How to guide for line managers: requesting leave in MyView

This guide provides instructions on how to authorise or reject leave requests from your direct reports, and how to input their sickness or other leave.

Employees can request the following types of leave in MyView:

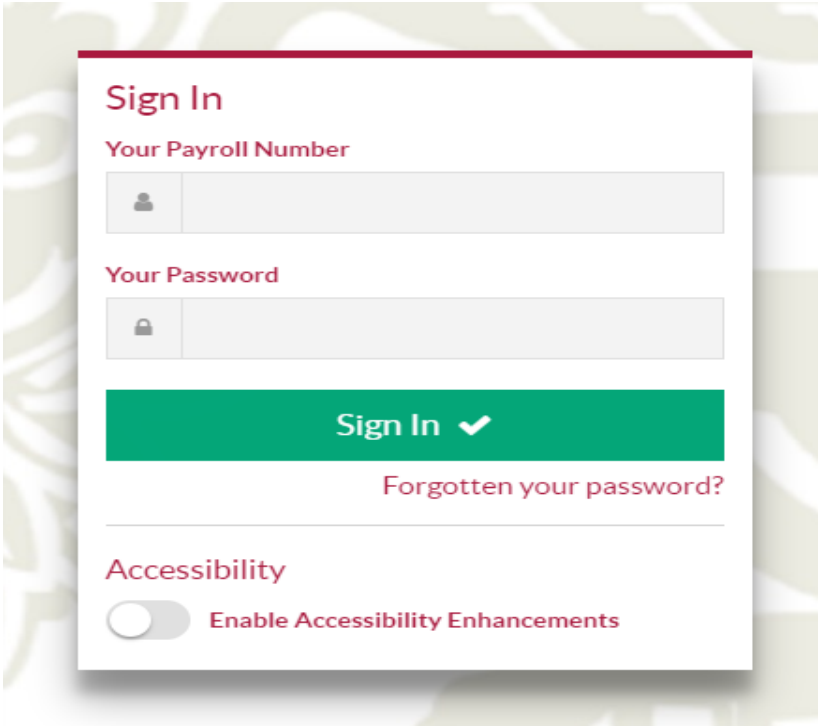
- annual leave
- special leave (paid and unpaid)
- flexi leave
- time off in lieu (TOIL)

These requests will appear in your work email inbox and on your MyView dashboard under ‘Authorisations’.

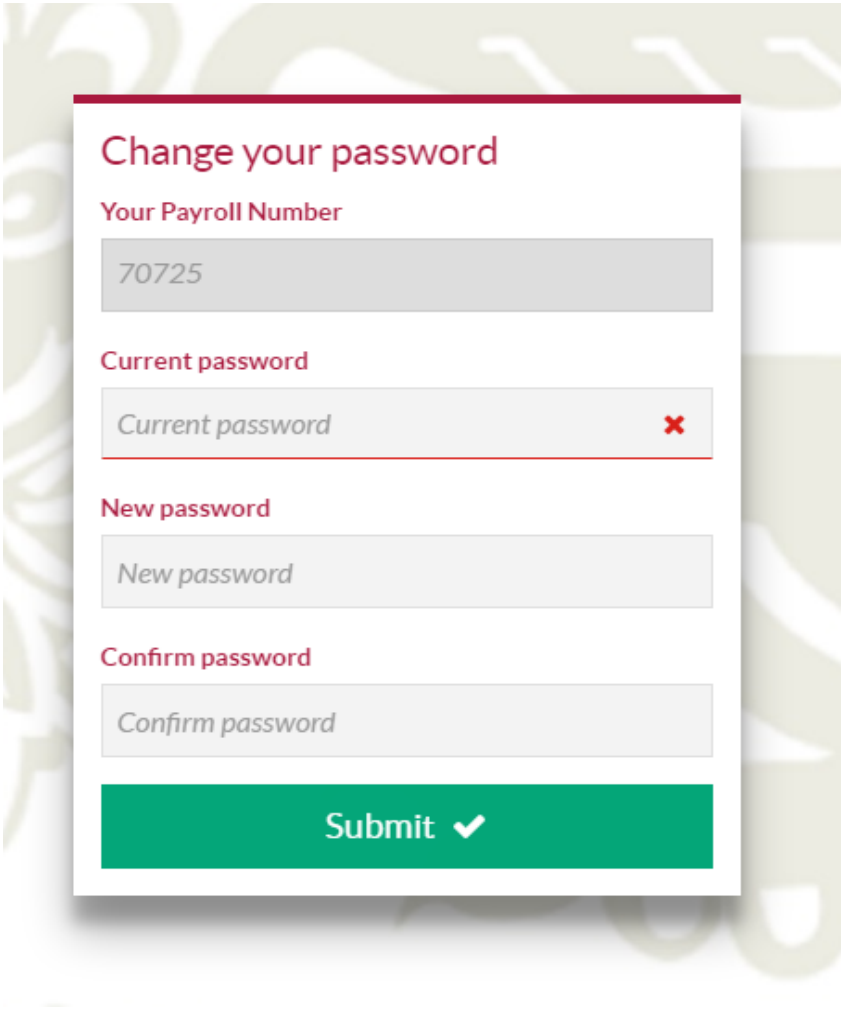
At the top of the ‘Time Management’ screen you’ll see a link to the relevant policies on MyStates.

