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.

| M 🞇 | /View | | | | Welcome, Beverly | Account من b Sign Out |
|--------------------|------------|--------------|-----------------------|-------------|---|---|
| ME | MY PEOPLE | 🖀 > Dashboar | d > Calendar View | | | |
| | | CARER | Carer Leave | Request New | Open CARER History | |
| Beverly | | COMP | Compassionate Leave | Request New | Open COMP History | ^ |
| CDS HR Officer | | CONF | Conference/Seminar | Request New | Open CONF History | |
| Dashboard | | ELECT | Election Leave | Request New | Open ELECT History | |
| Dashboard | | EXAM | Exam Leave | Request New | Open EXAM History | |
| Optimum | | FLEXI | Flexi Leave | Request New | Open FLEXI History | |
| | | FORC | Forces Leave | Request New | Open FORC History | |
| Request Leave | | HOME | Homeworking | Request New | Open HOME History | |
| Calendar View | | HOSP | Hospital Appointment | Request New | Open HOSP History | |
| Employee View | | INDUST | INDUSTRIAL INJURY | Request New | Open INDUST History | |
| Employee view | | JURY | Jury/Witness Duty | Request New | Open JURY History | |
| lew Car Mileage | 'Exp Claim | SERV | Severe Weather | Request New | Open SERV History | |
| Ay Vehicles | | SICK | SICK | Request New | Open SICK History | |
| vy venicles | | STUDY | Study Leave | Request New | Open STUDY History | |
| Pay Documents | | TOIL | Toil Taken | Request New | Open TOIL History | |
| | | TOILAC | Toil Accrued | Request New | Open TOILAC History | |
| Questionnaires / e | -forms | TRAINL | Training/Course Leave | Request New | Open TRAINL History | |
| Delegated Respon | sibilities | UNION | Trade Union Duties | Request New | Open UNION History | |
| selegated nespon | | UNPAID | Unpaid Leave | Request New | Open UNPAID History | |
| orm History | | | | | | |
| Personal Details | | | | | View Entitlement Details View | iew Team Calendar 🗸 🗸 |
| | | | | ¢ | 2011-2017 NGA Human Resources. All rights reser | ved. No unauthorised access |
| | | | | | | ▲ 100 08:06 ▲ 100 08:06 ▲ 21/09/201 |

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

| My | /View | | | Welcome, Beverly | Account ~ | ტ Sign |
|---------------------------|------------|---------------------------|---|-------------------------------------|---|------------------|
| ME | MY PEOPLE | 备> Dashboard > Calen | dar View | | | |
| Beverly CDS HR Officer | | Create Toil Accru | | Flex | Annual Leave C i-time Accounting Flexi-time | Periods |
| Dashboard | | Add attendences in | rormation | | | Holidays |
| Optimum | | Type Comments | Toil Accrued Additional hours worked | Ready Reck | mployee -Leave G oner - Minutes to nual Leave Calcula | Decimal |
| Request Leave ^ | | Date * Total Time * | 22/09/2017 mm hrs decimal | Manager Guide - Quick Guide - Si | Sickness Absence ckness Absence in | MyView MyView |
| Calendar View | | rotar fille | 7 12 7.20 | Employee Guide - | Sickness Absence | MyView |
| Employee View | | | time for this extra attendance will be calculated automatically based on business policy. Enter only t | the | | |
| 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.

| 🔛 Му | /View | | | | | | | | Welcome, Beverly | Account ~ | එ Sign Out |
|--------------------------------|------------|--|-------------------------|-------------------------------|--------------------------|----------------------------|----------------------------------|--|--|--------------------|-----------------------------|
| ME | | A > Dashboard > | Employee View | , | | | | | | | |
| Beverly CDS HR Officer | | shown belo | w, will include t | he Public Holid | ays prior to 31s | t March if thes | e are working da | ward Used balance, iys for you. (C Terms & Conditi | | | ^ |
| Dashboard | | Contract Type: Contract Status Contracted Ho | : Part Ti | Status Perman me Permanent | ent Part Time | | | | | | |
| Optimum | | Contracted Hol | 115: 52 | | Ar | nual Leave: | Outstanding Ba 47.92 Hours | Flexi Leave: | Hours | | _ |
| Request Leave Calendar View | | < Previous | | | | | ng 23/09/2017 | HOS I | Hospital Appointment | Ne | xt > |
| 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 STU | Study Leave | Comments | |
| New Car Mileage / | 'Exp Claim | 12/08/2017 19/08/2017 | | | FLX 4.00 | |) AL 8.00 | RD THA TOI | 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 | | | TRU 1 | Training/Course Leave Trade Union Duties Teachers Unpaid Leave | | |
| 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.

| M | View | | | Welcome, Beverly | Account ~ | ტ Sign C | |
|---------------------------|------------|--------------------------------|---|---|---|-----------------|--|
| ME | MY PEOPLE | ☆> Dashboard > Calendar | View | | | | |
| Beverly CDS HR Officer | | Create Toil Accrued | | Flex | Annual Leave C i-time Accounting Flexi-time | Periods | |
| Dashboard | | Add attendences mon | Public Holidays Manager- Leave Guidance | | | | |
| Optimum | | Type Comments | Toil Accrued Additional hours worked | Ready Reck | mployee -Leave C oner - Minutes to nual Leave Calcula | Decimal | |
| Request Leave ^ | | Date * Total Time * | 22/09/2017 mm hrs decimal | Manager Guide - Sickness Absence MyV Quick Guide - Sickness Absence in MyV | | | |
| Calendar View | | iotai mile | 7 12 7.20 | Employee Guide - | Sickness Absence | MyView | |
| Employee View | | | ne 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 atte | 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.

| | ☆ > Dashbo | ard > Calendar View | | |
|----------------------------|------------|-----------------------|-------------|---------------------|
| | СОМР | 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 |
| Leave Balance | FLEXI | Flexi Leave | Request New | Open FLEXI History |
| nual Leave | FORC | Forces Leave | Request New | Open FORC History |
| | HOME | Homeworking | Request New | Open HOME History |
| Available 39.92 240 Taken | HOSP | Hospital Appointment | Request New | Open HOSP History |
| | INDUST | INDUSTRIAL INJURY | Request New | Open INDUST History |
| ave | JURY | Jury/Witness Duty | Request New | Open JURY History |
| | SERV | Severe Weather | Request New | Open SERV History |
| Available -44.8 44.8 Taken | SICK | SICK | Request New | Open SICK History |
| aken | STUDY | Study Leave | Request New | Open STUDY History |
| | TOIL | Toil Taken | Request New | Open TOIL History |
| lable 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>