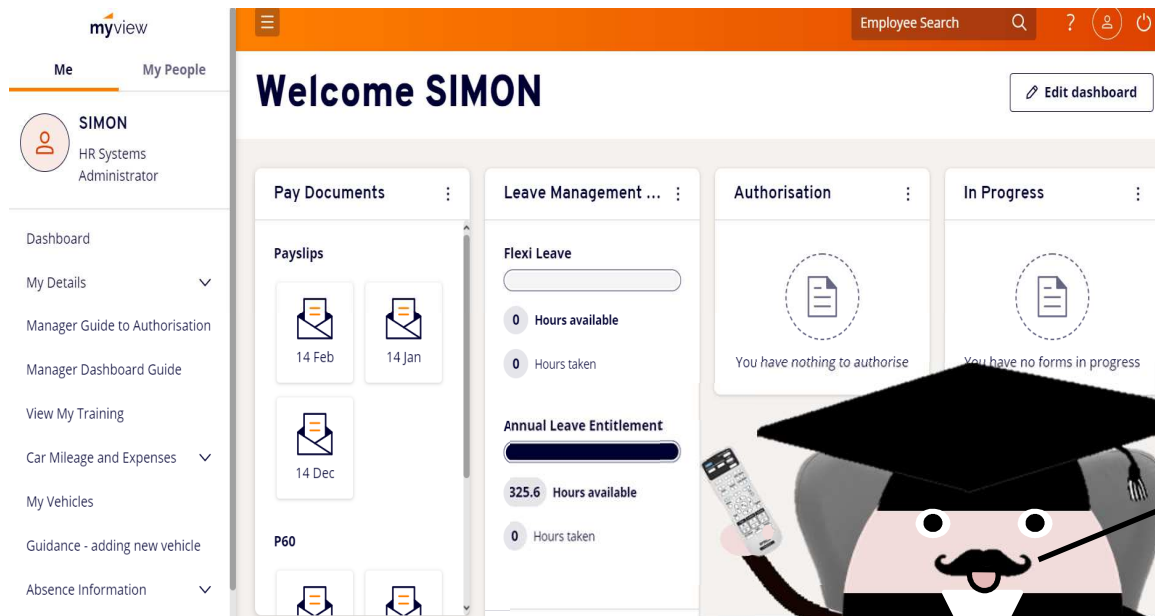


MYVIEW LEAVE MANAGEMENT MANAGERS GUIDANCE

Handling Employee Absence Claims



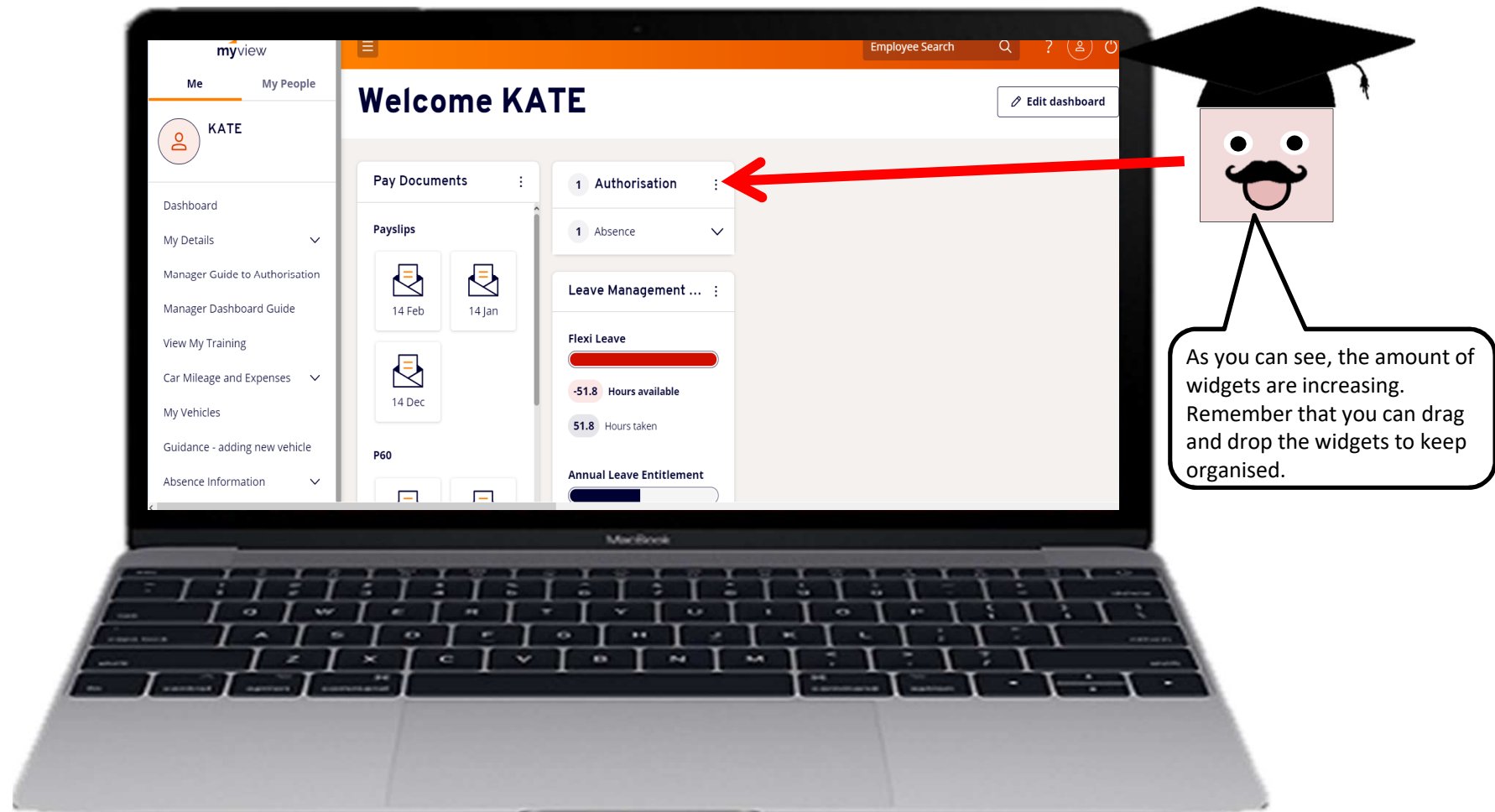
If you want to know how to view absence, check out section 2.



SECTION 1

When you receive a claim, where do you find it?

When a claim has come through from one of your team members, log into MyView and then you should be able to see it in on your dashboard as indicated below.



The screenshot shows the MyView dashboard for user KATE. The dashboard includes a sidebar with navigation links: Me, My People, Dashboard, My Details, Manager Guide to Authorisation, Manager Dashboard Guide, View My Training, Car Mileage and Expenses, My Vehicles, Guidance - adding new vehicle, and Absence Information. The main content area displays several widgets: Pay Documents, Payslips (14 Feb, 14 Jan, 14 Dec), P60, 1 Authorisation (highlighted with