

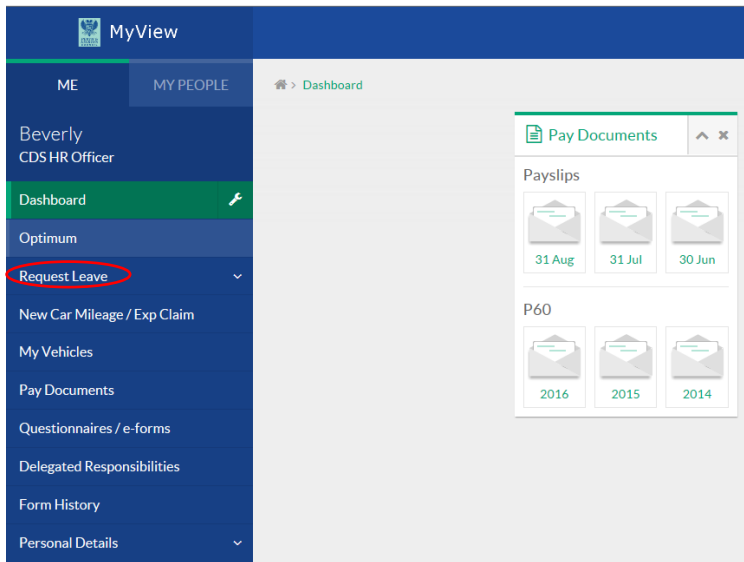
## MyView Dashboard

### Guidance on how to record TOIL in MyView

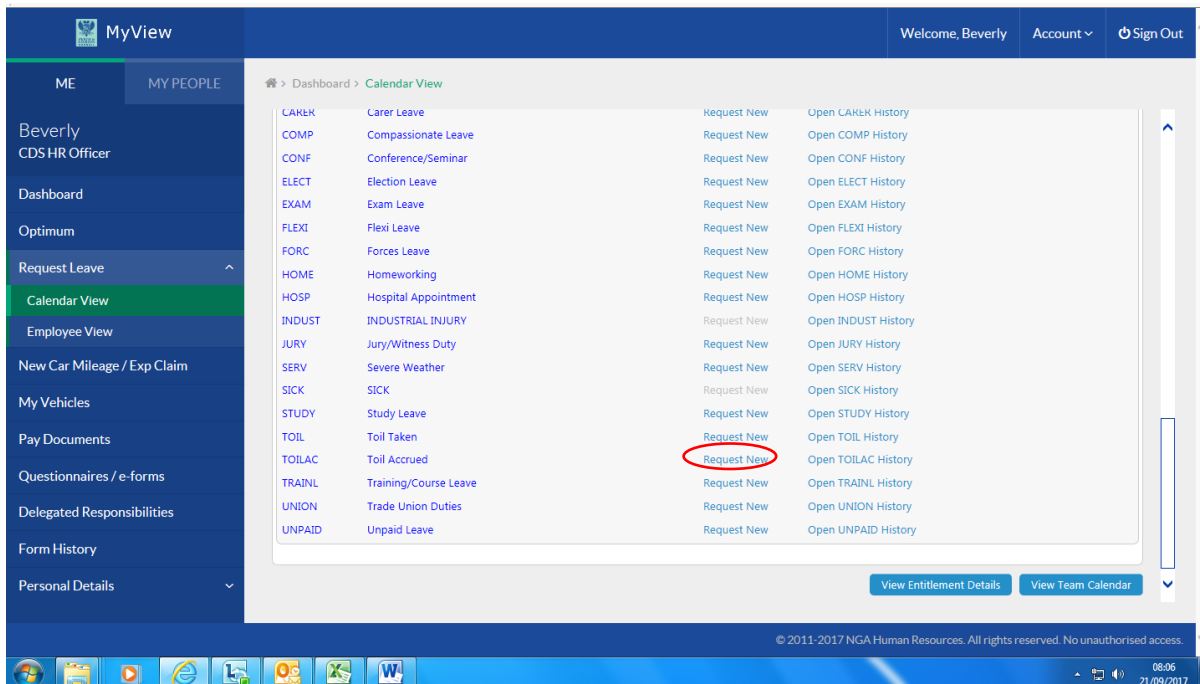
In line with Council Policy all TOIL accrued and taken must be agreed by your manager in advance. You can contact the MyView team if you have any questions regarding the TOIL Policy.

When you have worked additional hours and have had prior approval by your manager to claim TOIL, you must first record the time worked, and have it authorised by your line manager through MyView.

From your Dashboard select Request Leave.



If you are using Calendar View slide down the list of absence/attendance types and next to Toil Accrued click on Request New.



Complete the screen as per the example below and click on Submit.

This will then go to your Manager for authorisation.

If using Employee View, the attendance types appear at the bottom of the list as shown below.

Select Toil Accrued.

Complete the form and hit submit, this will go to your manager for authorisation.

Managers will receive an e-mail alert and should access the form via MyView to authorise it, either using the Authorisation panel on the Dashboard when it is available, or by going to My People and clicking into any employee which brings up the Authorise Leave/Self Certs option on the left hand menu. The form is visible and available to authorise as per the example below.

Once authorised, you will see a new entitlement on your Leave Management panel on your Dashboard, entitled TOIL Taken. You can book it direct from the panel by selecting Request, or it will also be available for you to book through the Request Leave option on your Dashboard by selecting Request New.

COMP	Compassionate Leave	Request New	Open COMP History
CONF	Conference/Seminar	Request New	Open CONF History
ELECT	Election Leave	Request New	Open ELECT History
EXAM	Exam Leave	Request New	Open EXAM History
FLEXI	Flexi Leave	Request New	Open FLEXI History
FORC	Forces Leave	Request New	Open FORC History
HOME	Homeworking	Request New	Open HOME History
HOSP	Hospital Appointment	Request New	Open HOSP History
INDUST	INDUSTRIAL INJURY	Request New	Open INDUST History
JURY	Jury/Witness Duty	Request New	Open JURY History
SERV	Severe Weather	Request New	Open SERV History
SICK	SICK	Request New	Open SICK History
STUDY	Study Leave	Request New	Open STUDY History
TOIL	Toil Taken	Request New	Open TOIL History
TOILAC	Toil Accrued	Request New	Open TOILAC History
TRAINL	Training/Course Leave	Request New	Open TRAINL History
UNION	Trade Union Duties	Request New	Open UNION History
UNPAID	Unpaid Leave	Request New	Open UNPAID History

If you use Optimum, the information entered will update onto your Optimum record overnight.

You and your manager should ensure that your TOIL is taken within 3 months, and is in line with the TOIL Policy.

If you need any assistance with the MyView process, please contact the MyView Team on 01738 475555 and select Option 5, or e-mail [MyView@pkc.gov.uk](mailto:MyView@pkc.gov.uk)