



MyView
Employee and Manager Self-Service

Booking Annual Leave Online

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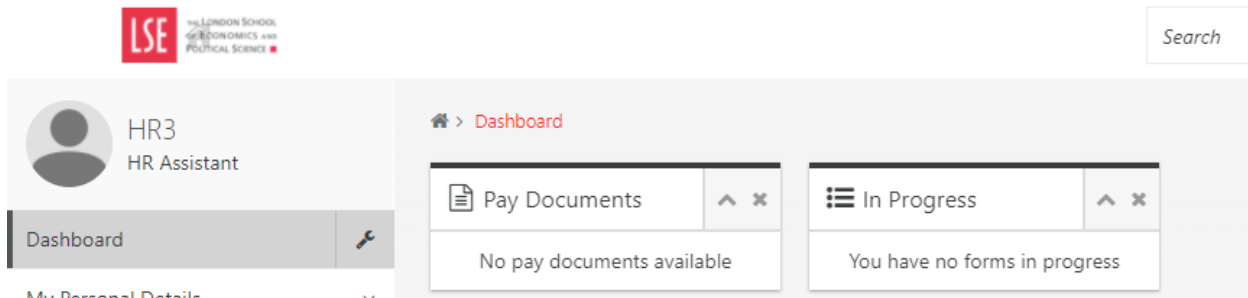
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Section 1 Introduction

Annual Leave for all Professional Services Staff will be managed via MyView, the School's Employee and Manager self-service portal.


If you have not used MyView before, a series of other guidance material is available [here](#)


Upon logging in you will need to add the **Leave Management Balance** to your dashboard. Currently you will have a screen that is similar to the below (If you are a manager will also have an **authorisations widget**).

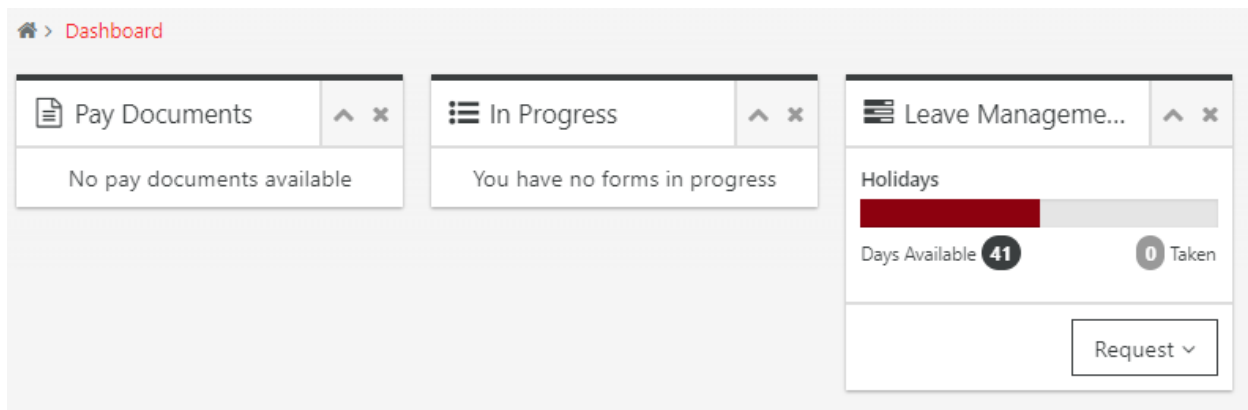


To add the **Leave Management Balance widget** please select the spanner to the right of the Dashboard and click on the **+** symbol. This widget will then transfer the widget to your dashboard.

[< Back](#)

