

# Entering annual leave using MyView

## Step 1 → Annual leave overview

Annual leave entitlement for full-time employees at LSE is broken down as follows:

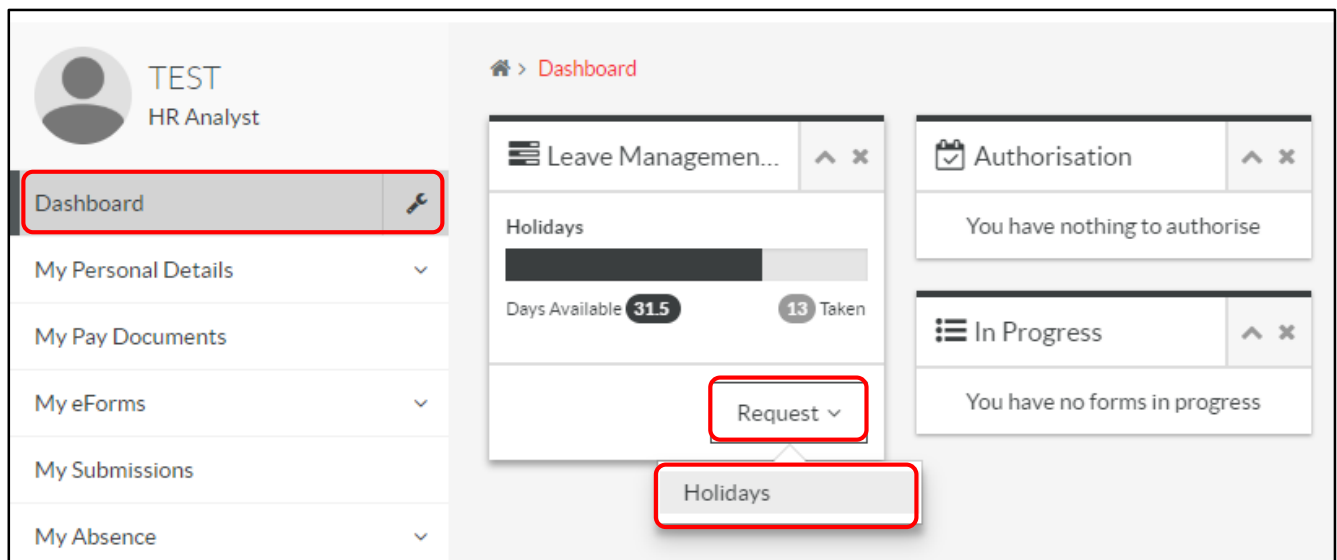
- 25 annual leave days
- 8 bank holiday days
- 8 school closure days

**Important:** The annual leave entitlement is calculated based on a Leave year, which runs from the 1st January to the 31st December.

This equates to a total of 41 days annual leave for full time staff, and pro rata for part-time staff.

**Note:** for full-time staff, annual leave is requested in full or half days. Annual leave entitlement for part-time staff is displayed on MyView in hours. For more information, see the next section of this quick card.

## Step 2 → Booking annual leave



### The annual leave request form

You can request annual leave directly from the Dashboard using the MyView Leave Management widget.

From here, in the Leave Management widget, click the **Request** drop-down list icon.

Select **Holidays**. The “Record an Absence” form is displayed, where you can input the annual leave details before submitting to your line manager for approval.

#### **Important:**

For full-time professional services staff employed at the beginning of the year, the 16 predetermined bank holiday and school closure days are automatically booked on MyView for you. You are therefore only required to submit annual leave requests through MyView for the remaining 25 days annual leave.

For part-time professional services staff, those who work a compressed work pattern or any new staff throughout the year, bank holidays and closure days that fall within your work pattern must be booked through MyView. This is in addition to your annual leave days.

For more guidance, please see the Annual Leave guidance pages. These can be accessed at: <https://info.lse.ac.uk/staff/divisions/Human-Resources/Working-for-LSE/Annual-leave-guide>

# Entering annual leave using MyView

## Step 2 → Booking annual leave (continued)

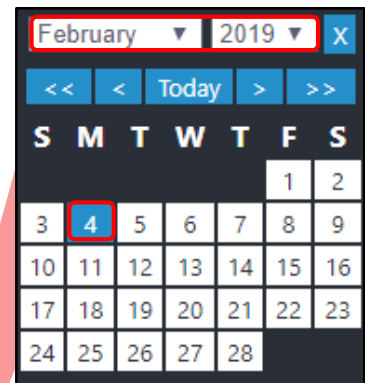
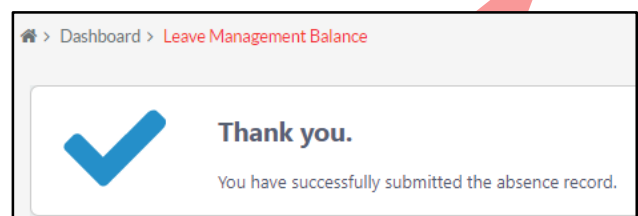
### Inputting annual leave details

Enter the following information in the Record an Absence form:

**Comments:** enter an appropriate comment for the holiday days you are requesting. In the example below, Annual Leave is entered.

