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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.

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- You can also see a more detailed breakdown of your entitlement details, including leave already taken and leave booked by scrolling to the bottom of the page and clicking on **View Entitlement Details**.
- You can view your whole team's leave requests before submitting your request to see if it will clash with other requests submitted by your colleagues. To do this, click on **View Team Calendar.**



• To raise a request for Leave, scroll down the page and select **Request New** against the type of leave you wish to request.

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
COMP	Compassionate Leave	Request New	Open COMP History
CONF	Conference/Seminar	Request New	Open CONF History

This will take you back to the Leave Request form as below.

Once you have complete	d and saved the next screen, this screen will re-appear, click [Submit]. A confirmation message will appear, click [Close].
Type Comments	Annual Leave Dates <u>Full Day Part Day</u>
From * To *	
Total Time	hours mins hrs decimal 0.00 Confirm planned work time

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.



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	Confirm planned work time

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

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

	SUN	MON	TUE	WED	THU	FRI	SAT		Weekly	Hours
Week Ending	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 Comments	Annual Leave
	Dates Full Day Part Day Time Hours off
From * To *	31/03/2017 Image: Second
Total Time	hours mins hrs. decimal 3 36 3.60 Confirm planned work time
	Cancel Su

 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 resubmit.

How to Request Leave - Employee View

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

Contract Type: Contract Status: Contracted Hours:	Si Pi 3.	ingle Statu art Time To 2	s Fixed empora	l Term Part ary	Time A	nnual Leave		Dutstanding 84.63 Hour	j Balan 3 rs	lces						
< Previous							W	eek Endin	g 01	1/04/2017						Next >
	S	unday	N	londay	Т	uesday	We	dnesday	1	Thursday		Friday	Sa	turday		
Week Ending	Туре	Hrs/Cash	Туре	Hrs/Cash	Туре	Hrs/Cash	Туре	Hrs/Cash	Туре	Hrs/Cash	Туре	Hrs/Cash	Туре	Hrs/Cash	Category	Comments
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.

ME	MY PEOPLE	僠 > Dashboard			
Theresa CDS Employment S	Services Officer	🛱 Authorisation	~ ×	E Leave Management	^ ×
Dashboard	F	You have nothing to auth	orise	Annual Leave	
Optimum				Hours Available 84.63	23 Taken
Request Leave	~				
New Car Mileage /	Exp Claim			Requ	uest ∨
My Vehicles					
Pay Documents					

• 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.**

Terre	reachers carer cove	nequestiten	open renemberly
*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.

AL						
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.

	5	unday	M	londay
Week Ending	Type	Hrs/Cash	Type	Hrs/Cash
18/02/2017	RD	0.00	SCK	7.00
25/02/2017			11111	
04/03/2017				
11/03/2017				
18/03/2017				
25/03/2017				
01/04/2017				
08/04/2017			4	7.00
15/04/2017			Add	
22/04/2017			/ View	2.00
29/04/2017			Edit	
06/05/2017			Dele	te
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.

	Questionnaires / e-forms				
	Delegated Responsibilities				Sł
Q	Form History	Results per page: 20 ¥			< 1 2
	Personal Details 🗸 🗸 🗸	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 <u>Public Holiday Working</u> guidance.

If you have any queries regarding accessing MyView or your leave entitlement, email MyView@pkc.gov.uk or telephone 01738 475555 and select Option 5.