a red arrow), 1 Absence, Leave Management, Flexi Leave (51.8 Hours available, 51.8 Hours taken), and Annual Leave Entitlement. A cartoon character with a graduation cap and a speech bubble is on the right, stating: "As you can see, the amount of widgets are increasing. Remember that you can drag and drop the widgets to keep organised."

Indicating who has made a claim...

This bubble shows how many claims there are to Authorise/Reject

Click for widget options

Click here to bring up the claimants.
As you can see, there is only 1 claim to Authorise/Reject

This signifies which type of claim you are viewing.

1 Authorisation

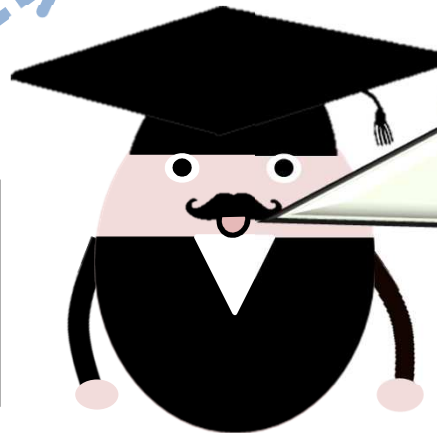
1 Absence

11/04/2022 SIMON SMITH

This is the date the claim was made

Name of claimant
(Click on the name to access the claim)

Did you know that the same authorisation widget accommodates both Expenses and Leave management?