- **Go to step three to learn about entering sickness**
- **Go to step nine to learn how to entering another leave type on behalf of your employee**
- **Go to step 16 to learn about authorising or rejecting leave requests.**

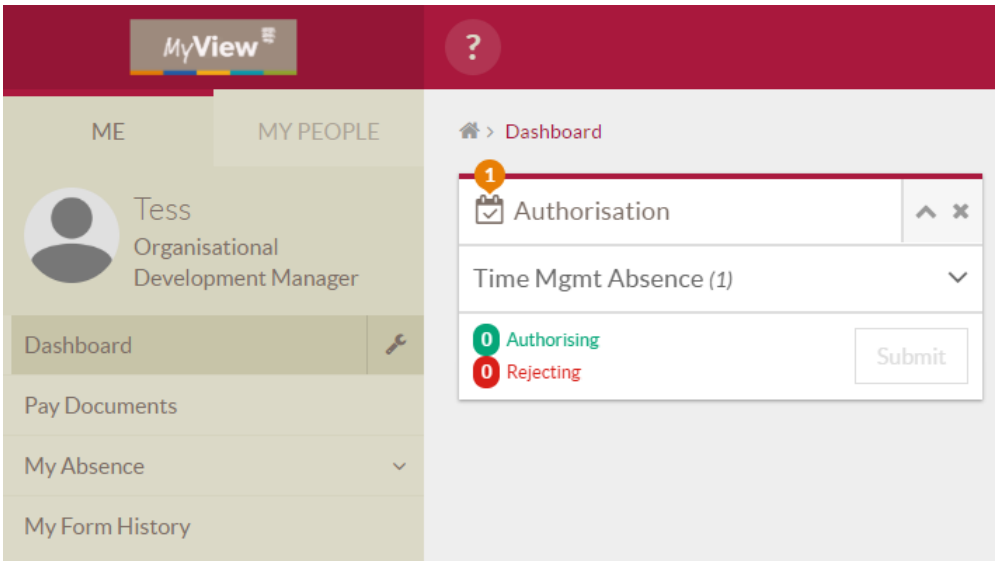
1. Log into MyView (using single sign-on or by entering your payroll number and password). If you forget your password, click on ‘forgotten your password’ and the system will send you an email (to your preferred email address held in the system) with details of your new password.



2. If you’ve had to reset your password, you’ll be asked to change it once you’ve logged in with the system-generated password.

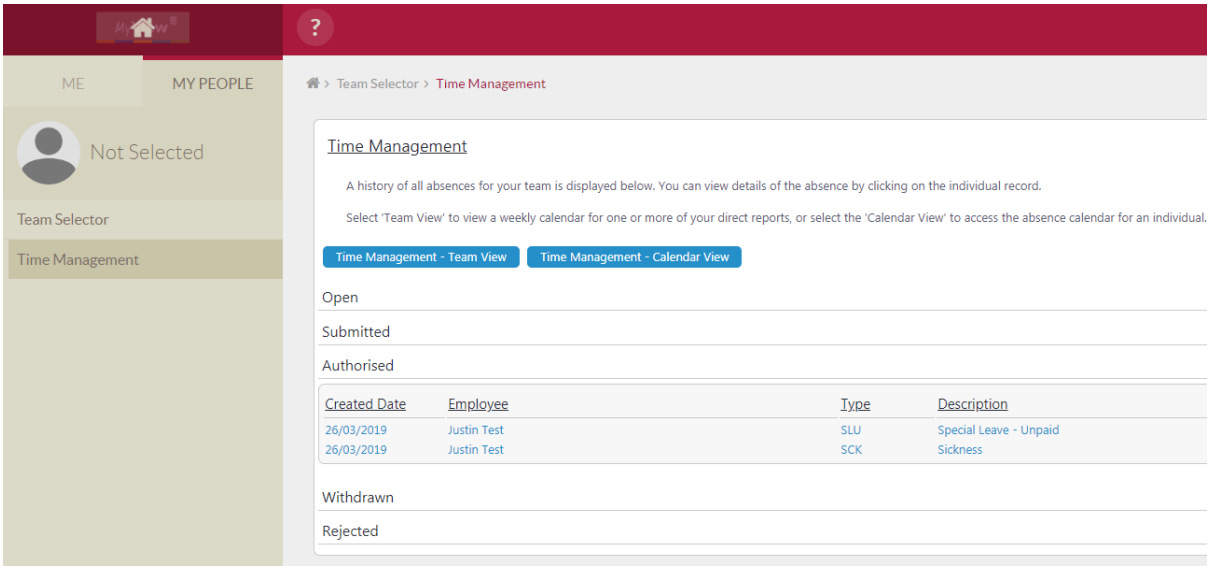


3. In Dashboard, click on the spanner symbol, then click on Authorisation to add this section to your Dashboard. Once the 'Authorisation' section is added to your dashboard, you can authorise/reject annual leave requests.

