

# Approving sickness using MyView



## Step 1 → My People

### What is My People used for?

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

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

### 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.

**Delegate For:** click **Select** to search for an employee.

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

The screenshot shows the 'Team Selector' interface. The 'MY PEOPLE' tab is selected. In the sidebar, the 'Team Selector' button is highlighted with a red box. The main area shows a search bar with 'Enter Name...' and a 'Filters' dropdown set to 'Direct Reports'. Below is a 'Filter by surname' section with letters A-Z and a 'MINIMISE' button. The results list shows 'TEST EMPLOYEE' (HR Analyst (710725), 030560), which is also highlighted with a red box. At the bottom, there are 'Select' and '+' buttons.

Here you can expand the following headers:

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

The screenshot shows the expanded 'TEST EMPLOYEE' window. It displays personal details (Surname: Employee ID: 030560) and current post information (Original Start Date: 01/12/2018, Current Post: HR Analyst, etc.). The 'Personal Details' and 'Current Post' sections are highlighted with red boxes. At the bottom, there is a 'Post History' section.

## Step 2 → Viewing sickness absence requests

### The Approval process

As a manager, it is your responsibility to remind staff to submit sickness absence records through MyView following any period of sickness.

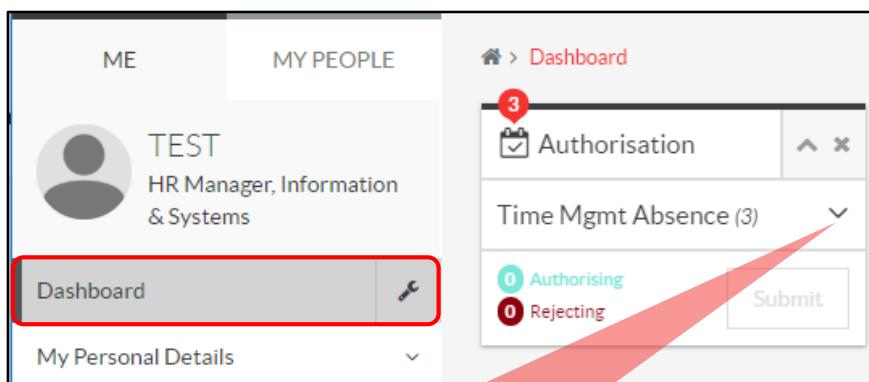
Once received, you must review the submission to ensure it is accurate, before approving.

### Approval notifications

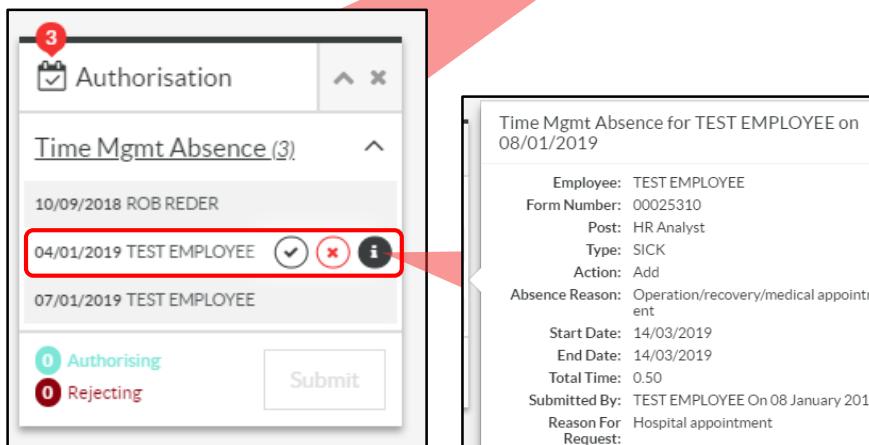
You are notified via email when an employee has submitted a sickness absence request form to you.

The email prompts you to login to MyView, where you can view further details and action the request.

Hello,  
TEST EMPLOYEE has submitted a sickness absence request for the period 14/03/2019 to 14/03/2019.  
Please login to MyView to either approve to reject <https://myview.lse.ac.uk>  
Kind regards  
HR Information and Systems Team



The screenshot shows the MyView dashboard. At the top, there's a user profile for 'TEST' (HR Manager, Information & Systems). Below the profile, there are two main buttons: 'Dashboard' (which is highlighted with a red box) and 'My Personal Details'. To the right of these buttons is a 'Dashboard' section with a 'Submit' button. Below this is a 'Time Mgmt Absence (3)' section. A red arrow points from the 'Authorising' section of the 'Authorisation' widget in the dashboard to the 'Information' icon (black letter i) in the 'My Authorisations' window.



