



MyView  
Employee and Manager Self-Service

# Authorising Annual Leave Online and Delegations

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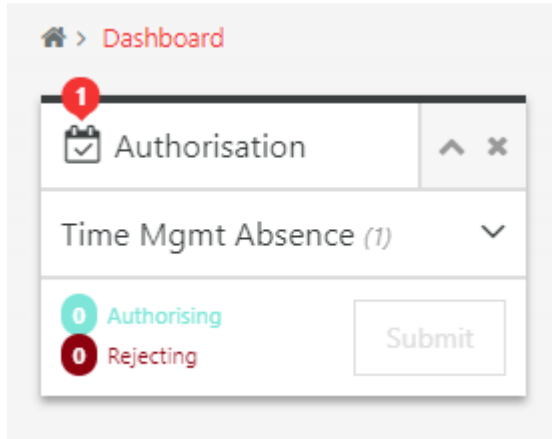
## Section 1 Authorising Annual Leave

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



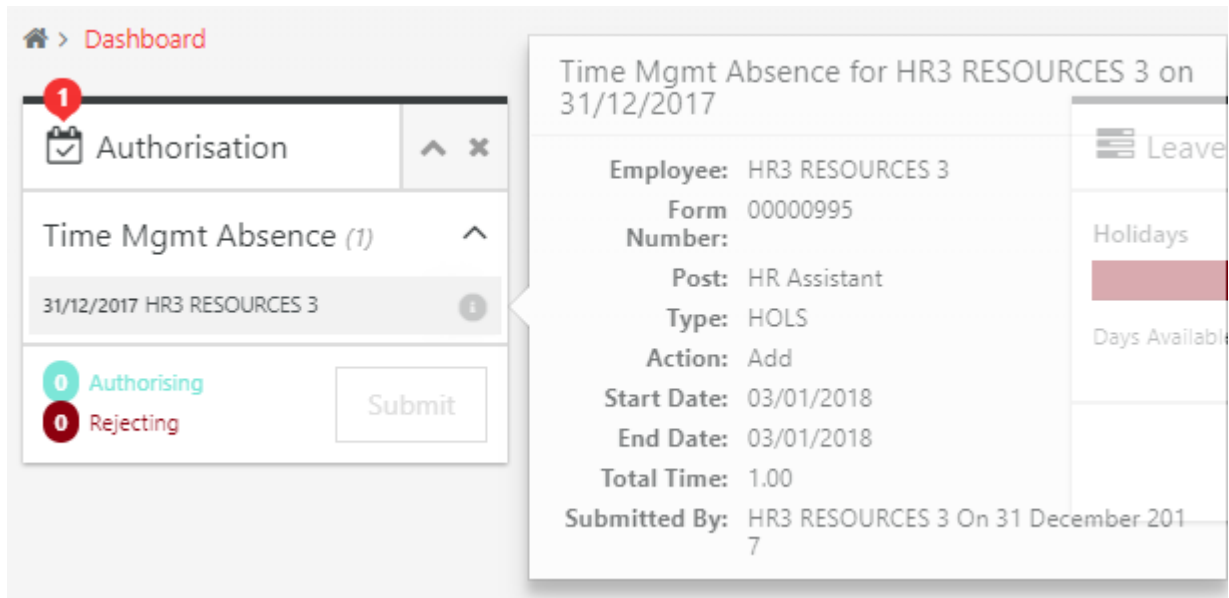
### Approval directly on the Authorisation Widget

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

You will be shown 3 further icons.



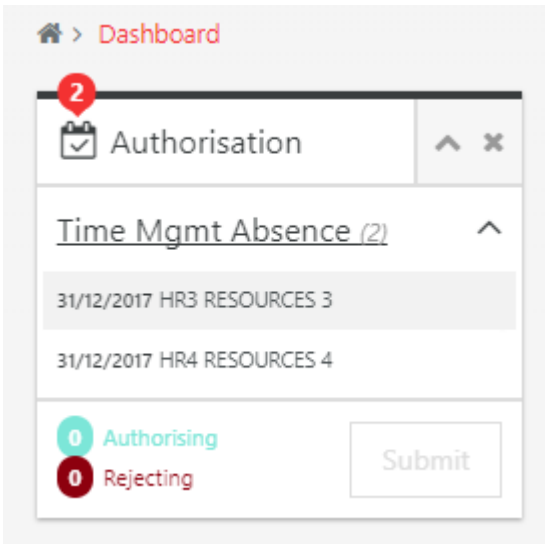
The information icon will show you details regarding the leave request as below.



