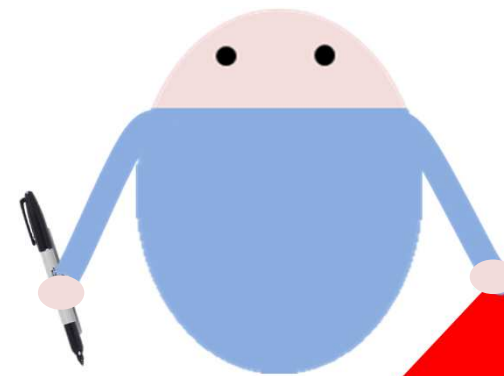


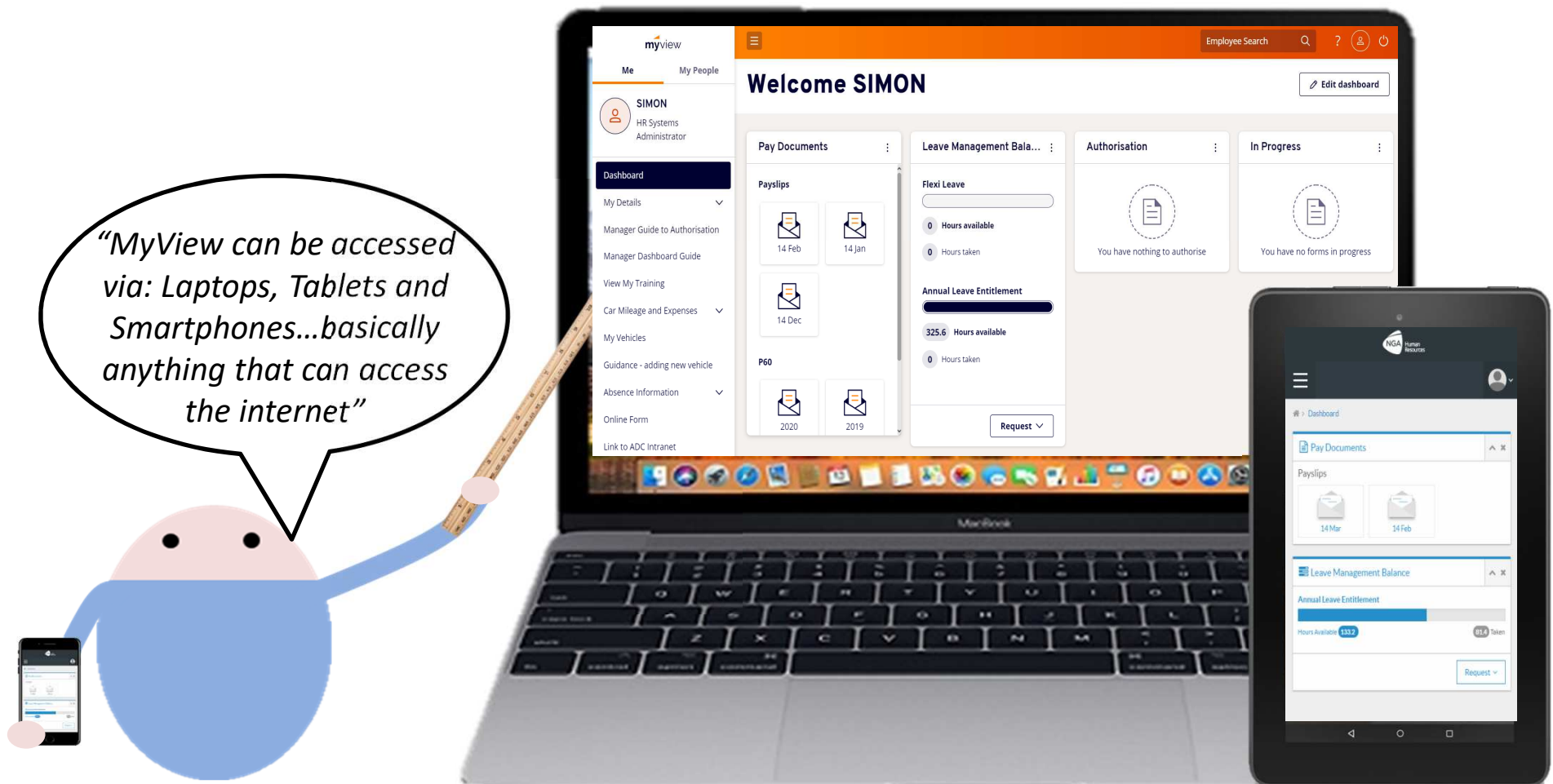
MyView Leave Management Guidance

***Featuring Arnie,
the helpful egg***

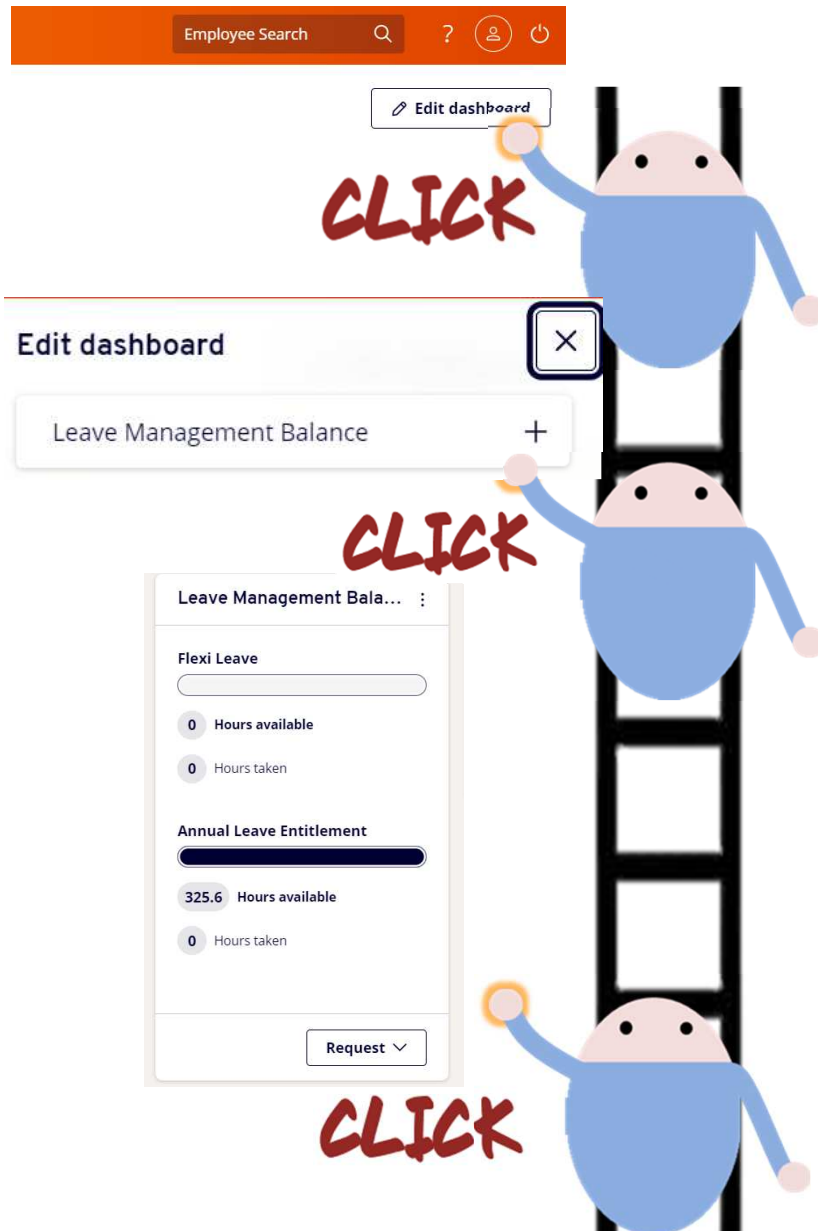


Using MyView to Book Holidays

- MyView can be used on almost any device that can connect to the internet. Here are some examples:



Leave Management Widget



- When you log into MyView, you may or may not have the “**Leave Management**” widget on your dashboard. If you already do, go to next slide.
- To access the widget, click on the [Edit Dashboard](#) which is located to the right of the dashboard button. Then click on the + on the “**Leave management balance**”, you should then be able to see the widget.
- You will now be able to book annual leave via the request button.


