## 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.
- Log into <u>MyView</u> (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.

Sign I	n
Your Pay	yroll Number
\$	
Your Pa	ssword
	Sign In 🗸
	Forgotten your password?
Access	ibility
	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. 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.

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ME	MY PEOPLE	A > Dashboard	
Tess	ational	Authorisation	~ ×
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Dashboard	ş	0 Authorising 0 Rejecting	
Pay Documents			
My Absence	~		
My Form History			

## 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'.

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ME	MY PEOPLE	Arrow > Team Selector ≤	> Time Management							
Not Se	elected		Time Management A history of all absences for your team is displayed below. You can view details of the absence by clicking on the individual record.							
Team Selector		Select 'Team V	iew' to view a weekly calendar for one or mo	re of your direct reports, or select the 'Calend	dar View' to access the absence calendar for an individua					
Time Management		Time Manageme	ent - Team View Time Management - C	alendar View						
		Open								
		Submitted								
		Authorised								
		Created Date	Employee	Туре	Description					
		26/03/2019	Justin Test	SLU	Special Leave - Unpaid					
		26/03/2019	Justin Test	SCK	Sickness					
		Withdrawn								
		Rejected								

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

Time Management				nnual Leave Guidelines Special Leave Policy Managing Attendance HR Privacy Notice
Select Option Select All Deselect All	ually <sup>©</sup> Direct Reports <sup>©</sup> Whole Team			
Employee Name Tess D'Fault I Justin Test	Employee Number 70725 70724	Post Organisational Development Manager (7012613) Project Officer (7012884)	Employee Information	
				Cancel Next

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

Kerkologi         Modia/         Lesslay         Wednesday         Thursday         Friday         Sturday         Sunday         Fliday         Sturday         Sturday         Fliday         Sturday         Sturday         Fliday         Sturday         Sturday         Fliday         Fliday         Sturday         Fliday         Fliday         Sturday         Fliday         Fliday         Sturday         Sturday	Time Management Employee absences are shown below in a weekly view - you are able to change the week by using the 'Previous' and 'Next' buttons, or alternatively by selecting a different date using the calendar icon.  Absences can be added for employees by right-clicking on a particular date.															
Name         Avg Weshy Employee         22/03/2019 (Normal         22/03/2019 (Normal         22/03/2019 (Normal         22/03/2019 (Normal         22/03/2019 (Normal         22/03/2019 (Normal         22/03/2019 (Normal         22/03/2019 (Normal         22/03/2019 (Normal         20/03/2019 (Normal         20/03/2019 (Normal <th>&lt; Previous</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Week Er</th> <th>nding 31/03/2019</th> <th>)</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Next &gt;</th>	< Previous						Week Er	nding 31/03/2019	)							Next >
Name         Employee No.         Contract Hrs         Type         Hrs/Cash         Type <th< th=""><th></th><th></th><th></th><th>M</th><th>onday</th><th>Tuesda</th><th>/</th><th>Wednesday</th><th></th><th>Thursday</th><th>Friday</th><th></th><th>Saturday</th><th></th><th>Sunday</th><th>Flex</th></th<>				M	onday	Tuesda	/	Wednesday		Thursday	Friday		Saturday		Sunday	Flex
Lutin Test 07724 37 Add FL Flex Lisave Verw HOL Holicay Edit SQLK Schemes Deleter SLP Special Leave - Unpaid			Avg Weekly	25/0											31/03/2019	Hours
View HOL Holday Edit SCK Stchness Delete SLP Special Leave - Paid SLP Special Leave - Unpaid	Name		Contract Hrs	Туре	Hrs/Cash	Туре	Hrs/Cash Ty	/pe Hrs/Casl	1 Туре	Hrs/Cash	Type Hrs/Cash	Туре	Hrs/Cash	Туре	Hrs/Cash	Balance
				View Edit	HOL Holid SCK Sickr SLP Spec SLU Spec	ay Iess Ial Leave - Paid Ial Leave - Unpa	d							<u></u>		

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

#### Create Sickness - Justin Test (70724) - Project Officer (T012884)

Enter details of your request here.

Type Comments	Sickness				
	Dates	<u>Fu</u>	III Day	Part Da	<u>y Open Ended</u>
From *	25/03/2019		۲	0	
To *			۲	$\bigcirc$	$\odot$
Total Time	hours mins	hrs decimal	I		Confirm planned work time
Reason *	Select				Ŧ
Cert Type *	Select	•			
Certificate Expiry Date		u-u ::::::			
Return To Work Interview Date					

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'.

