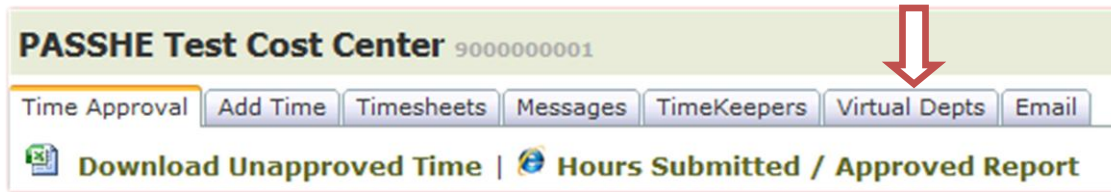


# Virtual Departments



## Overview

**NOTE: Virtual Departments should only be used by departments with more than 30 students.**

Virtual departments can be used to more easily manage large departments. Virtual departments are created by timekeepers in departments with more than 30 students. Timekeepers not only create the virtual departments but also add the students they want to see in their own virtual department. By splitting a large department into virtual departments the timekeepers can more easily manage their students.

Primary timekeepers will see all virtual departments on the main department screen. Secondary timekeeper's will only see virtual departments if they are assigned as timekeepers to that virtual department.

Students only see the primary departments. Students do not see virtual departments.

All timekeepers are first assigned to the primary dept and then to virtual departments. Timekeepers can approve student's time in either the primary dept or the virtual departments but once time is approved it will appear as approved in either department.

### **Summary:**

1. In departments with more than 30 students, secondary timekeepers can create virtual departments.
2. Timekeepers create and maintain all virtual departments. Primary timekeepers see all virtual departments. Secondary TK only see the virtual departments they are assigned too.
3. Students and timekeepers can be in multiple virtual departments.
4. All virtual departments have the "main" department name as the prefix. This allows the virtual departments to be listed in alphabetic order after the main department.
5. When naming virtual departments, you can create any suffix to more easily identify your virtual department.
6. Virtual departments are created with two asterisks at the end of the virtual department name to help identify virtual departments. (Library Main Circulation \*\*)
7. All departments are listed in alphabetic order. Numeric characters and alpha characters are shown first. Example:

- Library - Grad
- Library - Tech Fee
- Library Main
- Library Main Circulation \*\*

## Creation of Virtual Depts.:

1. Select the main dept that you want to add a virtual department too. Then select the “Virtual Depts” tab.

Library Bailey Hall 7016300624

Time Approval Add Time Timesheets Messages TimeKeepers **Virtual Depts** Email

Download Unapproved Time | Hours Submitted / Approved Report

Library Bailey Hall 7016300624

Time Approval Add Time Timesheets Messages TimeKeepers **Virtual Depts** Email

Save

\*Dept name auto-appended

**There are no Virtual Departments.**

You may add one using the box above.

**Welcome to the Virtual Departments Page**

The Virtual Departments page is a place to manage large cost centers in a much more efficient way. By splitting your department into many virtual departments, you allow the secondary timekeepers to manage only the students they need to, saving them time and aggravation from searching through large numbers of students and longer page wait times as they approve their students time.

2. Enter the name of the virtual department, then click save.

*You can ONLY add a unique name after the name of the main department. Two asterisks are automatically added to the end of all virtual departments.*

Library Bailey Hall 7016300624

Time Approval Add Time Timesheets Messages TimeKeepers **Virtual Depts** Email

Circulation Save

\*Dept name auto-appended

**There are no Virtual Departments.**

You may add one using the box above.

**Welcome to the Virtu**

The Virtual Departments pa  
more efficient way. By split  
allow the secondary timeke  
them time and aggravation  
longer page wait times as t

3. The new virtual department will appear and the number of users (students and timekeepers) in the main department will appear.

Library Bailey Hall 7016300624

Time Approval Add Time Timesheets Messages TimeKeepers **Virtual Depts** Email

Save

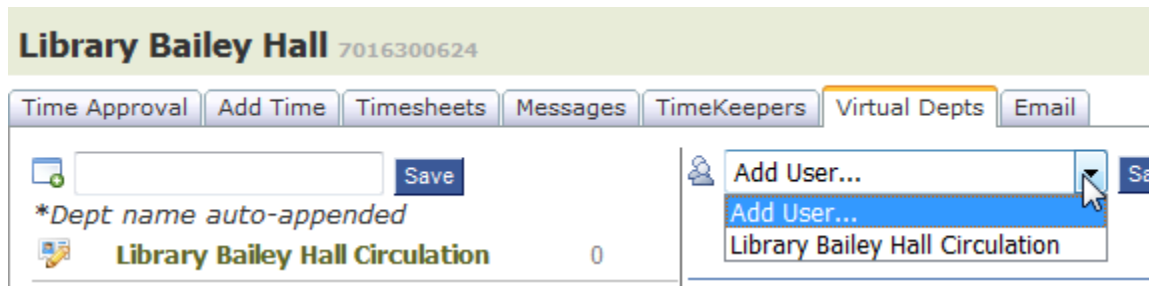
\*Dept name auto-appended

Library Bailey Hall Circulation	0
<b>Unassigned Users</b>	<b>181</b>
<b>All Users</b>	181

**Welcome to t**

The Virtual Depart  
more efficient wa  
allow the second  
them time and ag  
longer page wait

4. Select “Unassigned Users”. Then you **MUST** select the department you want the “Unassigned Users” assigned to. If you do not select a virtual department the users will not be assigned.