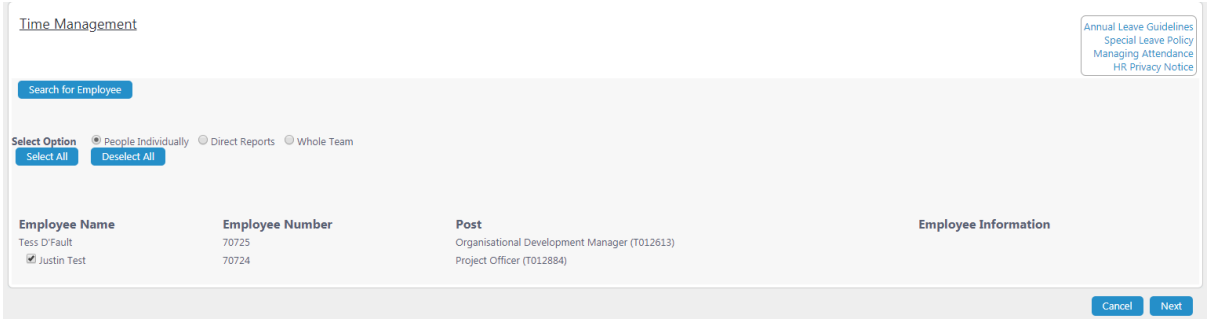


4. **Entering sickness**

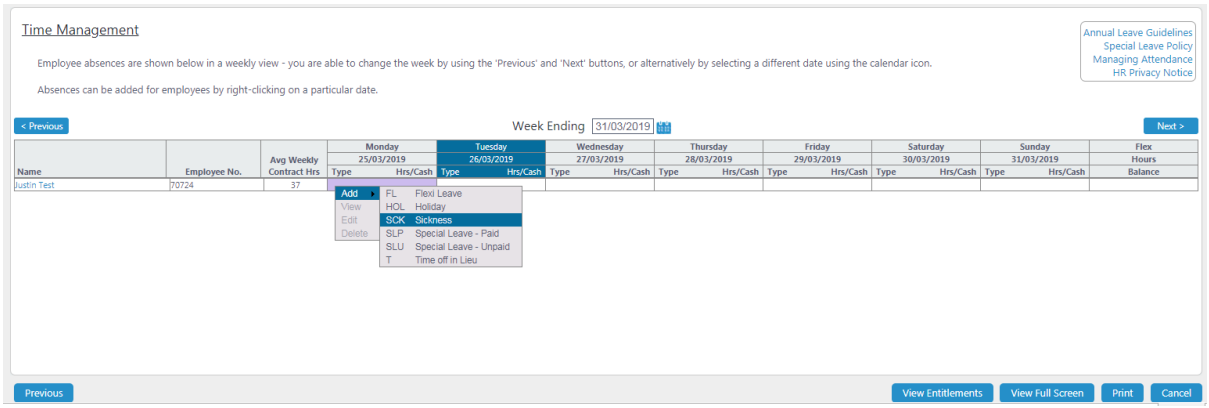
   To enter sickness for your direct reports, click on ‘Time Management’ on the left hand menu, then click on ‘Time Management – Team View’.



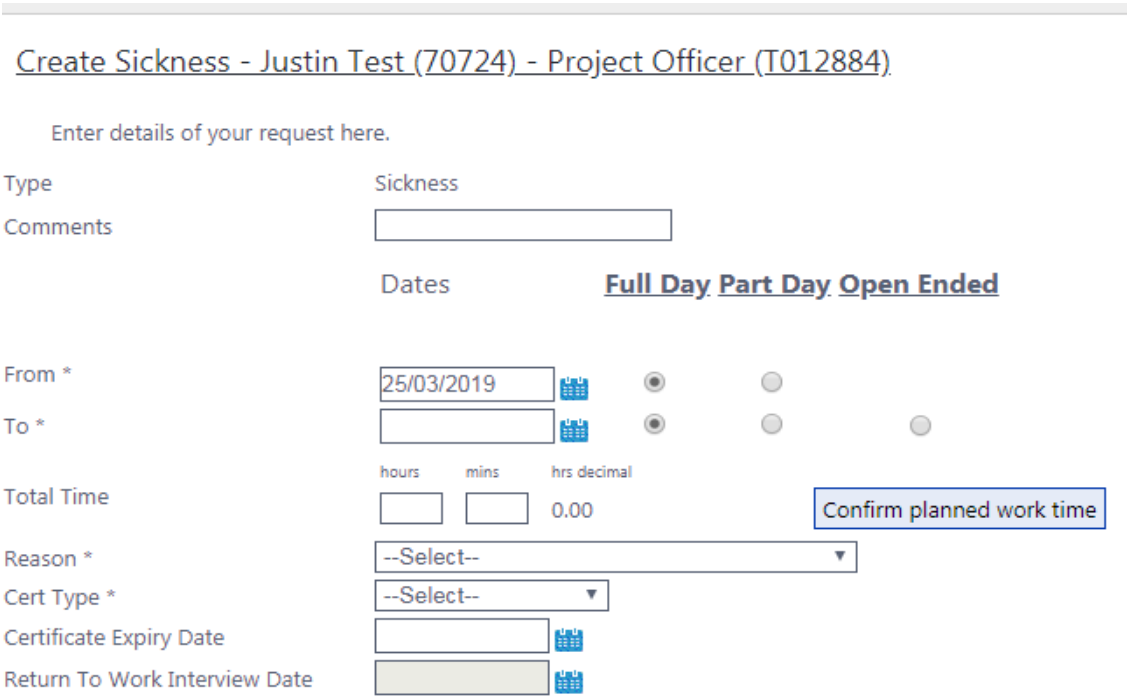
5. Select the employee you need to enter sickness for and click ‘next’.



