

Approving annual leave using MyView

Step 1 → My People

What is My People used for?

My People is the Dashboard used by managers to authorise annual leave requests, run reports and view certain details of your team members. Other processes you carry out as a manager, including approving annual leave and authorising sickness submissions, are carried out in the Me Dashboard.

Viewing direct reports via the My People module

You can use the My People section of MyView to view information about your direct reports, including certain personal details, post details and post history. This is carried out using Team Selector.

To view your direct reports:

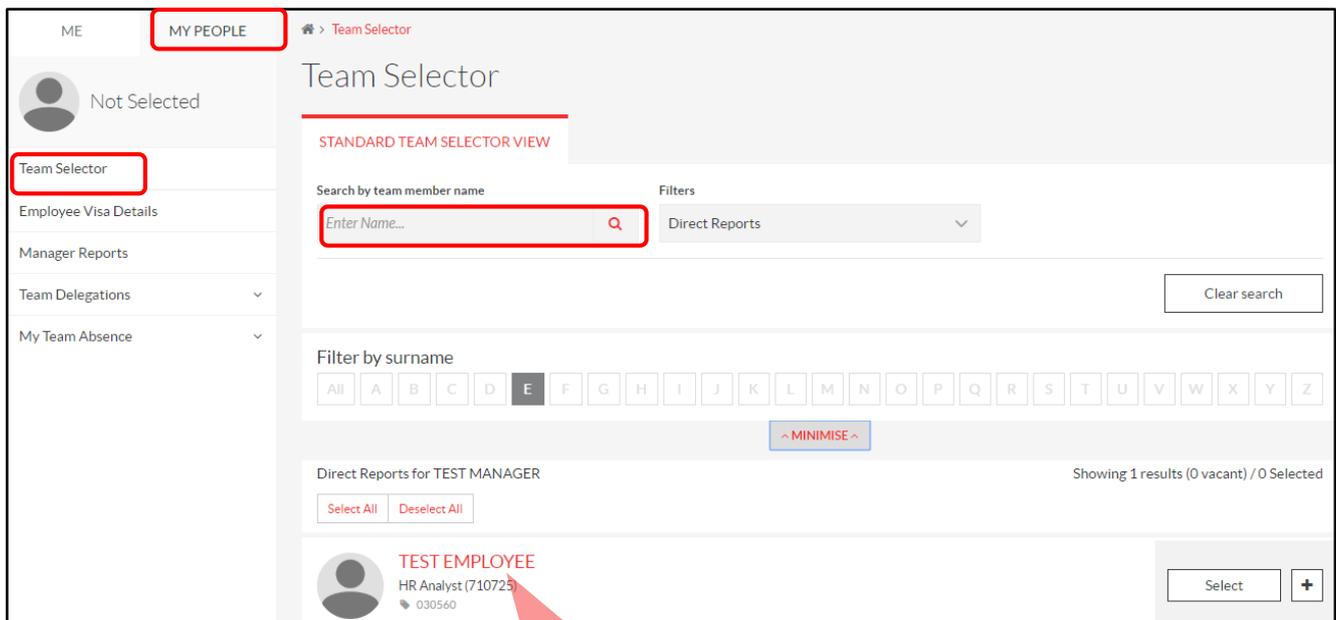
Click the **My People** Dashboard.

Select **Team Selector** from the Navigation menu. The Team Selector is displayed.

Enter the employee name into the Employee search bar and press **[Enter]**.

Click the employee name you want to view information for. The Employee window is displayed.

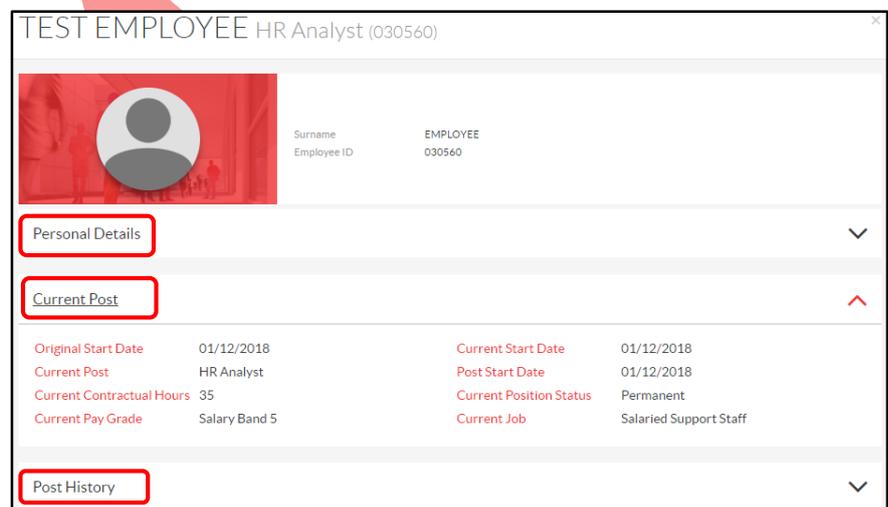
Note: for guidance on how to approve sickness, see the *Approving sickness using MyView* quick card and eLearning video.