**Library Bailey Hall** 7016300624

Time Approval Add Time Timesheets Messages TimeKeepers **Virtual Depts** Email

Save

\*Dept name auto-appended

Add User... Add User... Library Bailey Hall Circulation

**Library Bailey Hall Circulation** 0

5. Next place a check mark in box next to the timekeepers and students you want to assign to that virtual department. Then click the “Save” Button. **Save**
6. The number of users (students and timekeepers) that you assigned to that virtual department will be shown.



**Library Bailey Hall** 7016300624

Time Approval Add Time Timesheets Messages


Save

\*Dept name auto-appended

<b>Library Bailey Hall Circulation</b>	9
<b>Unassigned Users</b>	<b>172</b>
<b>All Users</b>	181

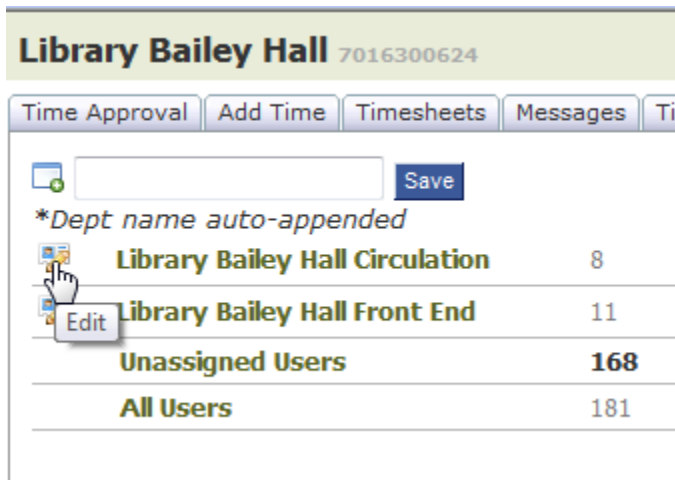
7. NOTE: The number of “Unassigned Users” reflects the total number of unassigned users for the main department. Once students are assigned to multiple virtual departments, the total of “Unassigned Users” and users assigned to individual virtual departments will not match the number shown for “All Users”.
8. Students and timekeepers can be added to multiple virtual departments.

## Removing students or timekeepers from Virtual Depts.:

1. Select the main dept of the virtual department too. Then select the "Virtual Depts." tab.
2. Select the virtual department where the students or timekeepers are assigned.
3. Place a check mark in the box.
4. Select "Remove Selected User(s)" 
5. The users will be removed and the number of Unassigned Users will change to reflect the changes.

## Changing the name or removing Virtual Depts.:

1. Select Edit button next to Virtual department





**Library Bailey Hall** 7016300624

Time Approval Add Time Timesheets Messages Ti

Save

*\*Dept name auto-appended*

	<b>Library Bailey Hall Circulation</b>	8
	<b>Library Bailey Hall Front End</b>	11
	<b>Unassigned Users</b>	<b>168</b>
	<b>All Users</b>	181

2. Update the name of the Virtual department then select Save



**Library Bailey Hall** 7016300624

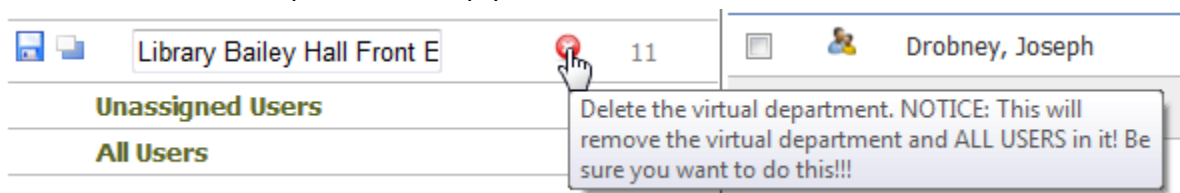
Time Approval Add Time Timesheets Messages TimeKe




Save

*\*Dept name auto-appended*

	<input type="text" value="Library Bailey Hall Circulation"/>	8
	<b>Library Bailey Hall Front End</b>	11
	<b>Unassigned Users</b>	<b>168</b>
	<b>All Users</b>	181

3. To remove a virtual department simply select edit then the red x



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**Unassigned Users**

**All Users**

Delete the virtual department. NOTICE: This will remove the virtual department and ALL USERS in it! Be sure you want to do this!!!