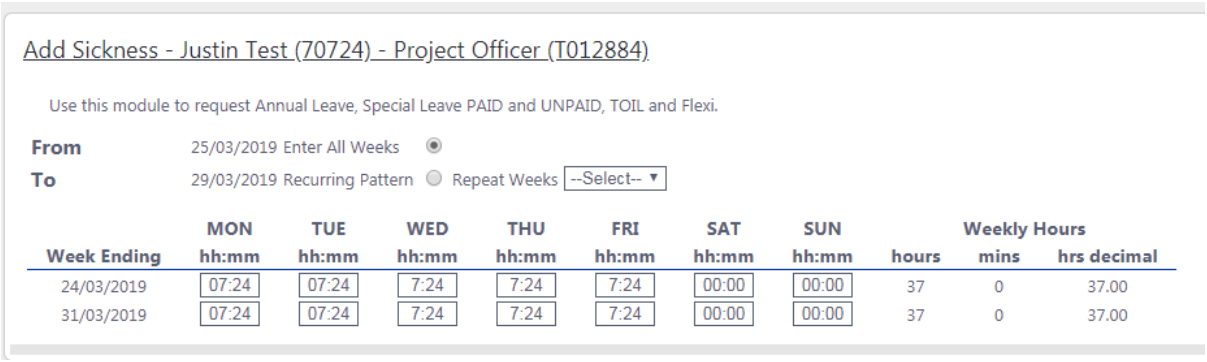
6. Right click on the date you want to start entering sickness. Click on ‘add’ and click on ‘sickness’.



7. Complete details of the employee’s sickness absence.



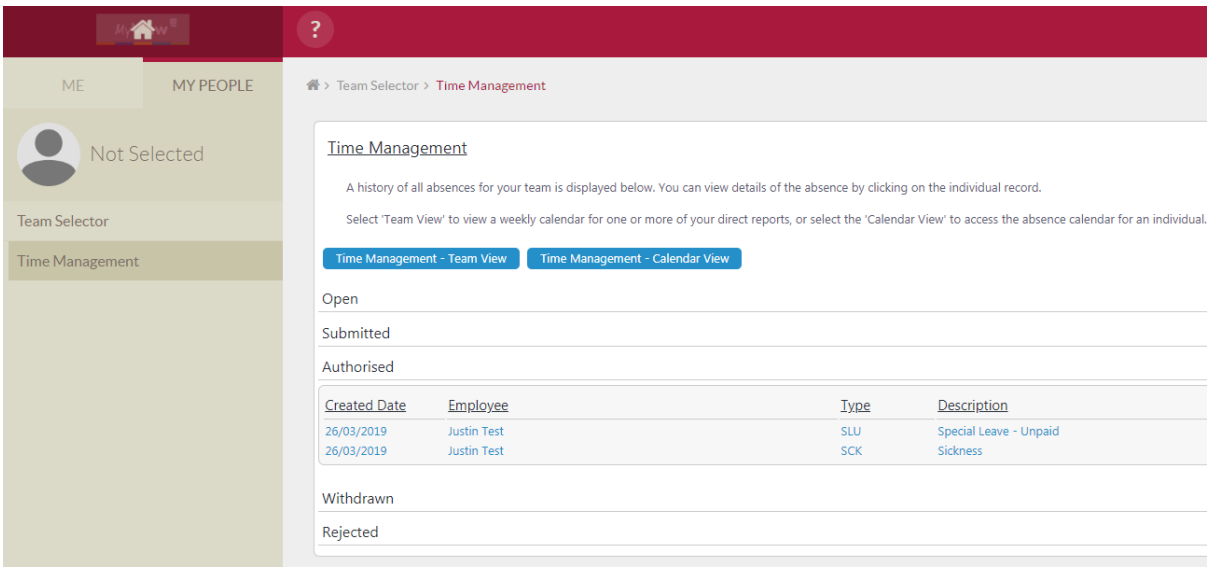
8. Before completing, click on 'confirm planned work time' to enter the number of hours the employee was due to work. The system generates these hours based on the average hours the employee is required to work each week. If an employee works part-time, and the hours aren't right for the day you need to record as sick, please amend by overwriting the hours in the boxes below. Click on 'save', and then click on 'complete'.



