

MyView Leave – Manager Guidance

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How MyView Leave works

MyView Leave assists employees to request leave, such as Annual Leave, Flexi-time, Compassionate leave etc. Once an employee submits a request for leave, the manager will be notified by email.

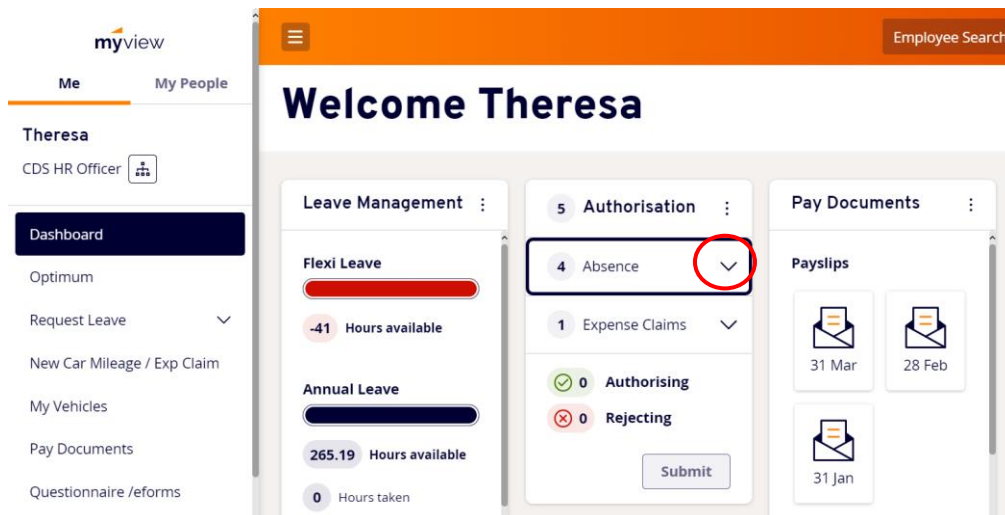
If the manager does not authorise or reject the request within 8 calendar days, it will escalate to their line manager. If the next manager doesn't authorise/reject within a further 8 days, the request will automatically be rejected, and the employee will have to re-apply. Managers should action leave requests as quickly as possible to avoid further escalation and possible auto rejection.

It is a manager's responsibility to ensure the employee is requesting leave which follows Council's Policies and Procedures.

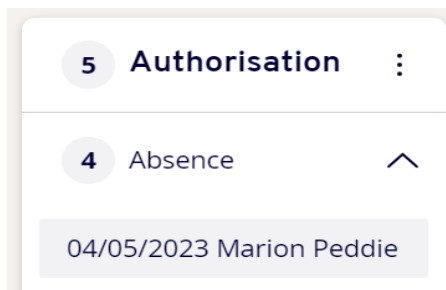
Authorise Leave Requests - Authorisation Box

The Dashboard contains an **Authorisation box** which offers easy access for managers to action their employee's MyView requests as shown below.

- Any leave requests awaiting authorisation will be listed as **Absence** and **Attendance**.



- Click on the employee's name listed in the Authorisation box to be taken to their leave request.



- The employee's leave request will then be displayed.

- To check whether any other member of your team has leave already booked, click on **View Team Calendar**.
- Click **Return** to be taken back to the employee's leave request.
- To check the employee's current balance if they have requested Annual Leave, click **View Entitlement Details**, and then select **Cancel** to return their leave request.

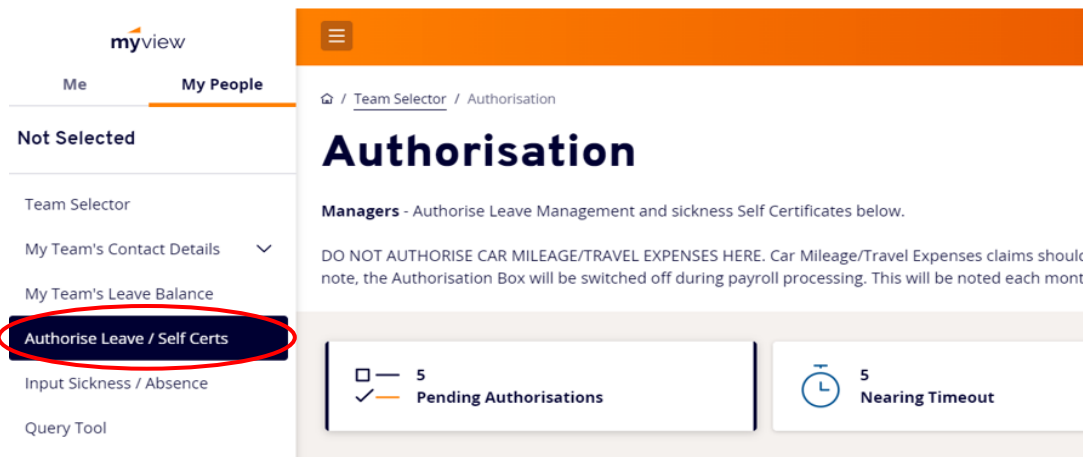
- Once you've reviewed their leave request, click **Authorise** or **Reject**.