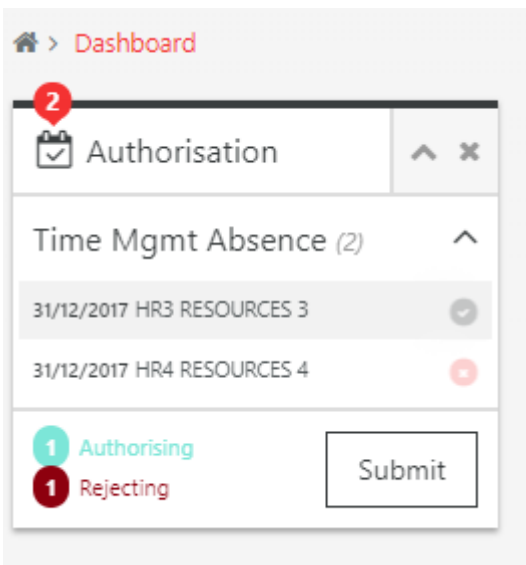
If you are happy with the request you can select TICK and then this will sit in the authorising below and show as a 1.

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

**Record an Absence - HUMAN RESOURCES 3 (027724) - HR Assistant (716874)** LSE Leave Policy

To record this employee as absent, fill in the information below.

Previously Updated By: HUMAN RESOURCES 3 (027724) on 31/12/2017

Type: Holidays

Comments:

	Dates	Full Day	Part Day
From	03/01/2018	<input checked="" type="radio"/>	<input type="radio"/>
To	03/01/2018	<input checked="" type="radio"/>	<input type="radio"/>
Total Time	Days	1	

Before you approve you can view the employees entitlement details > View Entitlement Details

## Time Management - HUMAN RESOURCES 3 (027724) - HR Assistant (716874)

### View Entitlement

Select Absence Type Holidays ▾

Entitlement Period from 01/01/2017 to 31/12/2017

Post : HR Assistant  
 As at Date : 31/12/2017  
 Unit Type : Days

Entitlement : 41  
 Taken : 1  
 Booked : 0  
 Current Balance : 40  
 Outstanding Balance : 40

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

## Time Management

### Bins View

#### Team Calendar

<span>◀</span> Year <span>▶</span> <span>◀</span> Month <span>▶</span>		January																																			
		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					
		Mo	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	Mo	Tu	We	Th	Fr	Sa		
HUMAN RESOURCES 1																																					
HUMAN RESOURCES 3				H																																	
HUMAN RESOURCES 4				H																																	
HUMAN RESOURCES 5																																					