Viewing direct reports via the My People module

Here you can expand the following headers:

- **Personal Details:** displays limited personal details about the employee.
- **Current Post:** displays details about the employee's current post.
- **Post History:** displays details about previous posts the employee has held.



Step 2 → Viewing annual leave requests

The Approval process

As a manager, it is your responsibility to consider Annual leave requests sent by your reports through MyView. You must consider the request before approving or rejecting it. In the event of rejecting an Annual leave request, it is best practice to inform the employee of why you have done so.

Approval notifications

You are notified via email when one of your reports has submitted an annual leave request.

In this example, employee Nathan Smith has submitted an annual leave request.

As a manager, you are prompted to login to MyView, where you can view further details and action the request.

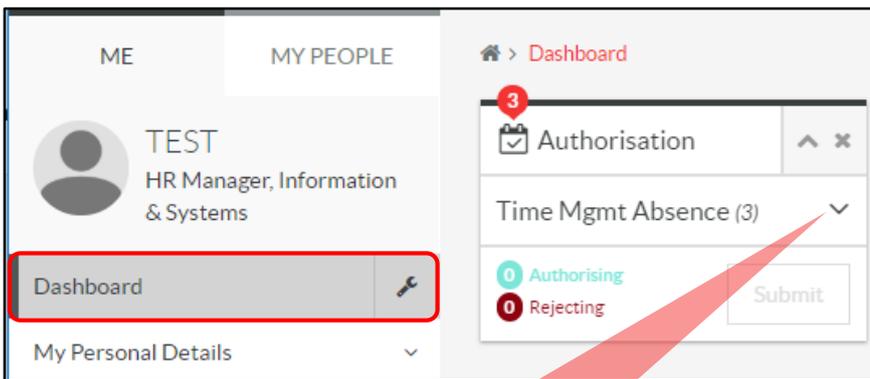
From: donotreply@lse.ac.uk [mailto:donotreply@lse.ac.uk]
Sent: 07 January 2019 14:09
To: Hope1,R; Rehman2,M
Subject: MyView - Holiday Booking Request

Hello,

NATHAN SMITH has submitted a request for annual leave.

Please login to MyView to authorise or reject as required: <https://myview.lse.ac.uk>

Kind regards
HR Information and Systems Team

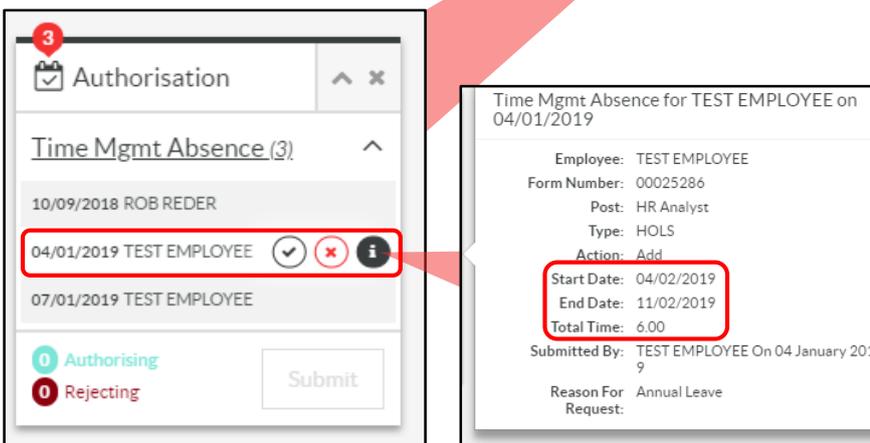


Approving or rejecting Annual leave requests

When you login to MyView, you can see annual leave and sickness requests in your Authorisation widget. In this example, there are three authorisations submitted by the manager's reports.

You can review and approve or reject annual leave requests submitted to you using the My Authorisations window.

Alternatively, you can see an overview of the requests in the Authorisations widget located on your Dashboard and illustrated here.