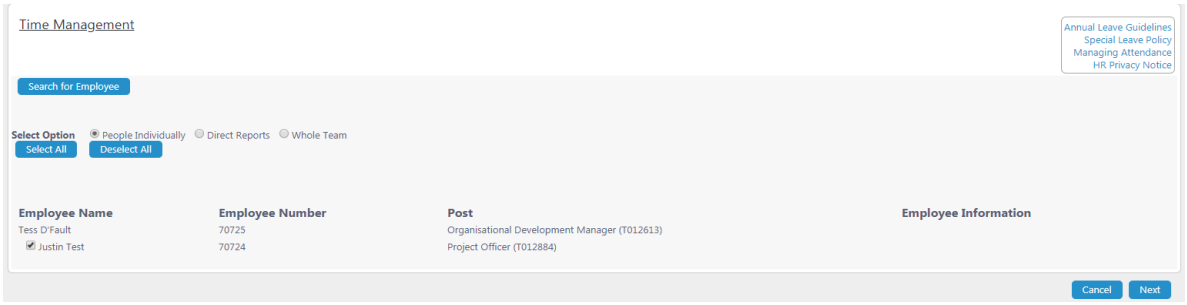
9. You'll see a message to confirm that you've successfully logged the period of sickness.

10. Entering another leave type on behalf of your employee

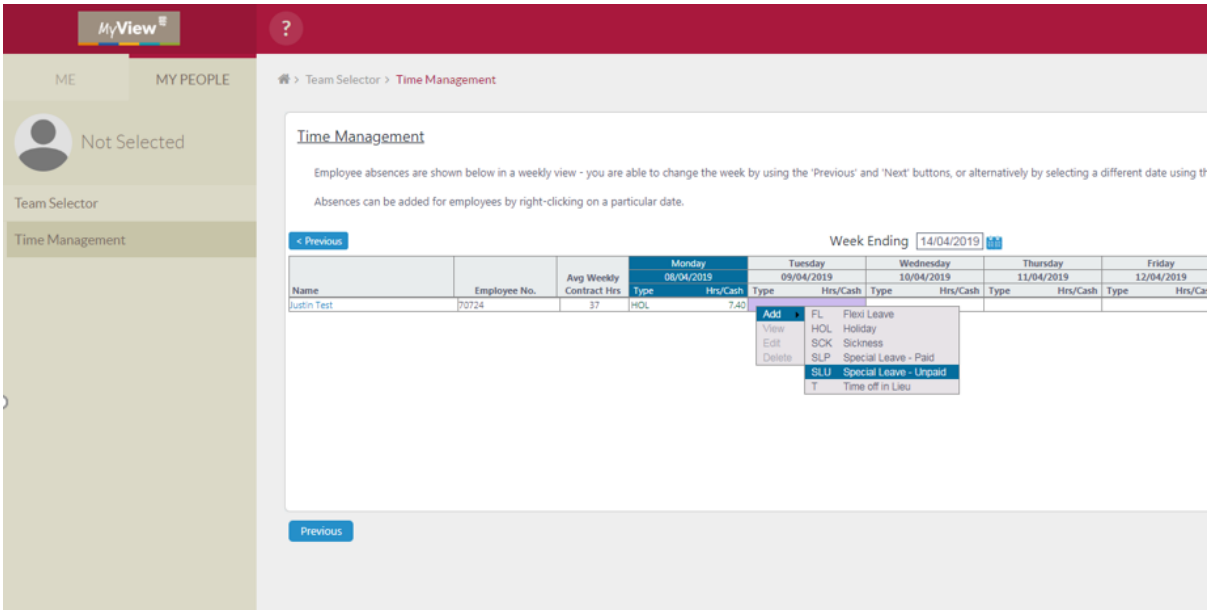
To enter in another leave type on behalf of an employee is the same as steps three to five above. For example, to enter a period of 'special leave' for your employee, you'd click on 'Time Management' on the left menu, then click on 'Time Management – Team View'.



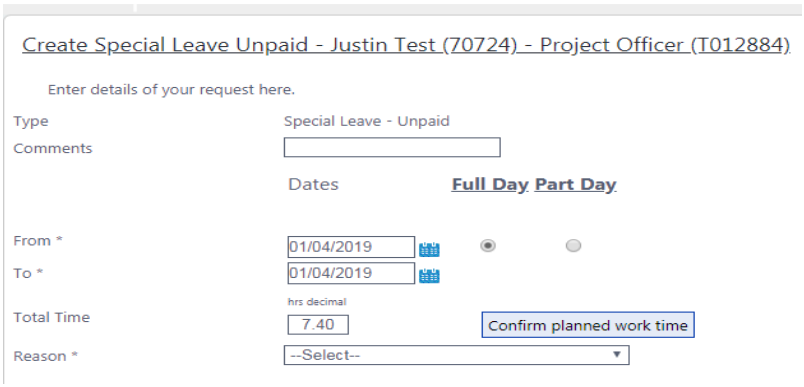
11. Select the employee you want to enter leave for and click ‘next’.