 **Dashboard Settings**

 **Leave Management Balance**

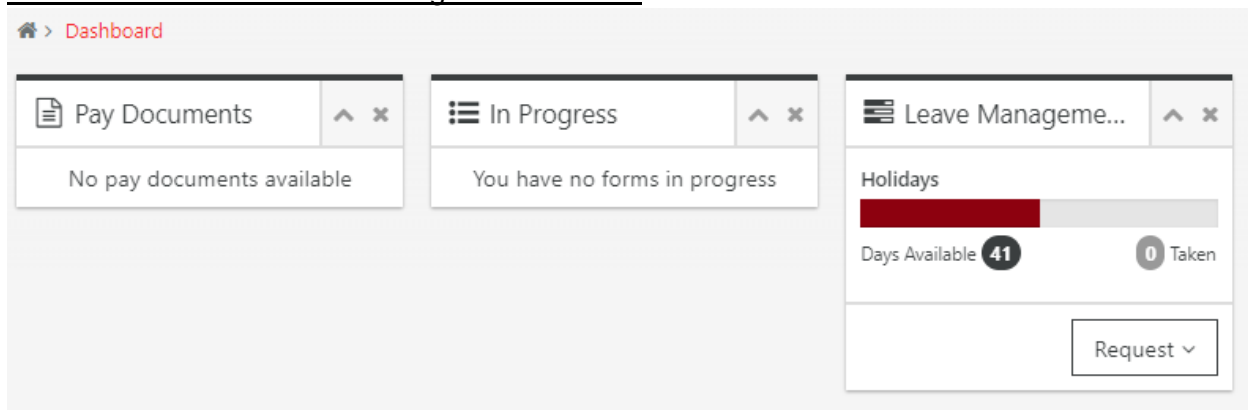


Section 2 Booking Annual Leave Full Time Staff

Full Time staff with a standard 7 hour working day (Part Time or Compacted Full Time, see [Section 3 Booking Annual Leave Part Time or Compacted Full Time Staff](#))

There are 3 ways to book annual leave in MyView.

Via the Dashboard- Leave Management Balance



The screenshot shows the MyView Dashboard with three main sections: 'Pay Documents' (No pay documents available), 'In Progress' (You have no forms in progress), and 'Leave Management Balance'. The 'Leave Management Balance' section displays a 'Holidays' bar chart with 'Days Available' at 41 and 'Taken' at 0. A 'Request' button is visible at the bottom right of this section.

Step 1 Select Request > Holidays

Step 2 Enter the details of your request

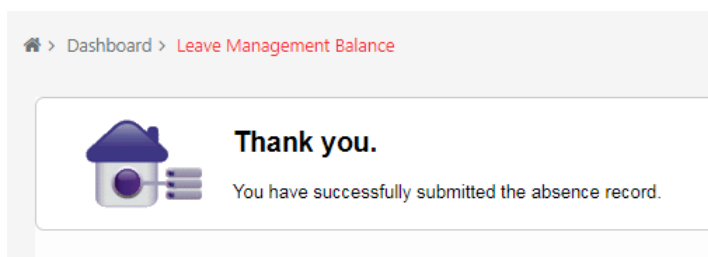
Record an Absence - HUMAN RESOURCES (027724) - HR Assistant (716874)

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

Type	Holidays		
Comments	<input type="text"/>		
	<u>Dates</u>	<u>Full Day</u>	<u>Part Day</u>
From *	<input type="text" value="29/12/2017"/>	<input checked="" type="radio"/>	<input type="radio"/>
To *	<input type="text" value="29/12/2017"/>	<input type="radio"/>	<input type="radio"/>
Total Time	<input type="text" value="1.00"/>		

- **Comments-** if you wish to provide any comments for your manager to consider
- **From-** enter the date from when you want your annual leave to begin
- **To-** enter the date when you want your annual leave to finish (this is not the date you are due back in the office)
- **Total Time-** this is calculated based on the dates you have provided
- If you wish to take a half day select the **radio button** called Part Day.
- **Note.** Standard Full Time will only allow Full Days (7 hours) or Part Days (3.5 hours). If you have a working pattern that is non-standard please refer to the FAQs [here](#)

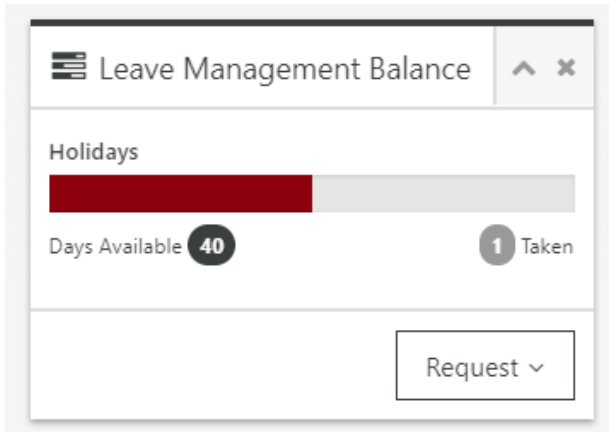
Step 4 Submit



The screenshot shows the MyView Dashboard with a 'Thank you.' message. The message states: 'You have successfully submitted the absence record.' A house icon is visible on the left side of the message box.

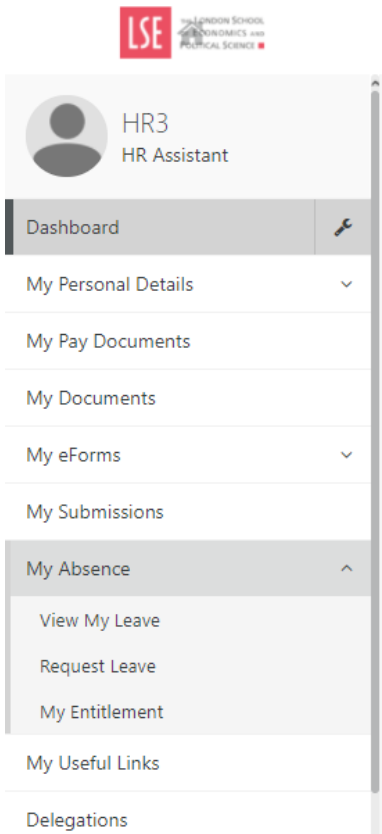
An e-mail notification in addition to a request within MyView will be sent to your manager letting them know that you have requested annual leave.