In the Authorisations widget, click the **Time Mgmt Absence** drop-down list icon. All absence request forms are displayed, including any sickness submissions.

Click **Information** (black and white i icon) to view an overview of the request.

Important: from the Authorisation widget you have the option to approve employee annual leave requests by clicking the Authorise (tick) or Reject (cross) icons.

However, if you wish to view the full annual leave request details, you must use the My Authorisations window. See the following page of this quick card for guidance on how to do this.

Approving annual leave using MyView

Step 2 → Viewing annual leave requests (continued)

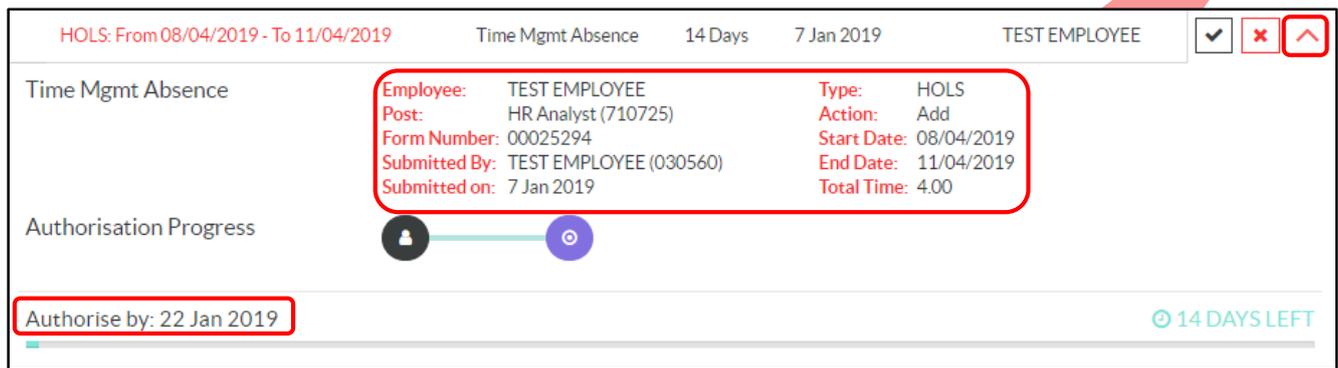
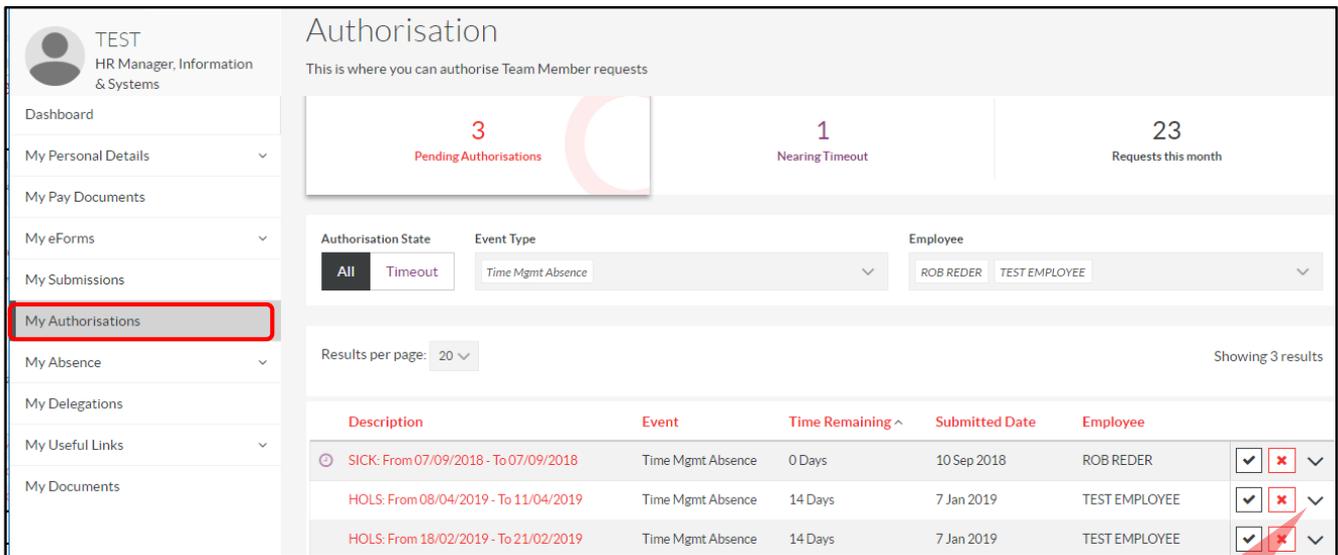
Approving or rejecting Annual leave requests

You can use the My Authorisations window to review, approve or reject annual leave requests.