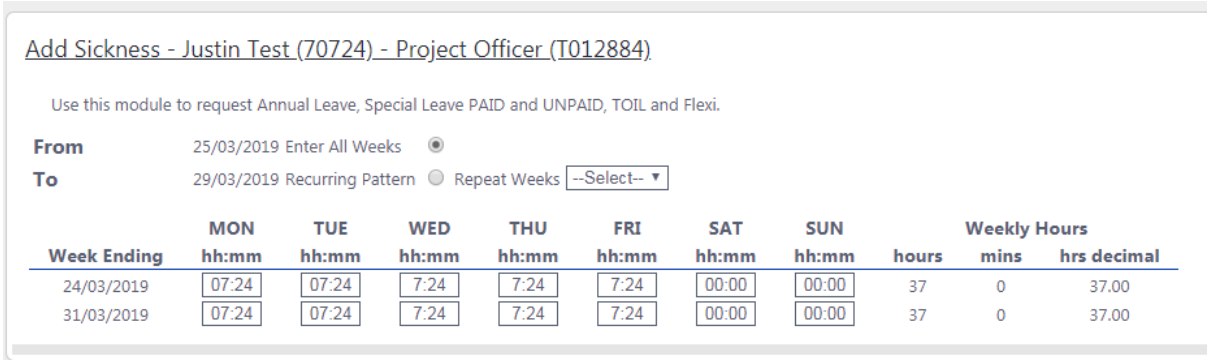
12. Right click on the date you want to start entering the period of leave. Click on ‘add’ and click on a type of leave.



13. Complete details of the leave (below example is for unpaid special leave).

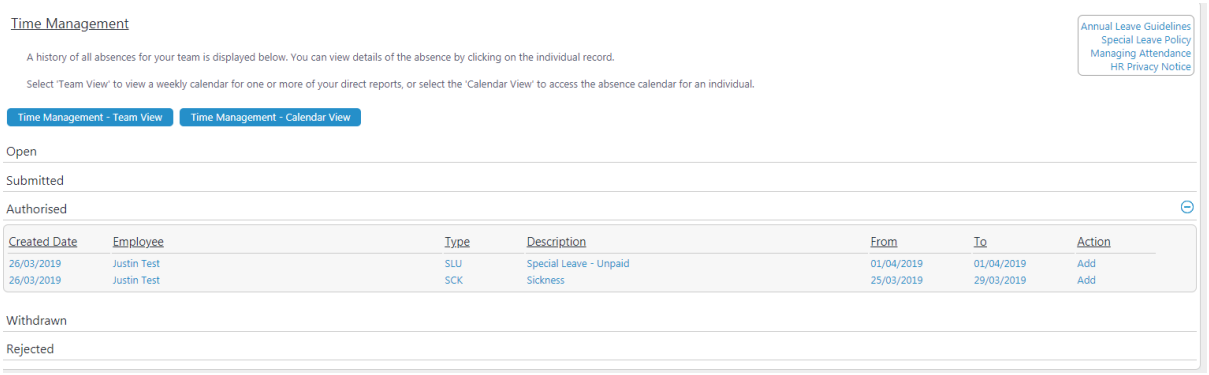


14. Before completing, click on 'confirm planned work time' to enter the number of hours the employee was due to work. The system generates these hours based on the average hours the employee is required to work each week. If an employee works part-time and the hours aren't right for the day you wish to record, please amend by overwriting the hours in the boxes below. Click on 'save' and then click on 'complete'.



15. You'll see a message to confirm that you've successfully logged the period of sickness.

16. When you click on 'Time Management' you can view the entries you've made for the employees you manage, and can see requests that are either open, have been submitted, that you've authorised, that the employee has withdrawn, and that you've rejected.



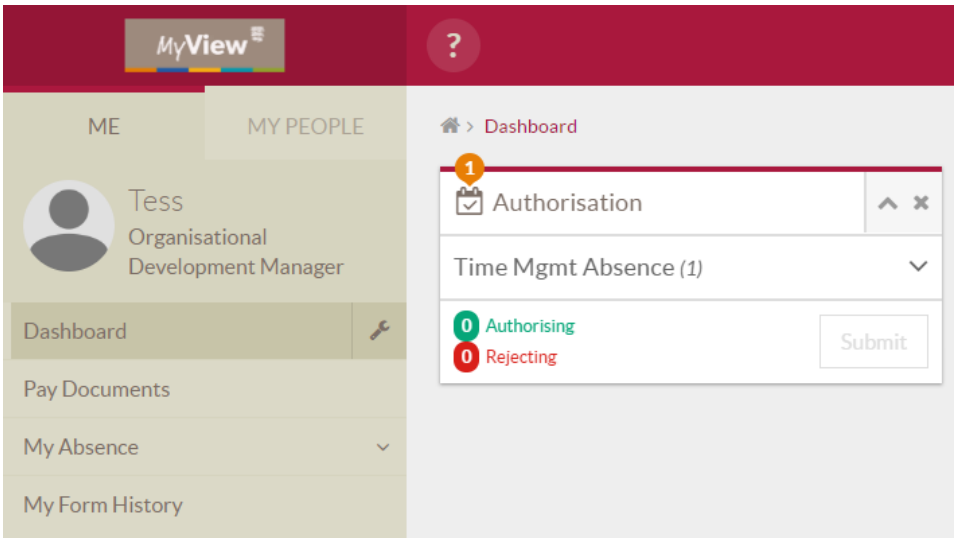
17. To authorise or reject leave requests