Holidays

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

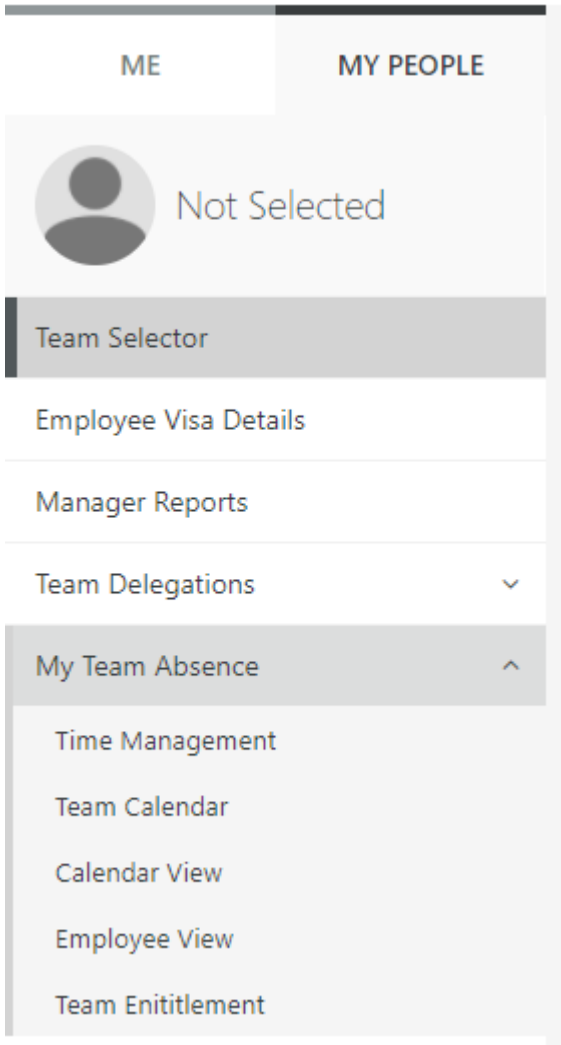


Select either Authorise or Reject

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.

**Time Management** [LSE Leave Policy](#)

Select Option  People Individually  Direct Reports  Whole Team

Employee Name	Employee Number	Post	Employee Information
<input type="checkbox"/> HUMAN RESOURCES 2	027723	HR Manager	
<input type="checkbox"/> HUMAN RESOURCES 1	027722	HR Adviser	
<input type="checkbox"/> HUMAN RESOURCES 3	027724	HR Assistant	
<input type="checkbox"/> HUMAN RESOURCES 4	027725	HR Administrator	
<input type="checkbox"/> HUMAN RESOURCES 5	027726	HR Assistant	

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.

## Time Management

LSE Leave Policy

Team View

< Previous

Week Ending 06/01/2018

Next >

Name	Employee No.	Avg Weekly Contract Hrs	Sunday 31/12/2017		Monday 01/01/2018		Tuesday 02/01/2018		Wednesday 03/01/2018		Thursday 04/01/2018		Friday 05/01/2018		Saturday 06/01/2018		Annual
			Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Leave
HUMAN RESOURCES 1	027722	35															37 Days
HUMAN RESOURCES 3	027724	35						H	7.00								40 Days
HUMAN RESOURCES 4	027725	28															172 Hours
HUMAN RESOURCES 5	027726	35						H	7.00								9.5 Days

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.

Team Selector > Create Delegation

### Delegation of Responsibility And Auth

This is where you can delegate modules to your team members. You can also see if any module have been delegated to you.

Delegation

Add New

Type	Delegated to	From	To	Absence	Description
A	HUMAN RESOURCES 1	01/01/2018	12/01/2018	N	Authorisation of Team Annual Leave Requests

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

**Delegation of Responsibility And Auth**

This is where you can delegate modules to your team member or employees outside of your current team. You can also see if any module have been delegate to you.

New Rule

Rule Type \*  Authorisation  Responsibilities

Description \*

Delegate To \*  Search

Delegate For \*  Select

Module/Process Group/View \*  Select

Delegation Period

From Date

To Date

Absence

Suppress Email Notifications

Back Submit

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.

Team Selector > Create New Delegation

**Delegation of Responsibility And Auth**

Select the Modules and Process Groups that you wish to delegate.

Select All Deselect All

Authorisation

Delegation of Responsibility And Auth

Manager

Personal Details

Time Management

eForm

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

Home > Team Selector > Create Delegation

#### Delegation of Responsibility And Auth

This is where you can delegate modules to your team members. You can also see if any module have been delegated to you.

Delegation Add New

Type	Delegated to	From	To	Absence	Description
A	HUMAN RESOURCES 1	01/01/2018	12/01/2018	N	Authorisation of Team Annual Leave Requests

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

#### Delegated Responsibilities

Active Delegation Rules

Pending Delegation Rules

#### Authorisations

Date	Time	Description
02/01/2018	15:50	Absence (Add): MR HUMAN RESOURCES 5, Holidays (02/01/2018 - 02/01/2018)

Responsibilities

Annual Leave authorisations will follow the same as [Section 1 Authorising Annual Leave](#)