Select **My Authorisations** from the Navigation menu. The My Authorisations window is displayed. Annual leave requests submitted to you for approval are displayed.

Click the **Drop-down** icon on the right of the annual leave request line. In the example below, an annual leave request is selected.

Important: remember that as a manager you have access to certain employees' information. You will be automatically signed out after 1:00 minute of inactivity, however you should also sign out of MyView before stepping away from your desk.



Here you can see details of the annual leave request submitted by an employee. This includes the employee's name and post, the type of absence (HOLS), the start and end of the leave, and the total time in days or hours.

You can also see date by which you must review the request. When new annual leave requests are submitted, the system allocates 14 days for you to complete authorisation. If you do not respond to the request within 14 days, it will automatically be forwarded to the next level in your hierarchy.

Click the **Drop-down** icon again to collapse the annual leave request details. Once you have reviewed the request you are ready to approve or reject it.

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Step 3 → Authorising annual leave requests

Submitting approvals/rejections

To authorise the annual leave request, select **Authorise** (tick icon).

To reject the request select **Reject** (cross icon).

Important: if you reject the annual leave request, it is good practice to inform the employee of the reason you have done so.

Description	Event	Time Remaining ^	Submitted Date	Employee	
SICK: From 07/09/2018 - To 07/09/2018	Time Mgmt Absence	0 Days	10 Sep 2018	ROB REDER	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
HOLS: From 04/02/2019 - To 11/02/2019	Time Mgmt Absence	11 Days	4 Jan 2019	TEST EMPLOYEE	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
HOLS: From 01/04/2019 - To 02/04/2019	Time Mgmt Absence	14 Days	7 Jan 2019	TEST EMPLOYEE	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Authorising 1 Rejecting 1

Discard Submit ✓

Annual leave requests you have selected are displayed below the request lines. In the example below, there is request to be authorised and one to be rejected.

Click **Submit** to carry out the authorisations or rejections for the requests.

A confirmation message is displayed asking if you want to process these actions.

Click **Confirm**.

A success message is displayed showing the authorisations or rejections have been submitted successfully.

Click **OK** to close.

Do you want to process these authorisations/rejections?

✓ Authorising (1)

HOLS: From 08/04/2019 - To 11/04/2019	Time Mgmt Absence	TEST EMPLOYEE
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✗ Rejecting (1)

HOLS: From 18/02/2019 - To 21/02/2019	Time Mgmt Absence	TEST EMPLOYEE
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Cancel Confirm ✓

✓ Authorisations/rejections submitted successfully

✓ All authorisations/rejections have been completed successfully

OK

Step 4 → Team Calendar

View approved annual leave for a team via My People.

You can also view approved leave for your team in MyView. This is useful when considering annual leave requests and reviewing when other members of your team have booked annual leave already.

Approving annual leave using MyView



Step 4 → Team Calendar (continued)

To view your team's calendar:

Select the **My People** Dashboard.

Select the **My Team Absence** drop-down list icon from the Navigation menu.

Select **Team Calendar**. The Team Calendar window is displayed.

Select Option: here you can select to view different team calendars. To view an individual employee's calendar select the **People Individually** radio button. To view only your direct reports' team calendar select the **Direct Reports** radio button. To view the entire team's calendar select the **Whole Team** radio button.

Select the checkbox(es) of the employee(s) whose calendars you want to view.

Click **Next**.

The Team Calendar is displayed, showing all annual leave authorised for each team member.

ME MY PEOPLE Team Selector > Team Calendar

Not Selected

Team Selector

Employee Visa Details

Manager Reports

Team Delegations

My Team Absence

Time Management

Team Calendar

Calendar View

Time Management

Search for Employee

Select Option

People Individually Direct Reports Whole Team

Select All Deselect All

Employee Name	Employee Number	Post
TEST MANAGER	030559	HR Manager, Information & Systems (701019)
<input checked="" type="checkbox"/> TEST EMPLOYEE	030560	HR Analyst (710725)

Next

Team Selector > Team Calendar

Time Management

Team View

< Previous Week Ending 02/02/2019 Next >

Name	Employee No.	Avg Weekly Contract Hrs	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Annual
			27/01/2019	28/01/2019	29/01/2019	30/01/2019	31/01/2019	01/02/2019	02/02/2019	Leave
Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Balances
TEST EMPLOYEE	030560	35	H 0.00	H 7.00						35.5 Days

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**.