MyView
Employee and Manager Self-Service

Authorising Annual Leave
Online and Delegations
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Section 1 Authorising Annual Leave

When a member of your team requests to take annual leave, this will set off an authorisation chain to the line manager to either approve or reject.

An e-mail will be sent to you indicating who has requested the annual leave.

Log in to MyView Dashboard

Approval directly on the Authorisation Widget

Expand the requests found under the Time Mgmt Absence by clicking the down arrow.

You will be shown 3 further icons.

The information icon will show you details regarding the leave request as below.

If you are happy with the request you can select TICK and then this will sit in the authorising below and show as a 1.

If you do not wish to approve the request you can select decline and this will show under rejecting.

You may also have multiple requests which you can approve/reject in bulk by following the same as above.
Once you have made your decisions you can then submit your response.

E-mails will be sent to the members of staff notifying them of your decision.

**Approval on the employee request**

Click on the employee name

Before you approve you can view the employees entitlement details > View Entitlement Details
You can also view the Team Calendar to see if any other members of the team have annual leave booked on that day or have a request that is outstanding and requires action > View Team Calendar

The example above shows a member of the team already has an approved annual leave request and Human Resources 3 is still awaiting approval.

Select either Authorise or Reject

E-Mails will be sent to the members of staff notifying them of your decision.

My Team Absence

To view further details regarding your teams Annual Leave > Menu> My People > My Team Absence
There are various actions that can be undertaken.

Time Management- you can view any actions that you have undertaken on requests from your team from authorised requests, rejected and to action.

Team Calendar- this can be selected as individual members of the team, direct reports or the whole team.

Select your choice and Next

The calendar will show you the current week and any days approved as leave and how much time this represents. You will also see a breakdown of remaining entitlements.
You can navigate through the weeks by selecting Previous or Next.

**Calendar View**

**Employee View**

Team Entitlement: You can view individual team member’s entitlements including reductions for booked leave. You are able to view entitlements across 2 year periods.

**Section 2 Modifying or Cancelling Annual Leave**

If a member of your team wishes to modify or cancel their leave, this can be completed by the line manager.

Menu > My People > My Team Absence > Team Calendar.

Find the correct employee and the date they wish to modify/cancel

Right Click and you will get the following options:

Add- you can add annual leave on behalf of the employee

View- you can view the full details

Edit- make amendments to the request. E.g. only required for a ½ day rather than a full day. These will need to be authorised in the same way.

Delete- this will cancel the annual leave for the employee.

**Section 3 Delegations**

A delegation is the ability to assign authorisations and responsibilities to another member of your team whether this be on a continuous basis or for a set period time, for example when on annual leave.

**Create a Delegation**

You can manage delegations to members of your team.

Menu > My People > Team Delegations > Delegations

You can view any delegations that you have previously provided.
You can create a delegation from here by clicking Add New and follow the same steps as below.

Menu > My People > Team Delegations > Create Delegation

Step 1. For Annual Leave approvals select Authorisation as the Rule Type
Step 2. Description- provide a description so this is easily identifiable
Step 3. Delegate to- search for the correct team member and Continue
Step 4. Delegate for- Select by individual, direct report or whole team
Step 5. Module/Process Group/View- select Authorisation AND Time Management from the list.

Step 6. From Date- select the date that you would like the delegation to start
Step 7. To Date- select the date that you would like the delegation to finish
Step 8. Absence- only tick this if you want this to be delegated when you are absence through annual leave or sickness. **Note**, you may require an open To Date for this to be of benefit.
Step 9. Suppress Email Notifications - this will stop the e-mails being generated to you when the delegation is working.

Managing your Delegations

Menu > My People > Team Delegations > Delegations

Select the correct delegation from the list and click Edit
You can make amendments which may be extending the time for the delegation or add additional employees, alternatively you can Delete the delegation.

Viewing My Delegations

You may have actions delegated to you from your manager, you can view these

Menu > My Delegations

Annual Leave authorisations will follow the same as Section 1 Authorising Annual Leave