

## My Acting Roles

This screen is used to assign supervisor approval responsibility in the event of your absence. The acting role assignment applies to timekeepers, supervisors, payroll clerks, administrators, and system administrators. At least two people should be designated to backup (acting role) each of your assigned roles. The default effective date is the first day of the current year and 12/31/2100 for the expiration date. IntelliTime allows for more than one acting role designation to be defined at the same time, and the effective and expiration dates can overlap between more than one acting role. Designating several acting roles can be useful if you are unexpectedly absent at the end of the pay period. It is advisable to have your immediate supervisor as one of your backups, since they will know when you are absent.

From the VTI Welcome screen, click on the Admin tab, then, click on My Acting Roles (on the navigation menu).

**My Acting Roles**

Role	EmpID	Appt	Employee Name
Supervisor	2762		THAYER, SUSAN

Role	Name	Effective	Expiration	Delete
Supervisor	DESANTOS, GUADALUPE	01/01/2013	12/31/2100	<input type="checkbox"/>

Role Pick List →

Name Pick List →

Effective & Expiration Date ←

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### Adding an Acting Role

- Click on the Role pick list and select the desired Role.
- Click on the Name pick list and select the desired name of your backup.
- Enter an Effective Date and an Expiration Date (which must be entered in mm/dd/yy format – with the slashes included).
- Click on Update to save the change.

### Deleting an Acting Role

- Click in the check box in the Delete column that aligns with the assignment you wish to delete.
- Click on Update to save the change.

## Reviewing documents for an Acting Role

In order to review timecards for someone that has chosen you as their acting role (or backup); on the Review Documents screen, simply select their name from the Supervisor pick list, instead of yours:

**Document Review**

Emp ID	Emp Name	Division	Section	Unit	Doc Date	Status	Delete	Emp Info	Review Doc
2586	SCOTT, WALLACE	101300	SUPER	2586		Missing	<input type="checkbox"/>	<input type="checkbox"/>	Timecard
5410	COOK, SALVADOR	101258	SUPER	5410		Missing	<input type="checkbox"/>	<input type="checkbox"/>	Timecard
5299	BROOKS, WILLIAM	101255	SUPER	5299		Missing	<input type="checkbox"/>	<input type="checkbox"/>	Timecard
5559	HAWKINS, ALAN	101215	SUPER	5559		Missing	<input type="checkbox"/>	<input type="checkbox"/>	Timecard
3389	PERKINS, CLARENCE	101340	SUPER	3389		Missing	<input type="checkbox"/>	<input type="checkbox"/>	Timecard
5086	DEAN, LEO	101170	0	5086		Missing	<input type="checkbox"/>	<input type="checkbox"/>	Timecard
5140	FOWLER, COREY	101370	SUPER	5140		Missing	<input type="checkbox"/>	<input type="checkbox"/>	Timecard
6252	RHODES, CORY	101170	0	6252		Missing	<input type="checkbox"/>	<input type="checkbox"/>	Timecard
5543	WEBER, MAX	101170	0	5543		Missing	<input type="checkbox"/>	<input type="checkbox"/>	Timecard
4688	WOLFE, JIMMIE	101241	SUPER	4688		Missing	<input type="checkbox"/>	<input type="checkbox"/>	Timecard

## Document Forwarding

If you have setup Acting Roles and designated other supervisors to approve your paperwork when you are unavailable, your documents can be sent to your “back up” supervisors by turning on the Forwarding function. All documents will still appear in your Inbox, but they will now also appear in the “backup” supervisor’s Inbox, under your name.

In the example below, Marvin Barton is Jamie Barr’s backup supervisor. Jamie’s Inbox (on the left) has all of documents she is responsible to approve. Marvin’s Inbox (on the right) has his staff’s timecards listed first, then Jamie’s staff listed under the bar with her name on it. This allows a supervisor to clearly tell what documents are their direct responsibilities and which documents they are approving on someone else’s behalf.

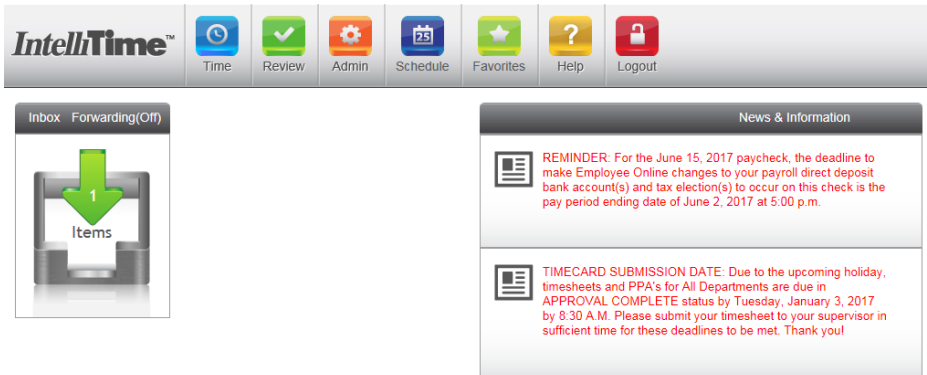
(4)Inbox: BATES, JAMIE Forwarding(On)

-(1) Timecard	GEORGE, LEO	12/23/2012	Supervisor
-(1) Leave Req	GEORGE, LEO	12/20/2012 12:40 PM	Supervisor
-(2) Start-Stop	SERRANO, ZACHARY HARRINGTON, ROLAND	12/23/2012 12/23/2012	Supervisor Supervisor

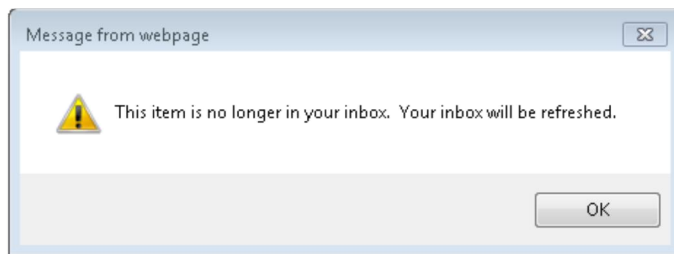
(1)Inbox: BARTON, MARVIN Forwarding(Off)

-(1) Timecard	ROBERSON, ALLEN	12/23/2012	Supervisor
(4)Forwarded Inbox: BATES, JAMIE			
-(1) Timecard	GEORGE, LEO	12/23/2012	Supervisor
-(1) Leave Req	GEORGE, LEO	12/20/2012 12:40 PM	Supervisor
-(2) Start-Stop	SERRANO, ZACHARY HARRINGTON, ROLAND	12/23/2012 12/23/2012	Supervisor Supervisor

To turn on forwarding, from the VTI Welcome screen, click on the words “Forwarding(Off)” in the header bar. The words will change to “Forwarding(On)” to indicate documents are now being forwarded to all of the supervisors designated as your backup.



If forwarding is on, it is possible for one supervisor to approve a document before the other. If you click on a link for a document that has been approved by another supervisor, you will receive the following pop up:



Your Inbox will be refreshed and the approved document that triggered the warning, and any other documents that have been approved since the last time the Inbox was refreshed, will be removed, allowing you to continue with the approval process.

To turn off forwarding, click on the words “Forwarding(On)” in the header bar. The words will change to “Forwarding(Off)”, indicating that forwarding has been discontinued.