MyView
Employee and Manager Self-Service

Booking Annual Leave Online

Human Resources
December 2017
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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.
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

<table>
<thead>
<tr>
<th>Pay Documents</th>
<th>In Progress</th>
<th>Leave Management...</th>
</tr>
</thead>
<tbody>
<tr>
<td>No pay documents available</td>
<td>You have no forms in progress</td>
<td>Holidays</td>
</tr>
<tr>
<td>Days Available: 41</td>
<td>Days Taken: 0</td>
<td>Request »</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Dates</th>
<th>Full Day</th>
<th>Part Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>From *</td>
<td>29/12/2017</td>
<td>☐</td>
</tr>
<tr>
<td>To *</td>
<td>29/12/2017</td>
<td>☐</td>
</tr>
</tbody>
</table>

- **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

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.

Via the Menu- Request Leave

**Step 1** Expand My Absence > Request Leave
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

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

![Dashboard Screenshot]

**Step 1** Select Request > Holidays

**Step 2** Enter the details of your request

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
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**
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

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

<table>
<thead>
<tr>
<th>Time Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bins View</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Time Management : Employee View</td>
</tr>
</tbody>
</table>

### Open

<table>
<thead>
<tr>
<th>Created Date</th>
<th>Employee</th>
<th>Type</th>
<th>Description</th>
<th>From</th>
<th>To</th>
<th>Action</th>
</tr>
</thead>
</table>

### Submitted

<table>
<thead>
<tr>
<th>Created Date</th>
<th>Employee</th>
<th>Type</th>
<th>Description</th>
<th>From</th>
<th>To</th>
<th>Action</th>
</tr>
</thead>
</table>

### Authorised

<table>
<thead>
<tr>
<th>Created Date</th>
<th>Employee</th>
<th>Type</th>
<th>Description</th>
<th>From</th>
<th>To</th>
<th>Action</th>
</tr>
</thead>
</table>

### Withdrawn

<table>
<thead>
<tr>
<th>Created Date</th>
<th>Employee</th>
<th>Type</th>
<th>Description</th>
<th>From</th>
<th>To</th>
<th>Action</th>
</tr>
</thead>
</table>

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**

![Team Calendar Image]
The table will indicate booked annual leave by an H on the appropriate day.
You can navigate through the months by selecting the arrow next to Year and Month.

Section 6 My Entitlement

Entitlements will show for 2 year periods and can be booked ahead to assist with team planning.
Menu > My Absence > Entitlement

Full Time – Entitlements show in Days

Part Time – Entitlements show in Hours

You can scroll through the entitlement years using the Next button.
Your entitlements will change according to your hours and days/hours booked.
Your entitlement will show you how many Days/Hours per year you receive depending upon your current working hours and service condition. If you are unsure how these are calculated please refer to the FAQs here.

End