Requesting Annual Leave


- To request your leave, click [Request](#) and then click [Annual Leave Entitlement](#)
- It will then take you to the holiday request form. The comments box is not mandatory so you do not need to put something in here, it is more of an info box.
- Both dates for the requested leave must be entered (Start date to the end date of Leave) – If you only wish to book a part day of leave, click “part day”.
- For the total time, it will add up how many hours you take during the period of leave.
- When you are happy with all of this, click “confirm planned work time”.

Type Annual Leave Entitlement

Comments

Dates Full Day Part Day

From *  ☒ ☐

To *  ☒ ☐

hours mins hrs decimal

Total Time 74.00 [Confirm planned work time](#)

Planned work time

7:24 hours is a standard day.
5 days of 7hrs 24 mins makes a 37 hour week.

When you click into “confirm planned work time.” You will see your working rota. If it does look wrong, edit it and then notify HR so we can make the default rota correct. Please note that your hours will be removed if it is a bank

	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

Please note, where it states “week ending”, it actually means week ending of the rota and not the week itself.

When and if you are happy with the rota, click save to confirm. The rota will change if you have made any changes. Don't worry if you receive the message: “Your average hours are different to your contracted hours” . As long as your rota is correct, you're good to go.

11/04/2022





Submission of the annual leave claim

Type Annual Leave Entitlement

Comments

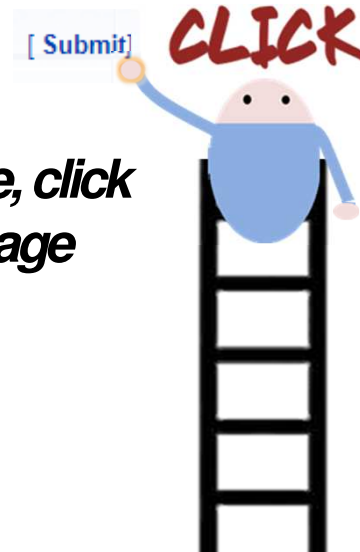
Dates Full Day Part Day

From *  ☒ ☐

To *  ☒ ☐

hours mins hrs decimal

Total Time 74.00 [Confirm planned work time](#)



Once you are happy with your planned work time, click submit and you should then receive the message below.




Thank you.


You have successfully submitted the absence record.

Submitting a Holiday via “Holiday View”

Another way of submitting a holiday is by selecting the holiday view screen. All you need to do is identify which day you want off, right click and add the holiday. It will then take you to the same screen as before where you add all the details. Confirm the planned work time and then submit.

 **SIMON**
HR Systems
Administrator


Dashboard

My Details 

Manager Guide to Authorisation


Manager Dashboard Guide

View My Training

Car Mileage and Expenses 

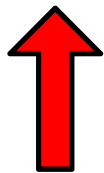
My Vehicles

Guidance - adding new vehicle

Absence Information 

Holiday Entitlement Details

Holiday View



To access holiday View, click “**Absence Information**” and then “**Holiday View**”.

11/04/2022

Contract Type: Full time permanent
Contract Status: Full time permanent
Contracted Hours: 37

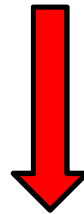
Outstanding Balances (with period end date)
Flexi Leave(13/02/2023): 0 Hours
Annual Leave Entitlement(13/02/2023): 325.6 Hours
Lieu Time(13/02/2022): 0 Hours

< Previous Week Ending 17/09/2022 Next >

Week Ending	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Category	Comments
	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash		
06/08/2022									
13/08/2022									
20/08/2022									
27/08/2022									
03/09/2022									
10/09/2022									
17/09/2022									
24/09/2022									

