

# Approving/Amending annual leave using MyView

## Annual leave process overview

As a manager, it is your responsibility to consider Annual leave requests sent by your reports through MyView.

You must consider the request before approving or rejecting it. In the event of rejecting an Annual leave request, it is best practice to inform the employee of why you have done so.

### Approval notifications

You are notified via email when one of your reports has submitted an annual leave request. As a manager, you are prompted to login to MyView, where you can view further details and action the request.

## Approving or rejecting annual leave requests

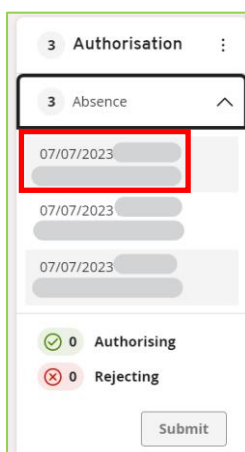
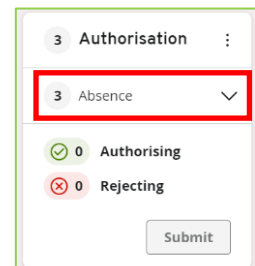
When you login to MyView, you can see annual leave and sickness requests in your Authorisation widget.

There are two ways to approve or reject leave requests on MyView:

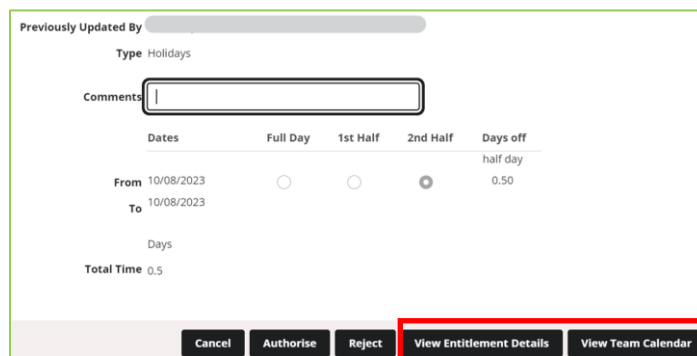
### Method 1 – Authorisation widget

You can review and approve or reject annual leave requests submitted to you using the **Authorisation** widget on your dashboard.

Click on **Absence** to see the number of requests.



Click on the staff member's name to review the details of the absence. You can also click on **View Entitlement Details** to see details of the staff member's entitlement to date or **View Team Calendar** for an overview of your team's leave to date.



View entitlement Details screen:

Select Absence Type: Holidays

Entitlement Period from 01/01/2023 to 31/12/2023

Post : HR

As at Date : 07/07/2023

Unit Type : Days

Entitlement : 48.5

Mid Cycle C/fwd Entitlement : 0

Carry Forward : 5

Carry Forward Used : 5

Taken : 18.5

Booked : 8

Current Balance : 35

Outstanding Balance : 27

View Team Calendar screen:

Team Calendar

2023

August

1 2 3 4 5 6 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

Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su

Holidays

Return

You can then either authorise or reject the annual leave request.

Previously Updated By

Type: Holidays

Comments

Dates: Full Day 1st Half 2nd Half Days off

From: 10/08/2023 To: 10/08/2023

Days

Total Time: 0.5

Cancel Authorise Reject View Entitlement Details View Team Calendar

You will then see a message confirming the absence has been successfully authorised or rejected.

✓ Thank you.  
The absence/attendance request has been successfully authorised.

Continue

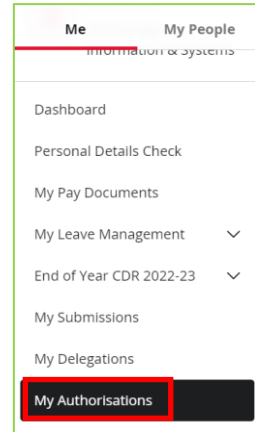
✓ Thank you.  
The absence/attendance request has been successfully rejected.