Upon either approval or rejection, you will receive an e-mail. Your leave management balance will also reduce accordingly.



Via the Menu- Request Leave

Step 1 Expand My Absence > Request Leave



Time Management - HUMAN RESOURCES (027724) - HR Assistant (716874) LSE Leave Policy

Employee View
Outstanding Balances
 H: 40.0 Days

Events Calendar

Holidays

Absence / Attendance

Type	Description	Action
HOLS	Holidays	Request New Open HOLS History

Note. Any previously booked holidays will be visible with an **H** on the calendar

Step 2 Select **Request New** and follow the instructions as on page 7

[Via the Menu- View my Leave](#)

Step 1 View my Leave > Time Management – Employee View

[Home](#) > [Dashboard](#) > [View My Leave](#)

Time Management

Bins View

[Time Management - Employee View](#) [Time Management - Calendar View](#)

[Home](#) > [Dashboard](#) > [View My Leave](#)

Time Management - HUMAN RESOURCES (027724) - HR Assistant (716874) LSE Leave Policy

Employee View **Outstanding Balances**

Contract Type: Permanent Holidays: 40 Days

Contract Status: 35

[< Previous](#) **Week Ending** 30/12/2017 [Next >](#)

Week Ending	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Category	Comments
Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash		
18/11/2017									
25/11/2017									
02/12/2017									
09/12/2017									
16/12/2017									
23/12/2017									
30/12/2017						H	7.00		
06/01/2018									
13/01/2018									
20/01/2018									
27/01/2018									
03/02/2018									
10/02/2018									

[View Full Screen](#) [Print](#) [Cancel](#)

Step 2 Scroll to the appropriate week that you wish to take annual leave or amend using the date box

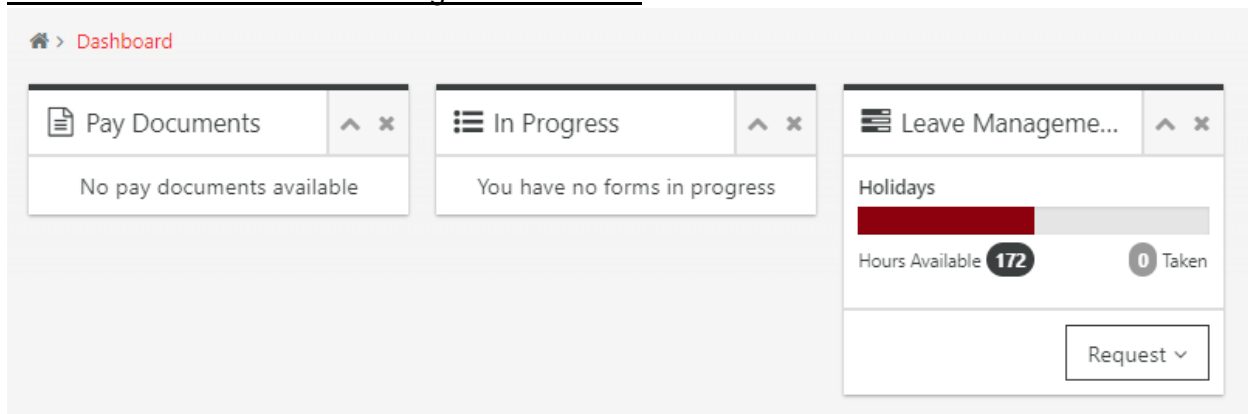
Step 3 Double click on the first day and follow the instructions as on page 7

Section 3 Booking Annual Leave Part Time or Compacted Full Time Staff

If you are part time or work compacted full time hours your annual leave will be shown in hours rather than days as the hours will differ. However the process of booking leave works in the same way.

There are 3 ways to book annual leave in MyView.

Via the Dashboard- Leave Management Balance



Step 1 Select Request > Holidays

Step 2 Enter the details of your request

Record an Absence - HUMAN RESOURCES (027725) - HR Administrator (716872)

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

Type	Holidays		
Comments	<input type="text"/>		
	<u>Dates</u>	<u>Full Day Part Day</u>	
From *	<input type="text" value="08/01/2018"/>	<input checked="" type="radio"/>	<input type="radio"/>
To *	<input type="text" value="12/01/2018"/>	<input checked="" type="radio"/>	<input type="radio"/>
	<small>hours mins hrs decimal</small>		
Total Time	28	0	28.00
			<input type="button" value="Confirm planned work time"/>

1. **Comments**- if you wish to provide any for your manager to consider
2. **From**- enter the date when you want your annual leave to begin
3. **To**- enter the date when you want your annual leave to finish (this is not the date you are due back in the office)
4. **Total Time**- this is calculated based on the dates you have provided
5. If you wish to take a half day select the radio button called Part Day.