Add View Edit Delete


View Screen Print




Type Annual Leave Entitlement

Comments

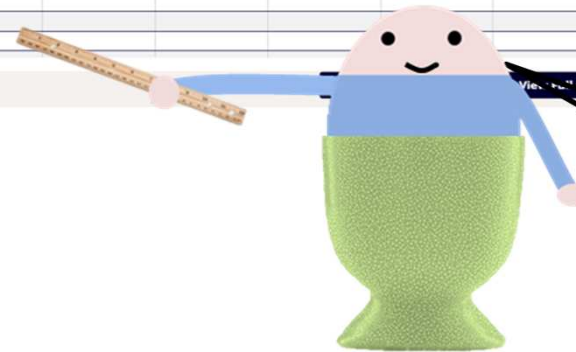
Dates Full Day Part Day

From * 11/09/20  ☒ ☐

To * 24/09/20  ☒ ☐

hours mins hrs decimal

Total Time 74 0 74.00




3 simple steps: **Right click**, “**Add**” and then click “**HOL – Annual Leave Entitlement**”

Withdrawing a holiday that has not yet been authorised

- If you have just submitted a holiday and thought “*I want to reduce the amount of days off because I would miss work too much*” (More likely you picked the wrong date!), then no need to worry as you can just withdraw the claim and then just redo the claim to your liking.
- Firstly – Click into the "Holiday View" window
- Then hover over your submitted holiday and **right click** and click on “Open”
- Once you have done this it will show you your claim, click “Withdraw” which will then leave your dashboard and you can then just submit another holiday.

Lieu Time(15/02/2022): 0 Hours

< Previous Week Ending 14/05/2022 

Week Ending	Sunday		Monday		Tuesday		Wednesday		Thursday		Type
	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	
02/04/2022											
09/04/2022											
16/04/2022					HOL	7.40					
23/04/2022											
30/04/2022											
07/05/2022											
14/05/2022											
21/05/2022											

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

Type Annual Leave Entitlement

Comments


Dates Full Day Part Day

From 12/04/2022 ☒ ☐

To 12/04/2022

hours mins hrs decimal

Total Time 7 24 7.40 View planned work time

 Cancel Withdraw

11/04/2022

Deleting a holiday that has been authorised

If you have submitted a holiday that has already been authorised. You can still edit or delete the holiday.

- Firstly, go to “Holiday View”.
- Then right click the day you want to delete, then click “Delete”.
- Then you will be warned about deleting the absence. Double check you want to delete it.
- When you click submit, it will go to your manager for them to authorise the deletion.

Contract Type: Full time permanent

Contract Status: Full time permanent

Contracted Hours: 37

Outstanding Balances (with period end date)

Flexi Leave(13/02/2023): 0 Hours

Lieu Time(13/02/2022): 0 Hours

Annual Leave Entitlement(13/02/2023)Hours: 325.6

< Previous

Week Ending 01/01/2022

Week Ending	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday	
	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash
20/11/2021												
27/11/2021			HOL	7.40								
04/12/2021				7.40								
11/12/2021												
18/12/2021												
25/12/2021				7.40	HOL	7.40	HOL	7.40	HOL	7.40	HOL	3.70
01/01/2022							HOL	7.40	HOL	7.40	HOL	7.40
08/01/2022												

Add

View

Edit

Delete

****WARNING****

To Employees

You are deleting a previously booked absence which will be removed from the employee calendar and credit the hours back to the entitlement. Please select the submit button to perform this task which will then be passed to your manager for confirmation

To Managers

Please select the Authorise button to cancel the previously booked hours of absence requested, otherwise reject.

Previously Updated By MARK HOPE (081042) on 26/11/2021

Type Flexi Leave

Comments

Dates Full Day Part Day

From 29/11/2021 ☒ ☐

To 29/11/2021

hours mins hrs decimal

Total Time 7 24 7.40

View planned work time

Cancel

Submit

11/04/2022

Editing a holiday in Holiday View

If you have a holiday that you have already submitted, you can edit it by right clicking (or keep your finger on the cell on phone/ta

Contract Type:

Full time permanent

Contract Status:

Full time permanent

Contracted Hours:

37

Outstanding Balances (with period end date)

Flexi Leave(13/02/2023): 0 Hours

Annual Leave Entitlement(13/02/2023)Hours325.6

Lieu Time(13/02/2022): 0 Hours

< Previous

Week Ending01/01/2022

Week Ending	Sunday		Monday		Tuesday		Wednesday		Thursday	
	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash
20/11/2021										
27/11/2021				7.40						
04/12/2021				7.40						
11/12/2021										
18/12/2021										
25/12/2021										
01/01/2022										
08/01/2022										