**From:** click the **Calendar** icon. Use the Calendar tool to select the date you want to request your holiday from.

**To:** click the **Calendar** icon. Use the Calendar tool to select the date you want to request your holiday until.

A screenshot of the 'Record an Absence' form. The form is titled 'Record an Absence - TEST EMPLOYEE (030560) - HR Analyst (71072)'. It contains fields for Type (Annual Leave), Comments, Dates (From: 04/02/2019, To: 11/02/2019), and Total Time (6.00). A red box highlights the 'Full Day 1st Half 2nd Half' radio buttons, with the 'Full Day' option selected. A red arrow points from the calendar in the previous image to the 'From' date field. A blue 'Submit/Update' button is at the bottom right.A screenshot of the 'Record an Absence' form. The form is titled 'Record an Absence - TEST EMPLOYEE (030560) - HR Analyst (710725)'. It contains fields for Type (Annual Leave), Comments, Dates (From: 07/01/2019, To: 08/01/2019), and Total Time (1.00). A red box highlights the '1st Half' and '2nd Half' radio buttons, with the '1st Half' option selected. A red arrow points from the calendar in the previous image to the 'From' date field.

### Half day annual leave requests

Full-time staff can choose between taking a full day or half day holiday. If taking a half day, you must select either the 1<sup>st</sup> Half or 2<sup>nd</sup> Half radio buttons for morning or afternoon leave respectively.

### Submitting annual leave requests

Once you have specified the date or hour range of the holiday you want to request, click **Submit/Update** to submit this to your line manager for approval.

A success message is displayed informing you that the absence request has been submitted.

**Note:** each holiday request must be for continuous leave. For example, you cannot take two 1<sup>st</sup> half days off in a row. In the example above, where two consecutive half days are selected they are automatically shown as 2<sup>nd</sup> half then 1<sup>st</sup> half. Otherwise, you must submit two separate absence requests.

## Step 3 → Amending/cancelling annual leave requests before approval

Once an annual leave request is submitted to your line manager for approval, it can no longer be amended. If you wish to make changes, you must withdraw the annual leave request and resubmit it with the correct details.

To withdraw an annual leave request:

From the MyView Navigation menu, click the **My Absence** drop-down list icon.

Select **View My Leave** from the My Absence drop-down list. The Time Management window is displayed, showing all of your absence requests.

Absence requests that have not yet been approved are displayed under the **Submitted** header. In the example below, there is one request displayed.

Click into the **Absence request line** (blue text) to open the absence request.

The screenshot shows the 'My Absence' dropdown menu on the left with options: 'View My Leave', 'Report Absence', and 'My Entitlement'. A red arrow points from 'View My Leave' to a table of submitted absence requests. The table has columns: Created Date, Employee, Type, Description, From, and To. One request is listed: Created Date 04/01/2019, Employee TEST EMPLOYEE, Type H, Description Holidays, From 04/02/2019, To 11/02/2019. A red arrow points from the 'Holidays' description to the 'Record an Absence' form below.

The Record an Absence form is displayed. You cannot edit the Absence request from here as it has already been submitted.

Click **Withdraw** to withdraw the vacancy request.

**Note:** to submit a new annual leave request form with the correct details, see step 2 of this quick card.

The form is titled 'Record an Absence - TEST EMPLOYEE (030560) - HR Analyst (710725)'. It contains the following information: 'Previously Updated By: TEST EMPLOYEE (030560) on 04/01/2019', 'Type: Holidays', 'Comments: Annual Leave', 'Dates: Full Day 1st Half 2nd Half'. Below this, there are fields for 'From' (04/02/2019) and 'To' (11/02/2019) with radio button options for 'Full Day', '1st Half', and '2nd Half'. The 'Total Time' is listed as 6 days. At the bottom right, there are 'Cancel' and 'Withdraw' buttons. A red arrow points from the 'Withdraw' button to the 'Record an Absence' form.

## Step 4 → Approval or rejection of annual leave

Annual leave requests are reviewed by your line manager or delegated authority. You are notified by email when your annual leave request has been approved or rejected.