Step 3 Select Confirm planned work time. This is your current stored working pattern for your hours per week. You can make changes by over writing within the box, for instance the day you wish to take off is a 6-hour day, not 7. Your manager will be responsible for checking these details before approving leave.

Note. To prevent having to make amendments each time please use the eform that can be located under Menu > My eforms > Working Pattern Change Request

Record an Absence - HUMAN RESOURCES (027725) - HR Administrator (716872)

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


From 08/01/2018
To 12/01/2018

Week Ending	SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Hours		
	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours	mins	hrs decimal
13/01/2018	0:00	0:00	7:00	7:00	7:00	7:00	0:00	28	0	28.00

Step 4 Save

Step 5 Submit

[Home](#) > [Dashboard](#) > [Leave Management Balance](#)



Thank you.
You have successfully submitted the absence record.


An e-mail notification in addition to a request within MyView will be sent to your manager letting them know that you have requested annual leave.

Upon either approval or rejection, you will receive an e-mail. Your leave management balance will also reduce accordingly once the leave has been taken.

[Via the Menu- Request Leave](#)

Step 1 Expand My Absence > Request Leave



 HR4
HR Administrator

Dashboard

My Personal Details

My Pay Documents

My Documents

My eForms

My Submissions

My Absence

View My Leave

Request Leave

My Entitlement

My Useful Links

Delegations

Time Management - HUMAN RESOURCES (027725) - HR Administrator (716872) LSE Leave Policy

Employee View
Outstanding Balances
 H: 172.0 Hours

Events Calendar

Absence / Attendance

Type	Description	Action
HOLS	Holidays	Request New Open HOLS History

Note. Any previously booked holidays will be visible with an **H** on the calendar

Step 2 Select **Request New** and follow the instructions as on page 7

Via the Menu- View my Leave

Step 1 View my Leave > Time Management – Employee View

Dashboard > **View My Leave**

Time Management

Bins View

Time Management - Employee View Time Management - Calendar View

Time Management - HUMAN RESOURCES (027725) - HR Administrator (716872) LSE Leave Policy

Employee View

Contract Type: Permanent Holidays: Outstanding Balances: 172 Hours

Contract Status: 28

Week Ending **30/12/2017**

Week Ending	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Category	Comments
	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash		
18/11/2017																
25/11/2017																
02/12/2017																
09/12/2017																
16/12/2017																
23/12/2017																
30/12/2017																
06/01/2018																
13/01/2018																
20/01/2018																
27/01/2018																
03/02/2018																
10/02/2018																

Step 2 Scroll to the appropriate week that you wish to take annual leave or amend using the date box

Step 3 Double click on the first day and follow the instructions as per on page 7

Section 4 View My Leave

You can view the status of any requests previously made and the status of them. Open, Submitted, Authorised, Withdrawn or Rejected.

Menu > My Absence > View my Leave

Time Management

Bins View

[Time Management - Employee View](#) [Time Management - Calendar View](#)

Open

Submitted

Created Date	Employee	Type	Description	From	To	Action
23/11/2017	HUMAN RESOURCES	H	Holidays	28/11/2017	28/11/2017	Add

Authorised

Created Date	Employee	Type	Description	From	To	Action
23/11/2017	HUMAN RESOURCES	H	Holidays	23/11/2017	23/11/2017	Add

Withdrawn

Rejected

Created Date	Employee	Type	Description	From	To	Action
23/11/2017	HUMAN RESOURCES	H	Holidays	27/11/2017	27/11/2017	Add

You will receive e-mail notification when you request is approved or rejected and the status will update as above.

Any requests that remain in **Open** means you have not yet submitted therefore please ensure you submit to your manager when you are sure that you wish to request your leave.

Section 5 View Team Calendar

When requesting annual leave, you can also check other team members' requests that have been authorised.

Menu > Request Leave

The bottom right hand corner select **View Team Calendar**

Time Management - HUMAN RESOURCES 3 (027724) - HR Assistant (716874) [LSE Leave Policy](#)

Employee View
 Outstanding Balances
 H: 40.0 Days

Events Calendar

	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	Su	Mo	Tu	We	Th	Fr	Sa					
2017																																								
2018																																								

Holidays

Absence / Attendance

Type	Description	Action
HOLS	Holidays	Request New Open HOLS History
SICK	Sickness	Request New Open SICK History

[View Team Calendar](#)

