

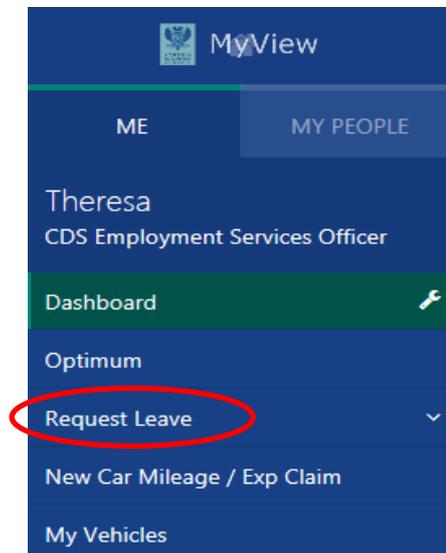
## MyView Leave – Employee Guide

### Contents (links):

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### How to Access MyView Leave

- Log into MyView Dashboard, click **Request Leave**



- Click on the downward triangle icon to expand further options to request leave through **Calendar View** or **Employee View**.



### How to Request Leave - Calendar View

- Click **Calendar View** and the below calendar will display.
- Before submitting a request for annual leave, you should check your **Outstanding Balance** to ensure you have enough entitlement.



Once you have completed and saved the next screen, this screen will re-appear, click **[Submit]**. A confirmation message will appear, click **[Close]**.

Type  Annual Leave

Comments

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

From \*

To \*

hours mins hrs decimal

Total Time 0.00

## Comments

- Enter comments where applicable in the Leave Request Form.

## Leave Request Period

- Enter the **From** and **To** dates you require your leave to start and end by clicking on the calendar icon and selecting the dates required.

## Part Day Leave Request

- If requesting a **Part Day**, click on **O**, enter the time that your leave will start, and enter the number of hours and minutes to be taken.

**Full Day** **Part Day** **Time** **Hours off**

e.g. 15:30 for half past three hh mm hrs decimal

3.60

**Please note:** The hours and minutes entered in this section will also feed into Optimum on the employees timesheet.

## Confirm Plan Work Time

- Click on **Confirm planned work time** to check your working pattern for that week is correct.

hours mins hrs decimal

3 36 3.60

This will take you to the screen below. Check your working pattern is correct. If it is incorrect, please contact the Employment and Payroll Team on 01738 475555 (option 3) or e-mail [EmploymentandPayroll@pkc.gov.uk](mailto:EmploymentandPayroll@pkc.gov.uk)

- Select **Save** if you're happy the work pattern is correct.

Week Ending	SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Hours		
	hh:mm	hours	mins	hrs decimal						
01/04/2017	0:00	7:00	9:00	7:00	9:00	0:00	0:00	32	0	32.00

This will take you back to the Leave Request Form.

- Once you're happy with the information entered, click on **Submit** and a confirmation message will be displayed.
- Your line manager will be notified of your submitted request.

Type: Annual Leave

Comments:

Dates:

From \*

To \*

Total Time:

- If your line manager does not authorise/reject your leave request within 8 calendar days, it will escalate to their line manager. If they do not authorise/reject within 8 calendar days, your request will automatically be rejected and you will have to re-submit.

## How to Request Leave - Employee View

- Click on **Employee View** from the left hand menu and the below calendar will display.

Contract Type: Single Status Fixed Term Part Time  
 Contract Status: Part Time Temporary  
 Contracted Hours: 32

Annual Leave: **Outstanding Balances 84.63 Hours**

< Previous Week Ending 01/04/2017 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		
18/02/2017	RD	0.00	SCK	7.00	SCK	9.00	SCK	7.00								4 week phased return
25/02/2017																
04/03/2017																
11/03/2017																
18/03/2017																
25/03/2017																
01/04/2017									AL	9.00						
08/04/2017			AL	7.00	AL	9.00										
15/04/2017											RD	0.00				
22/04/2017			AL	7.00												
29/04/2017																
06/05/2017																
13/05/2017																

- Right click on your mouse on the leave calendar on the day you wish the period of leave to commence. Select **Add** and a list of the different leave types will appear, choose the relevant leave type.