The screenshot shows the 'My Authorisations' window. It displays a list of sickness absence requests. One specific request for 'TEST EMPLOYEE' on '04/01/2019' is highlighted with a red box, and the 'Information' icon (black letter i) next to it is also highlighted. A red arrow points from this icon to a detailed view of the request in the 'Time Mgmt Absence' window. The detailed view shows the following information:

Employee:	TEST EMPLOYEE
Form Number:	00025310
Post:	HR Analyst
Type:	SICK
Action:	Add
Absence Reason:	Operation/recovery/medical appointment
Start Date:	14/03/2019
End Date:	14/03/2019
Total Time:	0.50
Submitted By:	TEST EMPLOYEE On 08 January 2019
Reason For:	Hospital appointment
Request:	

### Approving or rejecting sickness absence requests

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

You can review and then either approve or reject sickness absence requests submitted to you using the My Authorisations window. You can also 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 annual leave requests.

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

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

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

# Approving sickness using MyView



## Step 2 → Viewing sickness absence requests (continued)

### Approving or rejecting sickness absence requests (continued)

You can use the My Authorisations window to review and approve, or reject sickness absence requests.

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

**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

Click the **Drop-down** icon on the right of the sickness absence request line. In the example below, a sickness absence request is selected.

The screenshot shows the 'Authorisation' screen in MyView. The left sidebar is titled 'ME' and 'MY PEOPLE' with a profile picture for 'TEST HR Manager, Information & Systems'. The 'My Authorisations' option is highlighted with a red box. The main area shows '3 Pending Authorisations' and '28 Requests this month'. A table lists three sickness absence requests. The third request, 'SICK: From 08/01/2019 - To 10/01/2019', is selected and shown in a detailed modal window. The modal window displays the following information:

Description	Event	Time Remaining	Submitted Date	Employee
HOLS: From 09/04/2019 - To 11/04/2019	Time Mgmt Absence	14 Days	8 Jan 2019	TEST EMPLOYEE
SICK: From 08/01/2019 - To 10/01/2019	Time Mgmt Absence	14 Days	8 Jan 2019	TEST EMPLOYEE
SICK: From 14/03/2019 - To 14/03/2019	Time Mgmt Absence	14 Days	8 Jan 2019	TEST EMPLOYEE

The 'SICK: From 08/01/2019 - To 10/01/2019' row is selected, and its details are shown in the modal:

Employee: TEST EMPLOYEE	Type: SICK
Post: HR Analyst (710725)	Action: Add
Form Number: 00025309	Absence Reason: Cold, Cough, Flu- Influenza
Submitted By: TEST EMPLOYEE (030560)	Start Date: 08/01/2019
Submitted on: 8 Jan 2019	End Date: 10/01/2019
	Total Time: 2.00

At the bottom of the modal, there are checkboxes for 'Approve', 'Reject', and 'Cancel', and a red 'Save' button.

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

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

## Step 3 → Authorising sickness absence requests

### Submitting approvals/rejections

To authorise the sickness absence request, select **Authorise** (tick icon).

Description	Event	Time Remaining ^	Submitted Date	Employee	Action
HOLS: From 09/04/2019 - To 11/04/2019	Time Mgmt Absence	14 Days	8 Jan 2019	TEST EMPLOYEE	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
SICK: From 08/01/2019 - To 10/01/2019	Time Mgmt Absence	14 Days	8 Jan 2019	TEST EMPLOYEE	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
SICK: From 14/03/2019 - To 14/03/2019	Time Mgmt Absence	14 Days	8 Jan 2019	TEST EMPLOYEE	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Authorising (1)

**Discard** **Submit**

Sickness absence requests you have selected are displayed below and left of the request lines. In the example above, there is one request to be authorised.

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

A confirmation message is displayed asking if you want to process the authorisations.

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)

SICK: From 14/03/2019 - To 14/03/2019	Time Mgmt Absence	TEST EMPLOYEE
---------------------------------------	-------------------	---------------

**Cancel** **Confirm**

Authorisations/rejections submitted successfully

All authorisations/rejections have been completed successfully

**OK**

## Step 4 → Recording sickness absence on behalf of an employee

As a manager you can record a sickness absence episode on behalf of one of your employees using MyView. This is a useful tool in the event of an unexpected sickness episode, and where the employee is unable to submit this for themselves.

**Note:** see the following page of this quick card for further instructions to record absence on behalf of an employee.

## Step 4 → Recording sickness absence on behalf of an employee (continued)

To record a sickness absence episode on behalf of an employee:

From the My People dashboard, select the **My Team Absence** drop-down list icon from the Navigation menu.

Select **Calendar View**. The Calendar View window is displayed with a list of your employees.

Select the radio button for the employee you want to record absence for.

Click **Next**. Scroll down to the Absence / Attendance header.

Not Selected

Team Selector

Employee Visa Details

Manager Reports

Team Delegations

My Team Absence

Time Management

Team Calendar

Calendar View

Employee View

Time Management

Search for Employee

Select Option

Employee Name	Employee Number	Post	Employee Information
TEST MANAGER	030559	HR Manager, Information (701019)	
TEST EMPLOYEE	030560	HR Analyst (710725)	

Cancel Next

Under the Absence / Attendance header, you can request new leave, or open the employee's annual leave or sickness history.

On the SICK Type row, click **Request New**. The Report Absence window is displayed.

Refer to step 2 of the *Recording sickness using MyView* quick card to complete entering the sickness absence on behalf of the employee.

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

## 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**.