Once you have clicked into the claim

Create Holiday Request - SIMON SMITH (081042) - HR Systems Administrator (XPP12)

To record the absence, fill in the information below.

Ensure both date fields are entered.
If the absence is for a part day only, enter the start time of the absence and the number of hours required

Once dates have been entered, select the confirm planned work time button.
Select the Submit button when you are satisfied that the total time required is correct.

Previously Updated By SIMON SMITH (081042) on 11/04/2022

Type Annual Leave Entitlement

Comments

Dates	Full Day	Part Day
From 11/09/2022	<input checked="" type="radio"/>	<input type="radio"/>
To 24/09/2022	<input checked="" type="radio"/>	<input type="radio"/>

hours mins hrs decimal

Total Time 74 00 74.00 View planned work time

Please check thoroughly for any mistakes, if you see any, reject and let them know why.



CancelAuthoriseRejectView Entitlement DetailsView Team Calendar

When you click into the claim, you will be able to see the claim in detail, as you can see, Simon Smith work's 7Hrs 24Mins per day (Standard day) and he booked off the 11th of September 2022 to the 24th September 2022 (A Total of 74 hours.) Once you are happy with that, click "view planned work time" to ensure that it is correct.

Planned work time

From	11/09/2022	Enter All Weeks	<input checked="" type="radio"/>	
To	24/09/2022	Recurring Pattern	<input type="radio"/>	Repeat Weeks <input type="text" value="--Select--"/>

	SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Hours		
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours	mins	hrs decimal
17/09/2022	<input type="text" value="0:00"/>	<input type="text" value="7:24"/>	<input type="text" value="7:24"/>	<input type="text" value="7:24"/>	<input type="text" value="7:24"/>	<input type="text" value="7:24"/>	<input type="text" value="0:00"/>	37	0	37.00
24/09/2022	<input type="text" value="0:00"/>	<input type="text" value="7:24"/>	<input type="text" value="7:24"/>	<input type="text" value="7:24"/>	<input type="text" value="7:24"/>	<input type="text" value="7:24"/>	<input type="text" value="0:00"/>	37	0	37.00



As you can see, according to the work pattern, Simon works Monday to Friday, 7:24 hours per day. This totals to 37 hours per week. Simon booked off the two weeks so the system can see for the dates booked off there are 74 working hours . (Bank Holidays and non working days will show as zero hours)

Authorising/Rejecting the claim



Create Holiday Request - SIMON SMITH (081042) - HR Systems Administrator (XPP12)

To record the absence, fill in the information below.

Ensure both date fields are entered.

If the absence is for a part day only, enter the start time of the absence and the number of hours required

Once dates have been entered, select the confirm planned work time button.

Select the Submit button when you are satisfied that the total time required is correct.

Previously Updated By SIMON SMITH (081042) on 11/04/2022

Type Annual Leave Entitlement

Comments

Dates Full Day Part Day

From 11/09/2022 ☒ ☐

To 24/09/2022 ☒ ☐

hours mins hrs decimal

Total Time 74 00 74.00

[View planned work time](#)

[Cancel](#)

[Authorise](#)

[Reject](#)

[View Entitlement Details](#)

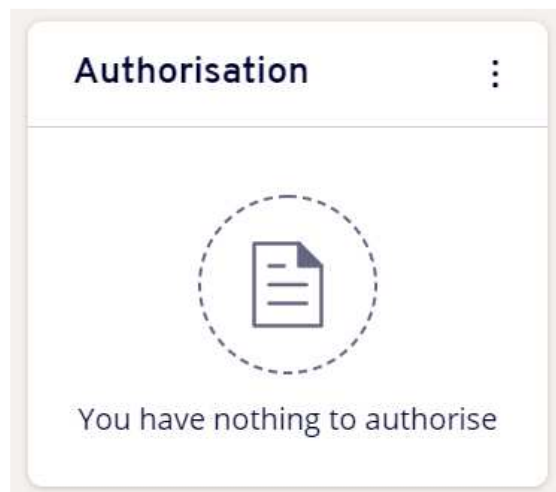
[View Team Calendar](#)

