 19-OCT-2025 - 01-NOV-2025						
Run date : 28-OCT-25 12:07:49 PM - Clocked Hours : 45 - Regular Hours : 45 Overtime Hours : 0 Holiday Hours : 0 Holiday Hours Worked: 0						

Manager Timecard Summary

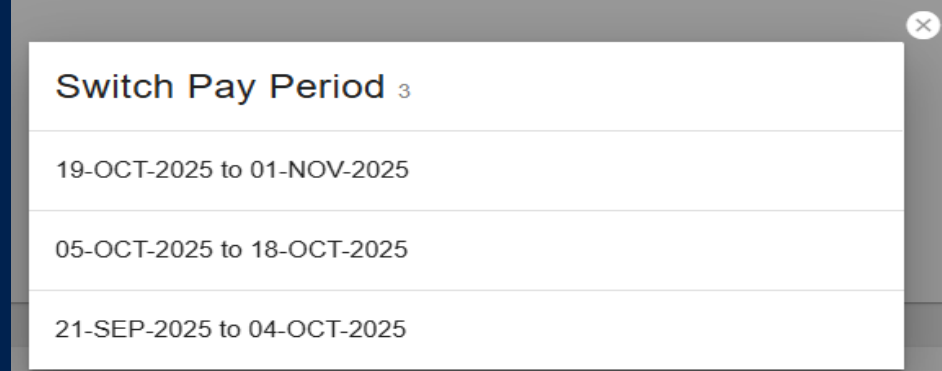
- If you are reviewing this information on the Monday of payroll cutoff, we have already moved into the new pay period so you will need to click “Biweekly Switch” and choose the pay period we are currently signing off on:



Employee Timecard Summary

BIWEEKLY SWITCH

A red rectangular box highlights the 'BIWEEKLY SWITCH' button in the top right corner of the 'Employee Timecard Summary' header. A red arrow points from the text 'choose the pay period we are currently signing off on:' in the list above to the button.



Switch Pay Period ³

19-OCT-2025 to 01-NOV-2025
05-OCT-2025 to 18-OCT-2025
21-SEP-2025 to 04-OCT-2025

A modal dialog box titled 'Switch Pay Period ³' is displayed. It contains a list of three pay periods, each in a separate row. The dialog has a close button (X) in the top right corner.

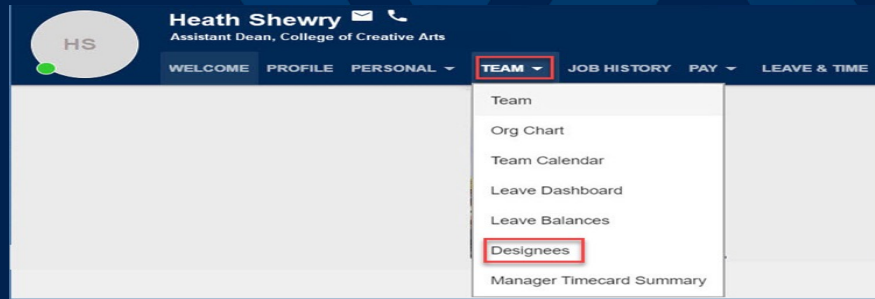
Supervisors- Setting-up a Designee

Guidelines for appointing a designee for processing leave & timecards

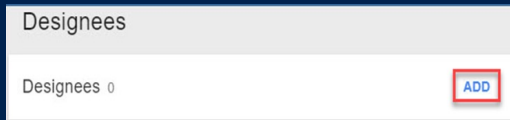
- You should select a full-time employee who has not experienced work performance issues as your designee.
- You should select someone you are confident is able to perform the functions in an accurate and timely manner.
- You should not appoint a student, temporary or casual employee due to the scope and impact of this responsibility.
- You should not appoint an employee who may cause or create the perception of a conflict of interest.
- You should not appoint a designee who may be related to someone you supervise.
- Designee must be trained and oriented to processing leave and timecards.
- Designee should understand the function of your unit and working schedules of your employees.

Steps to Assign a Designee

- Click **Team**, and then **Designees**.

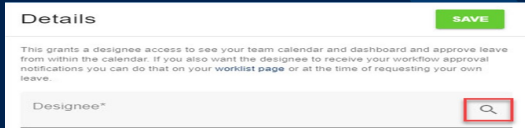


- Click **Add**.



Steps to Assign a Designee

- Click the magnifying glass.

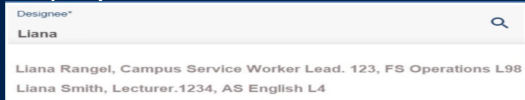


Details SAVE

This grants a designee access to see your team calendar and dashboard and approve leave from within the calendar. If you also want the designee to receive your workflow approval notifications you can do that on your **worklist page** or at the time of requesting your own leave.

Designee*

- You will be prompted to begin typing. As you type, possible matches begin to appear. Click the appropriate employee's name.

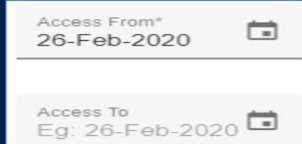


Designee*

Liana

Liana Rangel, Campus Service Worker Lead. 123, FS Operations L98
Liana Smith, Lecturer.1234, AS English L4

- The date range begins with today's date. You can change this to a future date. You have the option to enter a specific ending date.



Access From*

26-Feb-2020

Access To

Eg: 26-Feb-2020

- Click **Save**. You will see a confirmation message.



Details SAVE

Applaud Knowledge Articles

- [101: An Introduction to Applaud, WVU's Timekeeping System](#)
- [Applaud-How-To-Add-or-Remove-a-Designee](#)
- [Applaud-How To Fix a Missed Punch](#) and [Applaud-How to Fix Missed Punches from Red Banner.](#)
- [Applaud- How to Add Time to an Employee Timecard.](#)
- [Applaud-How-To-Add-Leave-for-an-Employee-as-a-Supervisor](#)
- [Applaud-How To Approve Leave Requests.](#)
- [Applaud-How To View Manager Timecard Summary](#)

Time Collection Contacts

Main Campus

- Sherry Uphold (Manager)
- Pam Fields (Manager)

HSC Campus

- Maryann Adams-Michenko (HSC Manager)

Shared Services

Shared Services website:

<https://sharedservices.wvu.edu/>

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Phone: 304-293-6006

Questions??