Please note, the Authorisation box is the main area to authorise Car Mileage and Expenses Claims so this box will be removed during the Payroll processing period. Once payrolls are complete, the box will be put back on the MyView Dashboard.

During payroll period, you can authorise leave requests from your left hand menu as shown below.

Authorise Leave Requests

- Click on **Authorise Leave/ Self Certs** on the **MyPeople** tab.



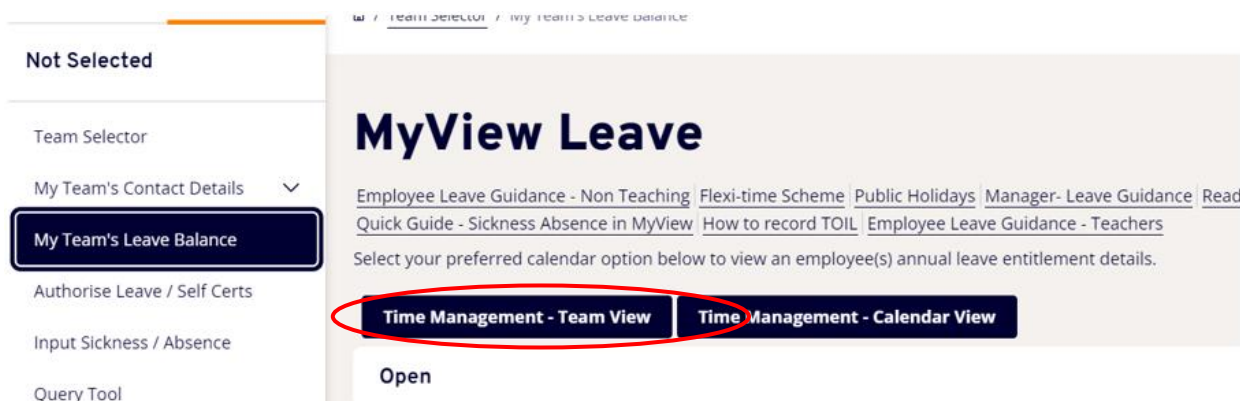
The Authorisation module will display all MyView requests awaiting authorisation.

| Description | Event | Time Remaining ^ | Submitted Date | Employee | |
|--|---------|------------------|----------------|---------------|--|
| CARER: From 14/06/2022 - To 14/06/2022 | Absence | 0 Days | 4 May 2023 | Marion Peddie | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

- Click on the request under **Description** to display the employee's leave request.
- Once you've reviewed their leave request, click **Authorise** or **Reject**.

View your Teams Annual Leave Balance

- Click on the **My People** tab and go to **My Team's Leave Balance**.
- Select **Time Management – Team View**



- You can select **People Individually**, **Direct reports** or **Whole team**

Search for Employee

Select Option People Individually Direct Reports Whole Team

Select All **Deselect All**

| Employee Name | Employee Number | Post | Employee Information |
|---------------------------------------|-----------------|------------------------------|----------------------|
| Terry Rayburn | TRTEST | PKC Manager (000008400) | |
| <input type="checkbox"/> Bobby McPhee | BM1234 | CDS HR Assistant (000008401) | |
| <input type="checkbox"/> Elliot Brown | EB1234 | CDS HR Assistant (000008402) | |

Cancel **Next**

- Click **Next** once the relevant section has been made.

The team calendar will display so you can view the employee(s) current **Annual Leave Balance** as shown below.

< Previous Week Ending 03/06/2023 **Next** >

| Name | Employee No. | Avg Weekly Contract Hrs | Sunday 28/05/2023 | | Monday 29/05/2023 | | Tuesday 30/05/2023 | | Wednesday 31/05/2023 | | Thursday 01/06/2023 | | Friday 02/06/2023 | | Saturday 03/06/2023 | | Annual |
|--------------|--------------|-------------------------|-------------------|----------|-------------------|----------|--------------------|----------|----------------------|----------|---------------------|----------|-------------------|----------|---------------------|----------|---------------|
| | | | Type | Hrs/Cash | Type | Hrs/Cash | Type | Hrs/Cash | Type | Hrs/Cash | Type | Hrs/Cash | Type | Hrs/Cash | Type | Hrs/Cash | Leave Balance |
| Elliot Brown | EB1234 | 36 | | | | | | | | | | | | | | | 237.6 Hours |
| Bobby McPhee | BM1234 | 36 | | | | | | | | | | | | | | | 237.6 Hours |

Additional Information

- Leave entitlement is calculated in hours, based on the employee's contracted hours and their continuous local government service.
- Public Holiday days are included employee's 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.
- Managers should check their employee's Public Holiday entries if they fall in any of the categories above.
- 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.
- Managers are advised to set up delegation in MyView if they have a planned period of absence so their employee's leave requests can be actioned.

If you require any assistance with authorising leave requests in MyView, please email MyView@pkc.gov.uk or call 01738 475555 (option 5)