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.

MyView						Welcome, Beverly	Account ~	එ Sign Out	^
ME	MY PEOPLE	😭 > Dashboard	> Calendar View						
		CARER	Carer Leave	Request New	Open CARER HI	story			
Beverly		СОМР	Compassionate Leave	Request New	Open COMP His	story		^	
CDS HR Officer		CONF	Conference/Seminar	Request New	Open CONF His	tory			
Dashboard		ELECT	Election Leave	Request New	Open ELECT His	tory			
Dashboard		EXAM	Exam Leave	Request New	Open EXAM His	tory			
Optimum		FLEXI	Flexi Leave	Request New	Open FLEXI Hist	ory			
		FORC	Forces Leave	Request New	Open FORC His	tory			
Request Leave		HOME	Homeworking	Request New	Open HOME His	story			
Calendar View		HOSP	Hospital Appointment	Request New	Open HOSP His	tory			
Employee View		INDUST	INDUSTRIAL INJURY	Request New	Open INDUST H	listory			
		JURY	Jury/Witness Duty	Request New	Open JURY Hist	ory			
New Car Mileage / Exp Claim		SERV	Severe Weather	Request New	Open SERV Hist	ory			
MyVahielos		SICK	SICK	Request New	Open SICK Histo	ory			
		STUDY	Study Leave	Request New	Open STUDY Hi	story			
Pay Documents		TOIL	Toil Taken	Request New	Open TOIL Histo	ory			
Questienneires / e	forms	TOILAC	Toil Accrued	Request New	Open TOILAC H	istory			
Questionnaires/ e	-ioinis	TRAINL	Training/Course Leave	Request New	Open TRAINL H	istory			
Delegated Respon	sibilities	UNION	Trade Union Duties	Request New	Open UNION H	istory			
Form History		UNPAID	Unpaid Leave	Request New	Open UNPAID H	listory			
Personal Details						/iew Entitlement Details	View Team Cale	endar 🗸	
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Complete the screen as per the example below and click on Submit.

My	View			Welcome, Beverly	Account ~	ம் Sign	
ME	MY PEOPLE	希 → Dashboard→ Calen	dar View				
Beverly CDS HR Officer		Create Toil Accru	ed -	Flex	Annual Leave C i-time Accounting Elevi-time	Guidance Periods Scheme	
Dashboard		Add attendences in	rormation		Public Manager- Leave G	Holidays Suidance	
Optimum		Type Comments	Toil Accrued Additional hours worked	Ready Reck	Employee -Leave Guida Ready Reckoner - Minutes to Deci Annual Leave Calculator 2 Manager Guide - Sickness Absence MyV Quick Guide - Sickness Absence in MyV		
Request Leave ^		Date *	22/09/2017 mm hrs decimal	Manager Guide - Quick Guide - Si			
Calendar View		rotal fille	7 12 7.20	Employee Guide -	Sickness Absence	MyView	
Employee View		Note All payment and / or lieu	time for this extra attendance will be calculated automatically based on business policy. Enter only t	he			
New Car Mileage / Exp Claim		actual hours of the extra	attendance worked.		Cancel	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.

MyView									Welcome, Beverly	Account ~	එ Sign Out
ME		A > Dashboard >	Employee View	,							
Beverly CDS HR Officer		As Public H shown belo You must e	olidays are inclu w, will include t nsure that you u	ded in your My he Public Holid se your full car	/View Annual Lo ays prior to 31s ried forward les	eave Entitlemer st March if thes ave before 31st	nt, the Carry Forn e are working da : March as per Pł	ward Used balance, iys for you. (C Terms & Conditi	if ons.		^
Dashboard		Contract Type: Contract Status	Single Part Ti	Status Perman me Permanent	ent Part Time						
Optimum		Contracted Hol	115: 52		Ar	nual Leave:	Outstanding Ba 47.92 Hours	lances Flexi Leave:	Hours		_
Calendar View		< Previous				Week Endir	ng 23/09/2017	HOS	Hospital Appointment	Ne	kt >
Employee View		Week Ending	Sunday Type Hrs/Cash	Monday Type Hrs/Cash	Tuesday Type Hrs/Cash	Wednesday Type Hrs/Cash	Thursday Type Hrs/Cash	Friday Type Hrs/	Study Leave	Comments	
New Car Mileage /	'Exp Claim	12/08/2017 19/08/2017			FLX 4.00	AL 8.00) AL 8.00	RD TCH	Teachers Carer Leave Teachers Leave of Absence Toil Taken		
My Vehicles		26/08/2017 02/09/2017 09/09/2017	RD 0.00	AL 8.00	AL 8.00			TRL TRU	Training/Course Leave Trade Union Duties		
Pay Documents		16/09/2017 23/09/2017		SCK 0.00				UNP	Unpaid Leave		
Questionnaires / e	-forms	30/09/2017 07/10/2017 14/10/2017					FLX 4.00	View Edit	I DI ALCINEN		
Delegated Respon	sibilities	21/10/2017 28/10/2017 04/11/2017		AL 8.00				Delete			
Form History		04/11/2017									
Personal Details								Vie	w Entitlement Details Vie	w Full Screen	Print 🗸
								© 2011-2017 NG	A Human Resources. All rights	reserved. No unaut	chorised access.
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Complete the form and hit submit, this will go to your manager for authorisation.

My	yView			Welcome, Beverly	Account ~	ტ Sign C	
ME	MY PEOPLE	☆> Dashboard > Calendar	View				
Beverly CDS HR Officer		Create Toil Accrued		Flex	Annual Leave G i-time Accounting Flexi-time	Suidance Periods Scheme	
Dashboard		Add attendences mon	nauon		Public I Manager- Leave G	Holidays Guidance	
Optimum		Type Comments	Toil Accrued Employe Additional hours worked Account of				
Request Leave ^		Date *	22/09/2017 mm hrs decimal	Manager Guide - Quick Guide - Sid	MyView MyView		
Calendar View		iotai mite	7 12 7.20	Employee Guide -	Sickness Absence	MyView	
Employee View		Note All payment and / or lieu tin	e for this extra attendance will be calculated automatically based on business policy. Enter only	the			
New Car Mileage	/ Exp Claim	actual hours of the extra att	endance worked.		Cancel	Submit	

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.

	🎓 > Dashboar	rd > Calendar View		
	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
Eleave Balance	FLEXI	Flexi Leave	Request New	Open FLEXI History
Annual Leave	FORC	Forces Leave	Request New	Open FORC History
	HOME	Homeworking	Request New	Open HOME History
Hours Available 39.92 240 Taken	HOSP	Hospital Appointment	Request New	Open HOSP History
	INDUST	INDUSTRIAL INJURY	Request New	Open INDUST Histor
lexi Leave	JURY	Jury/Witness Duty	Request New	Open JURY History
	SERV	Severe Weather	Request New	Open SERV History
Hours Available 44.8 A 44.8 Taken	SICK	SICK	Request New	Open SICK History
FOIL Taken	STUDY	Study Leave	Request New	Open STUDY History
	TOIL	Toil Taken	Request New	Open TOIL History
Hours Available 24 0 Taken	TOILAC	Toil Accrued	Request New	Open TOILAC History
	TRAINL	Training/Course Leave	Request New	Open TRAINL History
Request ~	UNION	Trade Union Duties	Request New	Open UNION History
	UNPAID	Unpaid Leave	Request New	Open UNPAID Histor

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 <u>MyView@pkc.gov.uk</u>