Once you have checked the planned work time, you can either Authorise or Reject the claim. Both options are to the bottom right of the screen. You can also view the entitlement details or the Team Calendar (Slide 11).

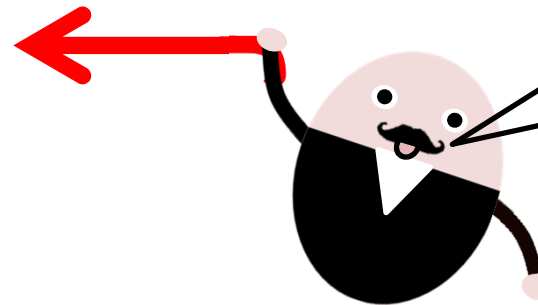
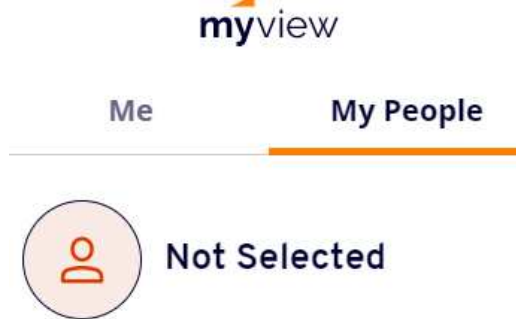
Once claims have been dealt with

Authorisation [You have no items awaiting authorisation]

Once claims have been Authorised, you will get this message. Your widget should then be blank.

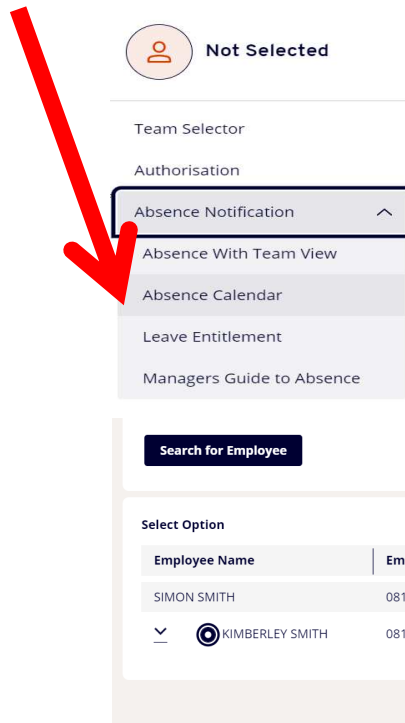


Viewing your team members' holidays



The "MY PEOPLE" tab has many useful features, check it out and have an exploration!

Click My People and then click into absence notification and then absence calendar.



Once you have clicked into Absence Calendar, tick the name of the person you want to see on the calendar and then click next.

If you click down arrow to the left of an employees name it will show people who report into that person (if you want to view them instead)

Viewing your team on the same calendar – Part2

Once you have pressed next after selectin an employee it will show the leave calendar for that person .



Outstanding Balances (with period end date)