This example displays an approval notification.

**Note:** for guidance on how to approve/reject annual leave requests, see the *Approving annual leave using MyView* quick card.

**From:** [donotreply@lse.ac.uk](mailto:donotreply@lse.ac.uk) [<mailto:donotreply@lse.ac.uk>]  
**Sent:** 04 January 2019 18:42  
**To:** Coran,RE  
**Subject:** MyView- Holiday Request Authorised

Hello ROB,

Your recent request for Annual Leave beginning on 07/01/2019 has been authorised by your line manager.

Kind regards,

HR Information and Systems Team

## Step 5 → Viewing annual leave

### Viewing your previously booked holiday

You can view annual leave you have already booked under the Authorised heading in the Time Management window.

To view your previously booked annual leave:

From the Navigation menu click the **My Absence** drop-down list icon.



Time Management

Bins View

Time Management - Employee View

Time Management - Calendar View

Open

Submitted

| <u>Created Date</u> | <u>Employee</u> | <u>Type</u> | <u>Description</u> | <u>From</u> | <u>To</u>  |
|---------------------|-----------------|-------------|--------------------|-------------|------------|
| 04/01/2019          | TEST EMPLOYEE   | H           | Holidays           | 04/02/2019  | 11/02/2019 |

Authorised

| <u>Created Date</u> | <u>Employee</u> | <u>Type</u> | <u>Description</u> | <u>From</u> | <u>To</u>  |
|---------------------|-----------------|-------------|--------------------|-------------|------------|
| 04/01/2019          | TEST EMPLOYEE   | S           | Sickness           | 04/01/2019  | 04/01/2019 |
| 04/01/2019          | TEST EMPLOYEE   | S           | Sickness           | 02/01/2019  | 03/01/2019 |
| 04/01/2019          | TEST EMPLOYEE   | H           | Holidays           | 24/01/2019  | 28/01/2019 |

Withdrawn

Rejected

| <u>Created Date</u> | <u>Employee</u> | <u>Type</u> | <u>Description</u> | <u>From</u> | <u>To</u>  |
|---------------------|-----------------|-------------|--------------------|-------------|------------|
| 04/01/2019          | TEST EMPLOYEE   | H           | Holidays           | 21/01/2019  | 23/01/2019 |

Select **View My Leave**. The Time Management window is displayed, showing your annual leave requests. All types of absence requests can be viewed in the following categories:

**Open:** Absence requests that have been created but not yet submitted.

**Submitted:** Absence requests that have been submitted but not yet approved by your line manager.

**Authorised:** Absence requests that have been approved by your line manager and are confirmed.

**Withdrawn:** Absence requests that you have withdrawn from approval.

**Rejected:** Absence requests that have been rejected by your line manager.

# Entering annual leave using MyView

## Step 5 → Viewing annual leave (continued)

Time Management - TEST EMPLOYEE (030560) - HR Analyst (710725)

Employee View

Contract Type: Permanent  
Contract Status:  
Contracted Hours: 35

Outstanding Balances (with period end date)  
Holidays(31/12/2019): 41.5 Days

< Previous Week Ending 12/01/2019 Next >

| 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 |          |          |
| 12/01/2019  |        |          |        |          |         |          |           |          |          |          |        |          |          |          |          |          |
| 19/01/2019  |        |          |        |          |         |          |           |          |          |          |        |          |          |          |          |          |
| 26/01/2019  |        |          |        |          |         |          |           |          |          |          |        |          |          |          |          |          |
| 02/02/2019  | H      | 0.00     | H      | 7.00     |         |          |           |          |          |          |        |          |          |          |          | Holiday  |
| 09/02/2019  |        |          |        |          |         |          |           |          |          |          |        |          |          |          |          | Holiday  |

Export to Outlook View Entitlement Details View Full Screen Print Cancel

### Employee view

To see an overview of your booked annual leave and any previous sickness absence episodes, click **Time Management – Employee View**. Here you can also see any outstanding annual leave balance.

You can also use the Calendar widget to view different weeks, so you can view the annual leave you have previously taken.

Export to Outlook

**Important:** you can export your confirmed holiday from MyView to Outlook by selecting the holiday day(s)/hours and clicking **Export to Outlook**. It is downloaded as an .ics file.

Time Management

Bins View

Time Management - Employee View Time Management - Calendar View

Open

Submitted

| Created Date | Employee      | Type | Description | From       | To         |
|--------------|---------------|------|-------------|------------|------------|
| 04/01/2019   | TEST EMPLOYEE | H    | Holidays    | 04/02/2019 | 11/02/2019 |

### Calendar view

To see a calendar view of your booked annual leave and any previous sickness absence episodes, click **Time Management – Calendar View**. The Calendar View window is displayed. Here you can also see your outstanding annual leave balance.