An email will appear in your inbox with details of the employee's leave request.

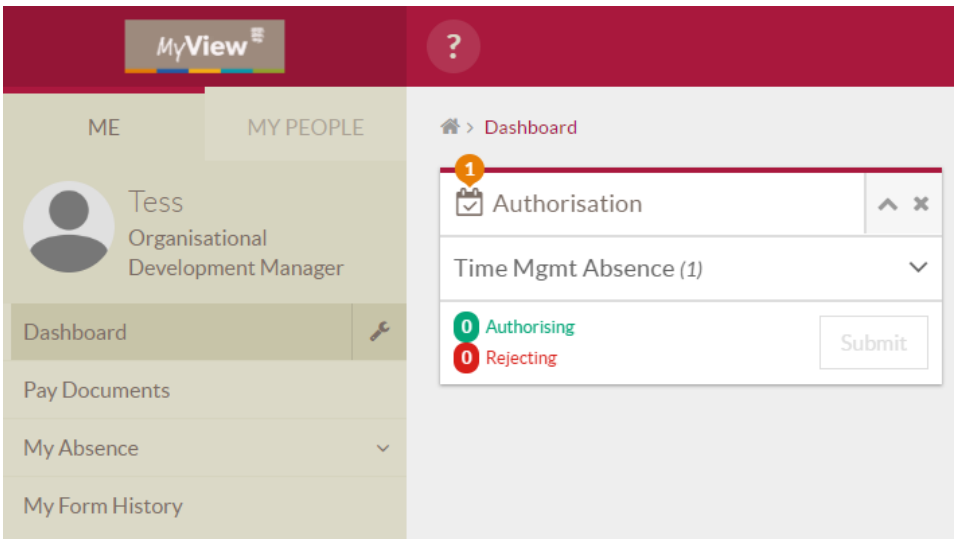
You have received a holiday request/amendment from Justin Test for 7.40 hours between 30/04/2019 and 30/04/2019.

Please click on the link to open the MyView application to approve or reject this request.

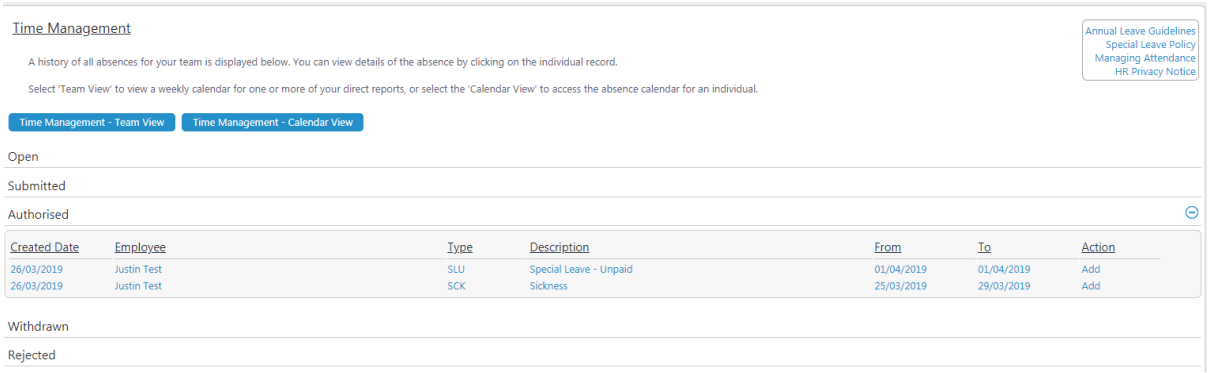
18. To access the request, you can click on the link within the email to open MyView or log into your MyView account. You'll see all leave requests from your employees in 'Authorisation' on the dashboard.