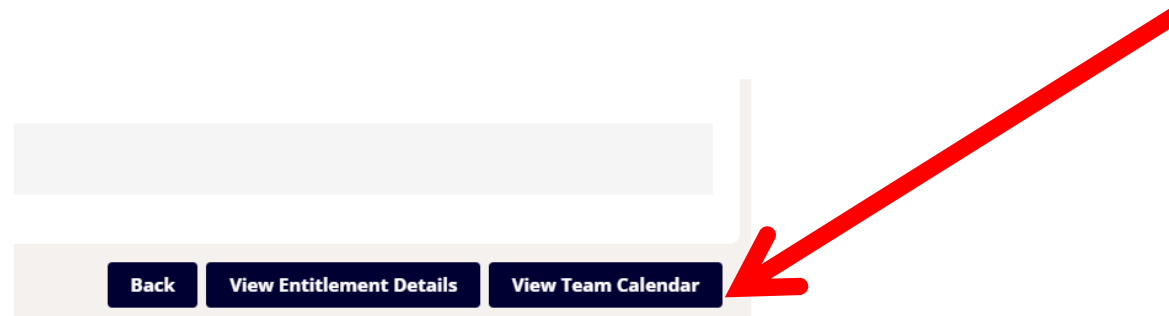
Flexi Leave(22/07/2022) : -22.2 Hours
Annual Leave Entitlement(22/07/2022) : 185.0 Hours

Events Calendar

^	^	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo
2021	October						HOL																															
	November		HOL				HOL																															
	December																																					
2022	January																																					
	February			HOL																																		
	March																																					
	April																																					
	May																																					
	June																																					
	July																																					
	August																																					
	September																																					
	October																																					
⌵	⌵	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo

Viewing your team on the same calendar – Part 3

Whilst in the employees Calendar View if you scroll all the way to the bottom this will bring up the “ View Team Calendar” button



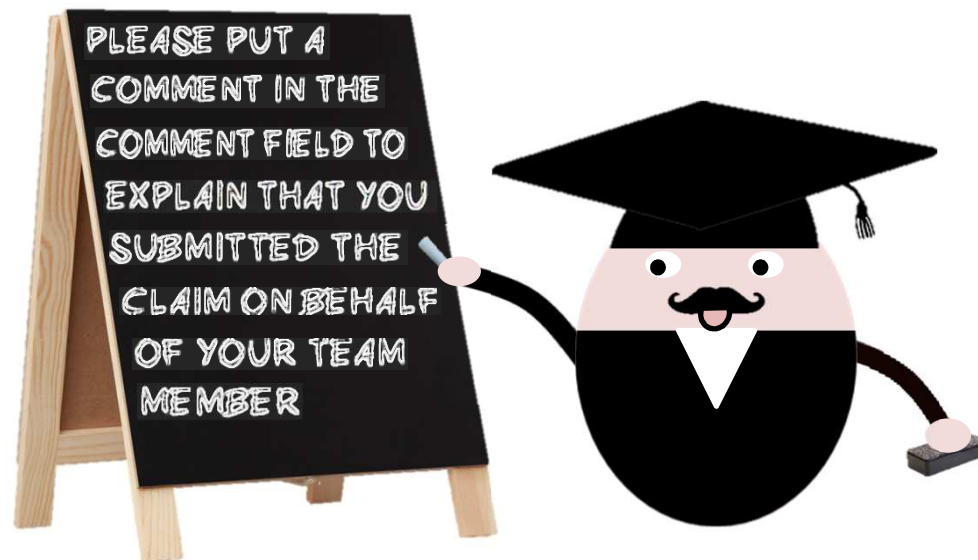
Clicking on this will bring up the team calendar for everyone who reports into the same manager as per below , to return to your home screen click on “myview” at the top left of your screen

[illegible]

Submitting Holidays on behalf of a team member.

If a member of your team has a holiday they want to book but they are unable to do so at that time, you can do it on behalf of them. It is quick and simple.

1. Firstly, click onto the “MY PEOPLE” tab which is located at the top left corner.
2. Then click into Absence Notification and then open up the Absence Calendar.
3. Scroll to the bottom where you will see all of the options such as Flexi Leave, Annual Leave entitlement and so on. Dependent on which one you are booking on behalf of your team member, click “Request New”.
4. You will see that the screen is exactly the same as if you were booking your own leave, fill in the details as normal and then click submit.
5. The holiday will now be submitted and the team member will receive an email to confirm the holiday booking.



*That's it all in an
eggshell!*



If you have any further queries in regards to MyView, please do not hesitate to contact
Mark Hope, HR Systems Administrator , 01623 463489 ,
email address mhope@mansfield.gov.uk