Edit Holiday Request - SIMON SMITH

****WARNING****

To Employees

You are editing a previously booked absence which will be may amend the entitlement hours. Please select

To Managers

Please select the Authorise button to amend previously booked hours of absence requested, otherwise reje

Previously Updated By MARK HOPE (081042) on 16/11/2021

Type Annual Leave Entitlement

Comments

Dates Full Day Part Day

From * 22/11/2021 Calendar

To * 22/11/2021 Calendar

hours mins hrs decimal

Total Time 7 24 7.40

Confirm planned work time

[Cancel] [Submit]

You will then see this screen (Left) and you can then delete and change what you need to do and then confirm the planned work time and then click "Submit". This will then go to your line manager for them to authorise.

Holiday Entitlement Details

- Click into “holiday information” and then “Hol Entitlement details”.
- Select your absence type which will be “Annual Leave Entitlement”.
- This will load up all of your Entitlement such as holiday taken, entitlement, booked holidays, balance and total balance.

Time Management - SIMON SMITH

View Entitlement

Select Absence Type:

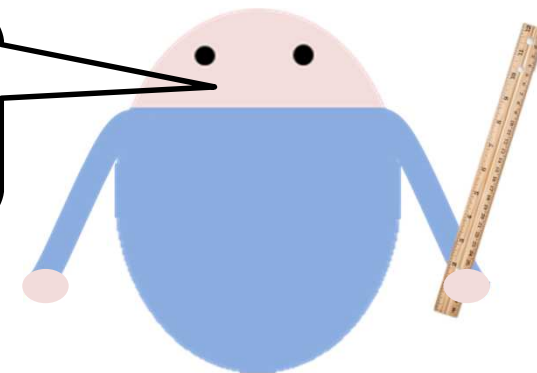
Entitlement Period from 14/02/2021 to 13/02/2022

Current Post : HR Systems Administrator
As at Date : 13/02/2022
Unit Type : Hours

Entitlement : 266.4
Mid Cycle C/fwd Entitlement : 0
Carry Forward : 70.3
Carry Forward Used : 70.3
Taken : 277.5
Booked : 0
Current Balance : 59.2
Outstanding Balance : 59.2

[Previous](#) [Next](#) [View Post Entitlement Details](#) [Print](#)

As you can see, your entitlement period will be shown here so you can plan ahead with your holidays.



Calendar View

If you choose the calendar view from the left hand menu this will bring up a calendar of all the leave you have booked off

You can move the scroll through the months & years by clicking the arrows on the left hand side (just under “Event Calendar”)

Outstanding Balances (with period end date)

Flexi Leave(13/02/2023)

:

0 Hours

Annual Leave Entitlement(13/02/2023)

:

325.6 Hours

Lieu Time(13/02/2022)

:

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
2021	October																														
	November																														
	December																														
2022	January																														
	February																														
	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

View Team Calendar

Whilst in the Calendar View you can also view your personal team calendar (i.e. people who report into the same manager as you. To do this scroll to the very bottom of the screen and click on “View Team Calendar”

This will bring up your personal team calendar (i.e. everyone who reports into the same manager as you) so you can see if one of your colleagues has already booked time off

Type	Description	Action
BHPT	Bank Hol Ent part time	Request New Open BHPT History
FLEXI	Flexi Leave	Request New Open FLEXI History
HOL	Annual Leave Entitlement	Request New Open HOL History
LIEU	Lieu Time	Request New Open LIEU History
XMASEV	ADC Christmas Eve	Request New Open XMASEV History

[View Entitlement Details](#) [View Team Calendar](#)

Questions or Suggestions?

You can now use MyView for:

- P45's and P60's ✓
- Mileage + Expenses ✓
- Booking Annual Leave ✓
- Updating your details ✓

**If you have any queries in regards to leave management or even these guidance notes, contact Mark Hope ,
HR Systems Administrator ,
mhope@Mansfield.gov.uk ,
tel 01623 463489**



Thanks for Reading!