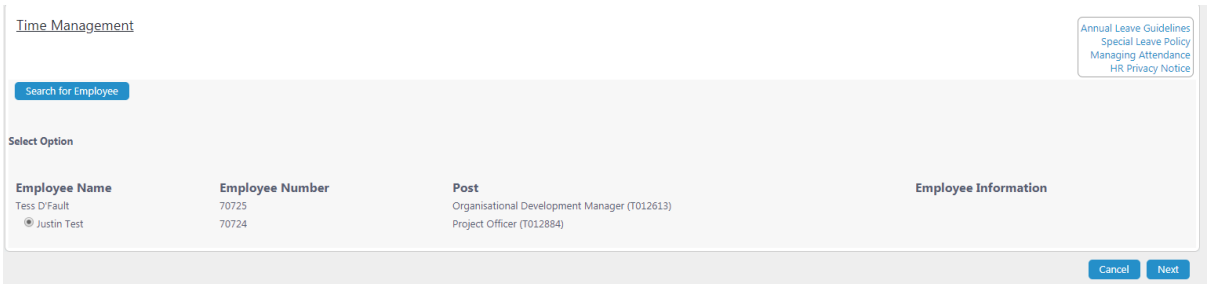
19. To approve or reject the leave request, hover over the employee's name and either approve using , reject using , or click on for details of the request. You can also click on the employee's name for full details of the request.



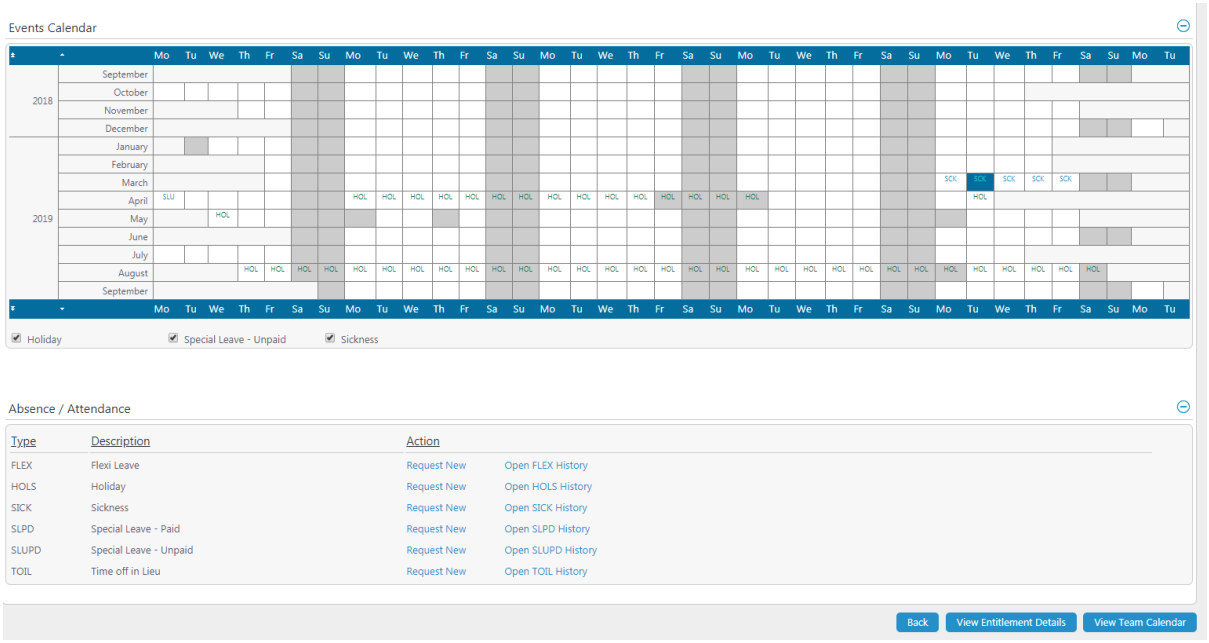
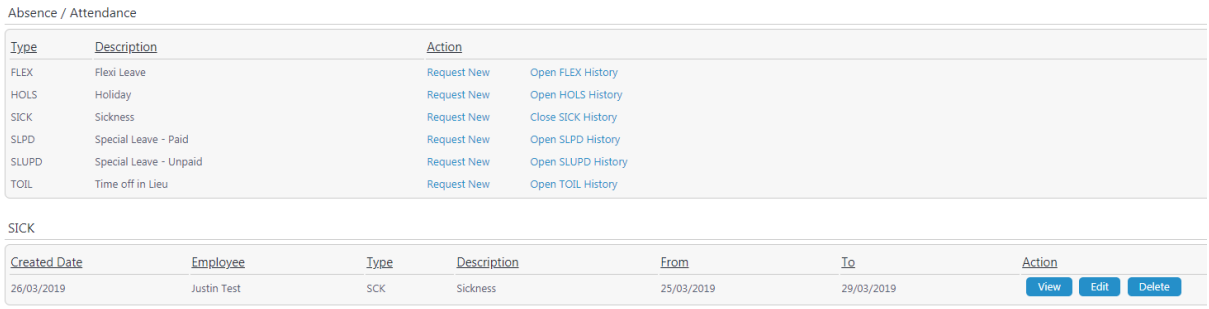
20. To amend a sickness or leave request that you've input on behalf of an employee, click on 'Time Management' and 'Time Management – Calendar View'.



21. Select the employee you need to make the amendment for and click 'next'.



22. Click on 'open sick history' or one of the other leave types that you need to amend.



23. Click on ‘View/Edit/Delete’.