You can use the arrow icons (highlighted below) to view different weeks, so you can view the annual leave you have previously taken.

## Step 5 → Viewing annual leave (continued)

### Calendar view (continued)

You can use the arrow icons (highlighted below) to view different months, so you can view the annual leave you have previously taken.

**Note:** ensure the Holidays checkbox is selected. You can also view previous sickness absence episodes by selecting the Sickness checkbox.

**Outstanding Balances (with period end date)**

H : 41.5 Days

Events Calendar

↑

|      |           | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo |
|------|-----------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 2018 | September |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|      | October   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|      | November  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|      | December  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 2019 | January   |    |    |    | S  | S  | S  |    |    |    |    |    | H  | H  | H  | H  | H  |
|      | February  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|      | March     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|      | April     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|      | May       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

↓

☒ Holidays ☒ Sickness

Scroll down from the Calendar View window. Under the Absence / Attendance header, you can request new leave, or open your annual leave or sickness absence history.

To open your holiday history click **Open HOLS History**. Your annual leave history is displayed below the Absence / Attendance header.

| Absence / Attendance |              |             |                    |
|----------------------|--------------|-------------|--------------------|
| Type                 | Description  | Action      |                    |
| HOLS                 | Holidays     | Request New | Open HOLS History  |
| SICK                 | Sickness     | Request New | Open SICK History  |
| UKMAT                | UK MATERNITY | Request New | Open UKMAT History |

Click **View** to view each item in your annual leave history.

Click **Delete** to withdraw Absence requests.

click **Edit** to edit annual leave dates / durations. Edited Absence requests are resent to your manager to approve.

| HOLS         |               |      |             |            |            |   |
|--------------|---------------|------|-------------|------------|------------|---|
| Created Date | Employee      | Type | Description | From       | To         | Action  |
| 04/01/2019   | TEST EMPLOYEE | H    | Holidays    | 24/01/2019 | 28/01/2019 | <div>View</div> <div>Delete</div> <div>Edit</div> |

## Step 5 → Viewing annual leave (continued)

The screenshot shows the 'My Absence' menu on the left with options: 'View My Leave', 'Report Absence', and 'My Entitlement'. The 'My Entitlement' option is highlighted. The main window is titled 'Time Management - TEST EMPLOYEE (030560) - HR Analyst (710725)'. It contains a 'View Entitlement' section with a 'Select Absence Type' dropdown menu. The dropdown menu is open, showing options: '--Select--', '--Select--', and 'Holidays'. The 'Holidays' option is selected and highlighted in blue.

### Viewing your annual leave entitlement (hours or days)

Using MyView, you can view a breakdown of your annual leave in either hours, if you are part-time staff, or days if you are full-time.

To view your holiday entitlement:

From the MyView Navigation menu, click the **My Absence** drop-down list icon.

Select **My Entitlement**. The Time Management window is displayed.

**Select Absence Type:** select Holidays. This is the only option displayed.

The screenshot shows the 'View Entitlement' window. The 'Select Absence Type' dropdown menu is set to 'Holidays'. The 'Entitlement Period' is from 01/01/2019 to 31/12/2019. The window displays the following information:

|                     |              |
|---------------------|--------------|
| Post                | : HR Analyst |
| As at Date          | : 04/01/2019 |
| Unit Type           | : Days       |
| Entitlement         | : 41         |
| Carry Forward       | : 3.5        |
| Carry Forward Used  | : 3          |
| Taken               | : 0          |
| Booked              | : 3          |
| Current Balance     | : 44.5       |
| Outstanding Balance | : 41.5       |

**Note:** you can also print your holiday allowance from the View Entitlement window.

Your entitlement breakdown is displayed. Here you can see:

- Your full annual leave entitlement
- The amount of annual leave carried forward from the previous leave year
- The amount of carried forward leave that has been used
- Amount of annual leave taken
- Amount of annual leave booked
- Your current annual leave balance
- Your outstanding annual leave balance left to book.

## Where to find support

**My Useful Links:** you can find supporting information in the My Useful Links drop-down list. This is found in the MyView Navigation menu.

**HR contacts :** <https://info.lse.ac.uk/Staff/Divisions/Human-Resources/HR-people>

**Annual leave guidance:** <https://info.lse.ac.uk/staff/divisions/Human-Resources/Working-for-LSE/Annual-leave-guide>

For further information, guidance and videos on using MyView please visit the **MyView webpages**.