A	<u>Add Sickness - Justin Test (70724) - Project Officer (T012884)</u>										
	Use this module to request Annual Leave, Special Leave PAID and UNPAID, TOIL and Flexi.										
	From	25/03/2019	Enter All We	eks 🖲							
·	То	29/03/2019	Recurring Pa	ttern 🔘 Rep	peat Weeks	Select 🔻					
		MON	TUE	WED	тни	FRI	SAT	SUN		Weekly I	Hours
	Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours	mins	hrs decimal
	24/03/2019	07:24	07:24	7:24	7:24	7:24	00:00	00:00	37	0	37.00
	31/03/2019	07:24	07:24	7:24	7:24	7:24	00:00	00:00	37	0	37.00

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'.

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ME	MY PEOPLE	🖀 > Team Selector >	Time Management						
Not Se	elected	d Time Management A history of all absences for your team is displayed below. You can view details of the absence by clicking on the individual record.							
Team Selector		Select 'Team Vi	ew' to view a weekly calendar for one or mo	re of your direct reports, or select the 'Caler	dar View' to access the absence calendar for an individual.				
Time Management		Time Manageme	nt - Team View Time Management - C	alendar View					
		Open							
		Submitted							
		Authorised							
		Created Date	Employee	Туре	Description				
		26/03/2019	Justin Test	SLU	Special Leave - Unpaid				
		26/03/2019 Justin Test SCK Sickness							
		Withdrawn							
Rejected									

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

<u>Time Management</u>				Annual Leave Guidel Special Leave Po Managing Attenda HR Privacy No
Search for Employee				
Select All Deselect All	ually   Direct Reports   Whole Team			
	ually   Direct Reports   Whole Team  Employee Number	Post	Employee Information	
Select All Deselect All		Post Organisational Development Manager (7012613)	Employee Information	

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.

	<i>M</i> γ <b>View</b> <sup>≡</sup>	?											
	ME MY PEOPLE	备 > Team Selector > Time M	anagement										
	Not Selected	Time Management Employee absences are sl	hown below in a weekly	view - you are abl	e to change	the week t	by using the 'Previ	ous' a	nd 'Next' buttons, or	alternati	ively by selecting a	differer	t date using th
Tear	n Selector	Absences can be added for	or employees by right-c	licking on a partic	ular date.								
Time	e Management	< Previous					W	/eek	Ending 14/04/20	9 🛗			
				Avg Weekly	Monda 08/04/20		Tuesday 09/04/2019		Wednesday 10/04/2019		Thursday 11/04/2019		Friday 12/04/2019
		Name	Employee No.	Contract Hrs T	pe	Hrs/Cash		Cash		sh Type			Hrs/Ca
>		Justin Test Previous	po724	37 H	~	7.40	View HOL Edit SCK Delete SLP SLU	Holid Sickn Speci					

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

Create Special Leave Unp		(70724) - Project Officer (T012884)
Туре	Special Leave - Unpaid	ł
Comments		
	Dates	<u>Full Day Part Day</u>
From *	01/04/2019	۲
Total Time	hrs decimal	Confirm planned work time
Reason *	Select	¥

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'.

Add Sickness -	Justin Tes	<u>t (70724)</u>	- Project (	Officer (T(	) <u>12884)</u>								
Use this module	Use this module to request Annual Leave, Special Leave PAID and UNPAID, TOIL and Flexi.												
From	25/03/2019	Enter All We	eks 🖲										
То	29/03/2019	Recurring Pa	ttern 🔘 Rep	peat Weeks 🖸	Select 🔻								
	MON	TUE	WED	тни	FRI	SAT	SUN		Weekly I	Hours			
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours	mins	hrs decimal			
24/03/2019	07:24	07:24	7:24	7:24	7:24	00:00	00:00	37	0	37.00			
31/03/2019	07:24	07:24	7:24	7:24	7:24	00:00	00:00	37	0	37.00			

- 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.

	absences for your team is displayed below. You c		on the individual record. View' to access the absence calendar for an individual.			Annual Leave C Special Lea Managing At HR Priva	ave Policy
Time Manageme	nt - Team View Time Management - Calend	ar View					
Open							
Submitted							
Authorised							Θ
Created Date	Employee	I <u>vpe</u>	Description	From	To	Action	
26/03/2019	Justin Test	SLU	Special Leave - Unpaid	01/04/2019	01/04/2019	Add	
26/03/2019	Justin Test	SCK	Sickness	25/03/2019	29/03/2019	Add	
Withdrawn							

### 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.

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ME	MY PEOPLE	☆ > Dashboard	
Tess	-tional	Authorisation	×
Organis Develop	oment Manager	Time Mgmt Absence (1)	~
Dashboard	ş	Authorising     Submit     Submit	
Pay Documents			
My Absence	~		
My Form History			

19. To approve or reject the leave request, hover over the employee's name and

either approve using  $\stackrel{\bigodot}{\cong}$ , reject using  $\stackrel{\textcircled}{\otimes}$ , or click on  $\stackrel{\textcircled}{\bigoplus}$  for details of the request. You can also click on the employee's name for full details of the request.