01/04/2017				
08/04/2017		AL	7.00	AL
15/04/2017				
22/04/2017		AL	7.00	
29/04/2017				
06/05/2017				
13/05/2017				

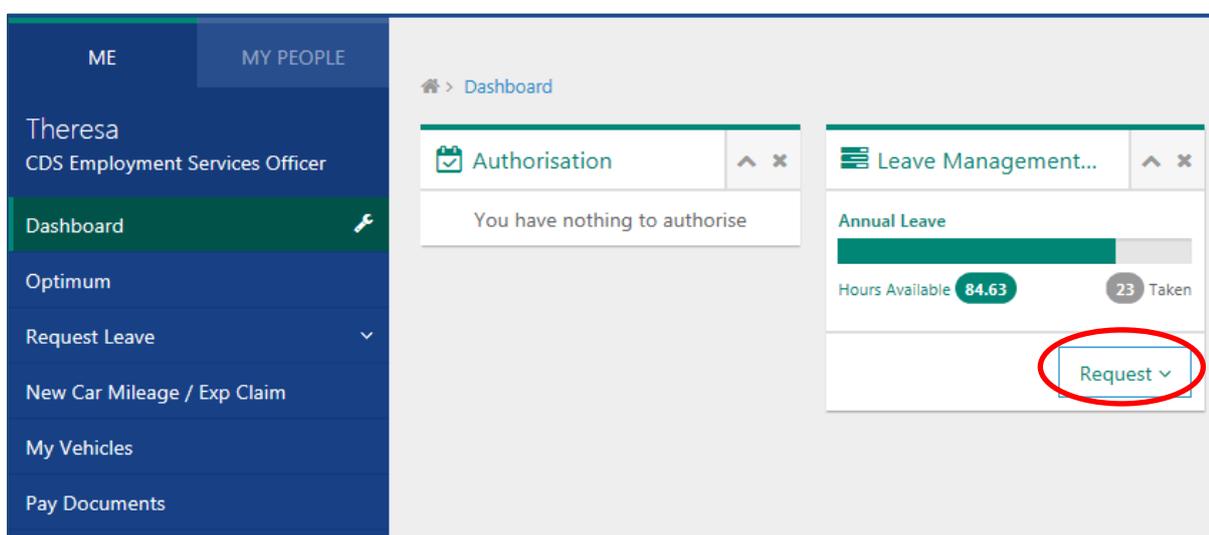
- Add
- View
- Edit
- Delete

Follow the instructions on pages 3 to 4 for completing and submitting your Leave request.

### How to Request Leave – Leave Management Balance Widget

You can view your available annual leave balance and access a quick link to raise a new request for annual leave through the **Leave Management Balance** Widget.

- **Hours Available** shows your outstanding leave balance for the remainder of your leave year or up to your projected end date if applicable.
- **Taken** shows the number of hours leave you have already used for the year.



- Click on **Request** to be taken directly to the **Annual Leave** Request form.

### View, Edit & Delete Leave Requests

Once leave has been authorised you will have the ability to View, Edit or Delete leave. Please note, if editing a change, a reason should be entered in the comments box for your Manager’s reference.

### **Using Calendar View**

- Click **Request Leave** on the left hand side menu.
- Select **Calendar View**



- Scroll to the bottom of the page and under the **Action** section, click on the relevant leave type you wish to view, edit or delete e.g. an authorised annual leave request, click on **Open AL istory**.

*TCHU	Teachers Unpaid Leave	Request New	Open *TCHU History
AL	Annual Leave	Request New	Open AL History
AWOL	Absent Without Leave	Request New	Open AWOL History
CARER	Carer Leave	Request New	Open CARER History

- Options to **View**, **Edit** and **Delete** are then available to carry out the required action.

Created Date	Employee	Type	Description	From	To	Action
15/10/2016	Theresa Reynolds	AL	Annual Leave	29/12/2017	29/12/2017	View Edit Delete
15/10/2016	Theresa Reynolds	AL	Annual Leave	26/12/2017	26/12/2017	View Edit Delete
15/10/2016	Theresa Reynolds	AL	Annual Leave	25/12/2017	25/12/2017	View Edit Delete

## Using Employee View

- Click **Request Leave** on the left hand side menu.
- Select **Employee View**
- Find the period of leave you wish to view or amend and right click on your mouse so further options appear - **View**, **Edit** or **Delete** as shown below.

Week Ending	Sunday		Monday	
	Type	Hrs/Cash	Type	Hrs/Cash
18/02/2017	RD	0.00	SCK	7.00
25/02/2017				
04/03/2017				
11/03/2017				
18/03/2017				
25/03/2017				
01/04/2017				
08/04/2017				7.00
15/04/2017				7.00
22/04/2017				
29/04/2017				
06/05/2017				
13/05/2017				

## Withdraw Leave Requests

You can withdraw a request for leave if it has not already been approved /rejected by your line manager.

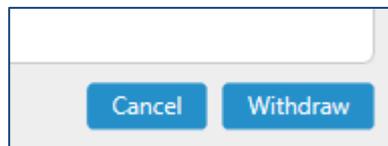
- Go to **Form History** from your left hand side navigation menu and find the request which has been submitted. Use the filters options if required.

Description	Event	Status	Raised Date
Absence (Add): MS Theresa Reynolds, Annual Leave (30/03/2017 - 30/03/2017)	Time Mgmt Absence	Submitted	28 Mar 2017
Absence (Add): MS Theresa Reynolds, Annual Leave (03/04/2017 - 04/04/2017)	Time Mgmt Absence	Authorised	23 Mar 2017

- Click on the link to the request under the **Description** section. This will open up the original request form.



- Click **Withdraw** at the bottom of the screen.



### Additional Information

- MyView Leave will automatically delete the employees previously authorised leave requests which fall within the same **month** that their sickness absence was recorded, e.g. Employee has sickness from 15th of the month, and has leave of absence booked for the 20th of the month. The 20th will be deleted. If the employee wishes to rebook their leave requests on their return, the manager will be requested to re-authorise their request in MyView.
- Leave entitlement is calculated in hours, based on your contracted hours and your continuous local government service.
- Public Holiday days are included in your annual leave entitlement.
- The MyView team automatically book Public Holiday days on behalf of Council employees. However there are some exceptions to this and the responsibility is with the employee to book their public holiday dates:
  - Employees on Fixed Term Contracts which have been extended part way through the year.
  - Employees returning to work following a period of absence i.e. maternity leave.
  - New starts – depending on the time of year the new employee starts, it may not be possible for the MyView team to automatically book their public holidays dates on their behalf.
  - Employees who change their working pattern will be required to re-submit dates, based on their working pattern, for Manager’s authorisation.
- If an employee is contracted to work on a public holiday day, the employee should claim TOIL to recoup the hours back as stated within the [Public Holiday Working](#) guidance.

**If you have any queries regarding accessing MyView or your leave entitlement, email [MyView@pkc.gov.uk](mailto:MyView@pkc.gov.uk) or telephone 01738 475555 and select Option 5.**