Continue

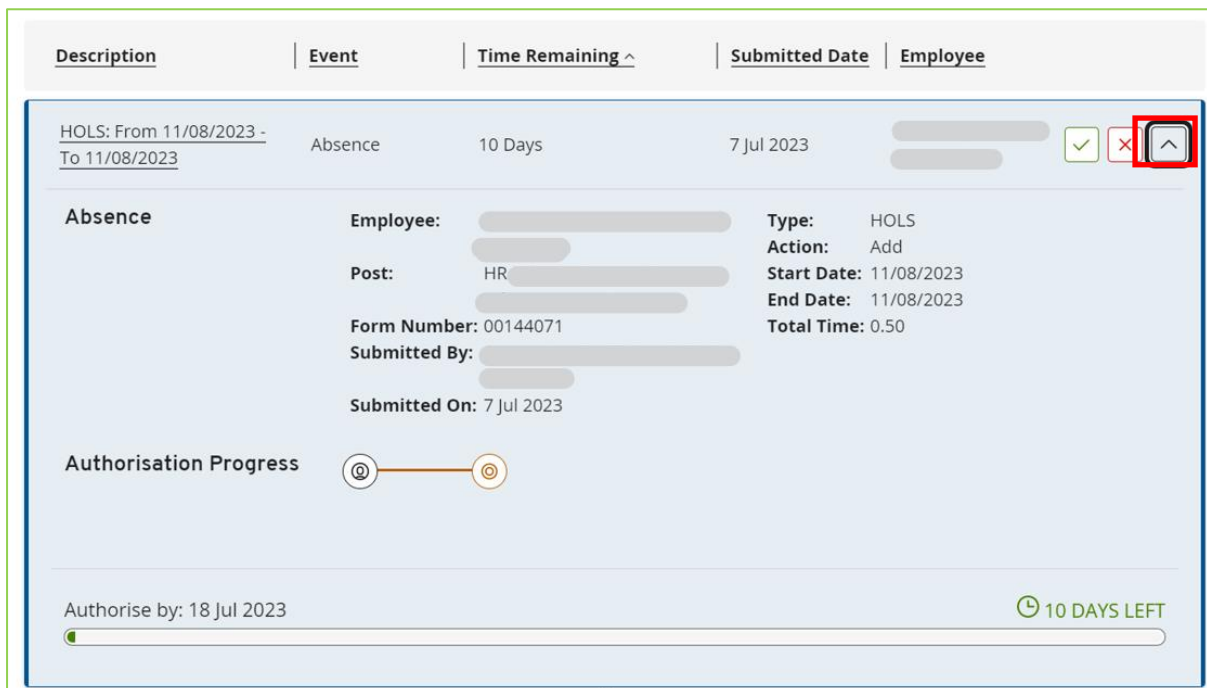
## Method 2 – My Authorisations

You can also use the My Authorisations tab to review, approve or reject annual leave requests.

Select **My Authorisations** from the Navigation menu. The **My Authorisations** window is displayed. Annual leave requests submitted to you for approval are displayed.



Click the **Drop-down** icon on the right of the annual leave request line. In the example below, an annual leave request is selected.



Here you can see details of the annual leave request submitted by an employee. This includes the employee's name and post, the type of absence (HOLS), the start and end of the leave, and the total time in days or hours.

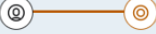
You can also see the date by which you must review the request. When new annual leave requests are submitted, the system allocates **10 days for you to complete authorisation**. If you do not respond to the request within 10 days, it will automatically be forwarded to the next level in your hierarchy.

Click on the **tick** to approve or the **cross** to reject on the right of the annual leave request line. Then click **Submit** and your approval/rejection will be saved.

Description	Event	Time Remaining ^	Submitted Date	Employee
HOLS: From 11/08/2023 - To 11/08/2023	Absence	10 Days	7 Jul 2023	[Redacted]

**Absence**

**Employee:** [Redacted]      **Type:** HOLS  
**Post:** HR [Redacted]      **Action:** Add  
**Form Number:** 00144071      **Start Date:** 11/08/2023  
**Submitted By:** [Redacted]      **End Date:** 11/08/2023  
**Submitted On:** 7 Jul 2023      **Total Time:** 0.50

**Authorisation Progress** 

Authorise by: 18 Jul 2023 🕒 10 DAYS LEFT

Authorising 1    Rejecting 0

DiscardSubmit ✓