MγV	iew <sup>≋</sup>	?	
ME	MY PEOPLE	☆ > Dashboard	
Tess		Authorisation	^ ×
Organis Develop	ational ment Manager	Time Mgmt Absence (1)	~
Dashboard	×	0 Authorising 0 Rejecting	
Pay Documents			
My Absence	~		
My Form History			

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'.

Select 'Team V	absences for your team is displayed below. You can vi iew' to view a weekly calendar for one or more of your	direct reports, or select the 'Calendar'				Annual Leave G Special Lea Managing Att HR Privad	ave Policy tendance
Open							
Submitted							
Authorised							Θ
Created Date	Employee	Type	Description	From	To	Action	
26/03/2019	Justin Test	SLU	Special Leave - Unpaid	01/04/2019	01/04/2019	Add	
26/03/2019	Justin Test	SCK	Sickness	25/03/2019	29/03/2019	Add	
Withdrawn Rejected							

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

<u>Time Management</u>				al Leave Guidelines Special Leave Policy naging Attendance HR Privacy Notice
Search for Employee				
Select Option				
Employee Name	Employee Number	Post	Employee Information	
Tess D'Fault	70725	Organisational Development Manager (T012613)		
<ul> <li>Justin Test</li> </ul>	70724	Project Officer (T012884)		
				ancel Next

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

•		vio Tu	We	Th	Fr Sa		Мо		We					Мо		We 1	Th	Fr		Su	Мо		We			i Su	u M	۸o T		We	Th			Su N	10
	September																																		
2018	October																																		
2010	November				_	_																													
	December	_			_	_	_																		_				_						
	January				-	_	_																		_		_								
	February				-	_	-																		_			SCK	507	SCK	SCK	SCK		_	
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2019	April May		но	-	_																				-							-			
2019	June				-			-																	-	-			_			-			
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	August			HOL	HOL																														
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Holiday	September			Th	Fr Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We 1	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr Sa	S	u M	Ло T	ù	We	Th	Fr	Sa	Su M	Ло
Holiday	September			Th	Fr Sa	Su	Мо	Tu	We <u>Actic</u>		Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr Sa	S	u M	Ио T	<sup>°</sup> u	We	Th	Fr	Sa	Su M	Λο ·
Holiday ence / A e	September			Th	Fr Sa	Su	Мо	Tu	Actic					Mo LEX Hist		We 1	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr Sa		u M	Ло T	ũ	We	Th	Fr	Sa	Su N	Ло
Holiday ence / A e	September Attendance Description			Th	Fr Sa	Su	Мо	Tu	Actic Requ	on	w	O	pen FL		tory	We 1	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr Sa	S	u M	Λο Τ	îu i	We	Th	Fr	Sa	Su N	ло
Holiday ence / A e s	September Attendance Description Flexi Leave			Th	Fr Sa	Su	Мо	Tu	Actic Requ Requ	on est Ne	w	01	pen FL pen H	.EX Hist	tory	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr Sa		u M	<i>И</i> о Т	ŭ i	We	Th	Fr	Sa	Su M	Ло
Holiday ence / A e s	September Attendance Description Flexi Leave Holiday	₽ sp		Th	Fr Sa	Su	Мо	Tu	Actic Requ Requ Requ	on est Ne est Ne	w	01	pen FL pen Hi pen SI	.EX His OLS Hi	tory story tory	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr Sa	) Su	u M	No T	ĵu -	We	Th	Fr	Sa	Su M	<i>1</i> 0
Holiday ence / A	September Attendance Description Flexi Leave Holiday Sickness	♥ sp	ecial Le	Th	Fr Sa	Su	Мо	Tu	Actic Requ Requ Requ Requ	on est Ne est Ne est Ne	w w w w	01 01 01	pen FL pen Hi pen SI pen SL	.EX His OLS His ICK Hist	tory istory tory story		Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr Sa	) St	u M	No T	ĩu	We	Th	Fr	Sa	Su M	

Back View Entitlement Details View Team Calendar

# 23. Click on 'View/Edit/Delete'.

<u>Type</u>	Description		Action				
LEX	Flexi Leave		Request New	Open FLEX History			
HOLS	Holiday		Request New	Open HOLS History			
SICK	Sickness		Request New	Close SICK History			
SLPD	Special Leave - Paid		Request New	Open SLPD History			
SLUPD	Special Leave - Unpaid		Request New	Open SLUPD History			
OIL	Time off in Lieu		Request New	Open TOIL History			
ICK							
ICK							
Created Date	Employee	Type	Description	1	From	To	Action
26/03/2019	Justin Test	SCK	Sickness		25/03/2019	29/03/2019	View Edit Delete