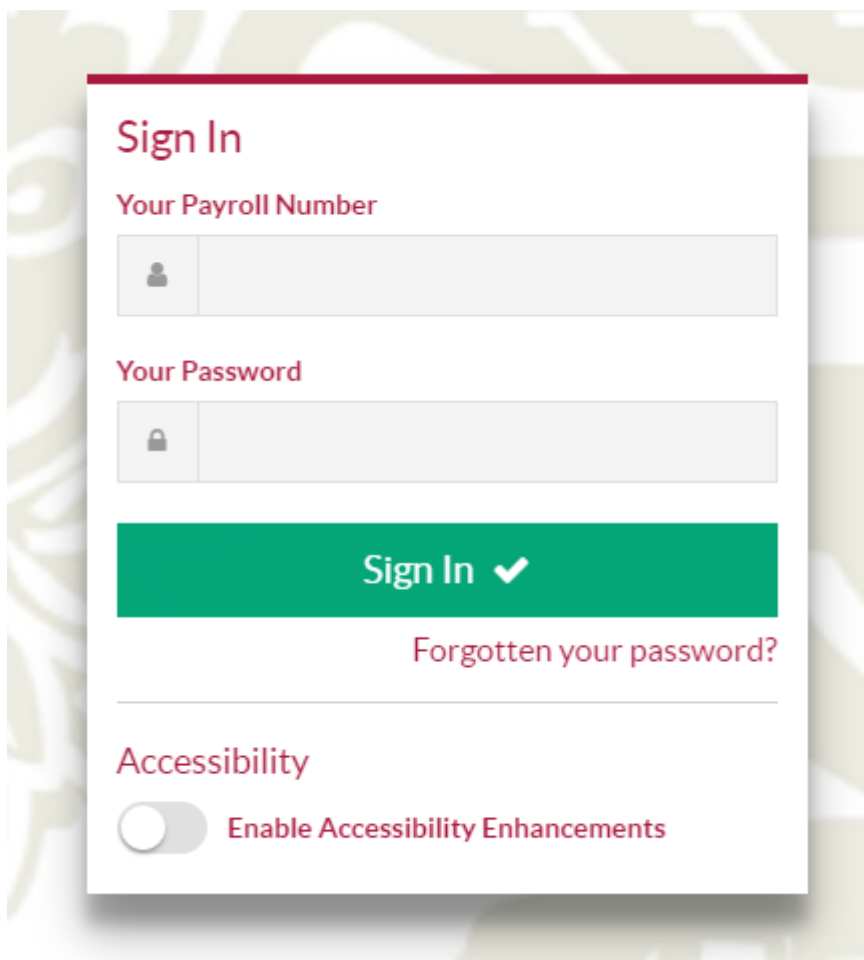


## How to guide: Requesting leave in MyView

This guide provides step-by-step instructions for requesting:

- annual leave
  - special leave (paid and unpaid)
  - flexi leave
  - time off in lieu (TOIL)
1. Log into [MyView](#) either through 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.



The screenshot shows the MyView Sign In interface. At the top, the title "Sign In" is displayed in red. Below it, the label "Your Payroll Number" is followed by a text input field with a person icon on the left. Underneath, the label "Your Password" is followed by a text input field with a lock icon on the left. A prominent green button with the text "Sign In" and a white checkmark is positioned below the password field. To the right of the button, the text "Forgotten your password?" is displayed in red. At the bottom, the section "Accessibility" is shown with a toggle switch and the text "Enable Accessibility Enhancements".

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.

**Change your password**

Your Payroll Number

70725

Current password

Current password ✘

New password

New password

Confirm password

Confirm password

**Submit** ✓

3. On your dashboard, you'll see 'Holiday'. To request annual leave click on 'request' and then 'Holiday'.

**Holiday**

**Holiday**

Hours Available **165** 0 Taken

**Request** ▾

4. Complete details of your annual leave request

Create Holiday - Tess D'Fault (70725) - Organisational Development Manager (T012613)

Enter details of your request here.

Type Holiday

Comments

Dates **Full Day** **Part Day**

From \*

To \*

Total Time hrs decimal  Confirm planned work time

5. Click on 'confirm planned work time' to enter the hours that you were due to work on that day if you weren't on leave. The system generates these hours based on the average hours you're due to work each week. If you work part time and the hours aren't correct for the day you'd like to take off, please amend accordingly.

Add Holiday - Tess D'Fault (70725) - Organisational Development Manager (T012613)

Use this module to request Annual Leave, Special Leave PAID and UNPAID, TOIL and Flexi.

From 25/03/2019 Enter All Weeks

To 25/03/2019 Recurring Pattern  Repeat Weeks --Select--

Week Ending	MON	TUE	WED	THU	FRI	SAT	SUN	Weekly Hours
	hh.dd	hh.dd	hh.dd	hh.dd	hh.dd	hh.dd	hh.dd	hrs decimal
24/03/2019	<input type="text" value="7.40"/>	<input type="text" value="7.40"/>	<input type="text" value="7.40"/>	<input type="text" value="7.40"/>	<input type="text" value="7.40"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	37.00
31/03/2019	<input type="text" value="7.40"/>	<input type="text" value="7.40"/>	<input type="text" value="7.40"/>	<input type="text" value="7.40"/>	<input type="text" value="7.40"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	37.00

6. Click 'save', and then 'complete'.
7. You'll receive a message to tell you that your request has been successfully submitted to your line manager.

- To see the status of all leave requests, click on 'Form History', where you'll see a description of your request, its status (authorised, open, rejected, submitted or withdrawn), and the date it was raised.

- To request special leave (paid or unpaid), TOIL or flexi, click on 'My Absence' to the left of your screen. Next, click on 'view calendar/manage leave' and you'll see these leave types listed at the bottom of the page. Click on 'request new' and complete your request.

- Click on 'confirm planned work time' to enter details of what hours you were due to work on that day if you weren't on leave and click 'save'. Amend this to reflect your working hours for that day.

**Add Special Leave Paid - Tess D'Fault (70725) - Organisational Development Manager (T012613)**

Use this module to request Annual Leave, Special Leave PAID and UNPAID, TOIL and Flexi.

**From** 26/03/2019 Enter All Weeks  **To** 26/03/2019 Recurring Pattern  Repeat Weeks

Week Ending	MON hh.dd	TUE hh.dd	WED hh.dd	THU hh.dd	FRI hh.dd	SAT hh.dd	SUN hh.dd	Weekly Hours hrs decimal
24/03/2019	7.40	7.40	7.40	7.40	7.40	0.00	0.00	37.00
31/03/2019	7.40	7.40	7.40	7.40	7.40	0.00	0.00	37.00

[Cancel](#) [Save](#)

11. Click on 'complete' once you've filled in the details of your request.

**Create Special Leave Paid - Tess D'Fault (70725) - Organisational Development Manager (T012613)**

Enter details of your request here.

Type

Comments

Dates **Full Day** **Part Day**

From \*

To \*

Total Time

Reason \*

[Cancel](#) [Complete](#)

12. You'll receive a message to tell you that your request has been successfully submitted to your line manager.