

MyView Employee and Manager Self-Service

Authorising Annual Leave Online and Delegations

Human Resources December 2017

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Section 1 Authorising Annual Leave

When a member of your team requests to take annual leave, this will set off an authorisation chain to the line manager to either approve or reject.

An e-mail will be sent to you indicating who has requested the annual leave.

Log in to MyView

Dashboard



Approval directly on the Authorisation Widget

Expand the requests found under the Time Mgmt Absence by clicking the down arrow.

You will be shown 3 further icons.



The information icon will show you details regarding the leave request as below.

A > Dashboard		Time Mgmt A	Absence for HR3 RESOUF	RCES 3 on
Authorisation	^ ×	Employee:	HR3 RESOURCES 3	E Leave
Time Mgmt Absence (1)	^	Form Number:	00000995	Holidays
	-	Post:	HR Assistant	
31/12/2017 HR3 RESOURCES 3	0	Type:	HOLS	Davs Availabl
		Action:	Add	Days Availab
0 Authorising Su	bmit	Start Date:	03/01/2018	
0 Rejecting		End Date:	03/01/2018	
		Total Time:	1.00	
		Submitted By:	HR3 RESOURCES 3 On 31 Dec 7	ember 201

If you are happy with the request you can select TICK and then this will sit in the authorising below and show as a 1.

If you do not wish to approve the request you can select decline and this will show under rejecting.

You may also have multiple requests which you can approve/reject in bulk by following the same as above.



Once you have made your decisions you can then submit your response.

☆ > Dashboard	
Authorisation	~ ×
Time Mgmt Absence (2)	^
31/12/2017 HR3 RESOURCES 3	0
31/12/2017 HR4 RESOURCES 4	
1 Authorising 1 Rejecting Su	bmit

E-mails will be sent to the members of staff notifying them of your decision.

Approval on the employee request



Before you approve you can view the employees entitlement details > View Entitlement Details

Time Management - HUMAN RESOURC	ES 3 (027724) - HR Assistant (716874)
View Entitlement Select Absence Type	Holidays ▼
Entitlement Period from 01/01/2017	to 31/12/2017
Post As at Date Unit Type	: HR Assistant : 31/12/2017 : Days
Entitlement Taken Booked Current Balance Outstanding Balance	: 41 : 1 : 0 : 40 : 40

You can also view the Team Calendar to see if any other members of the team have annual leave booked on that day or have a request that is outstanding and requires action > View Team Calendar

Time Managemen	t																									
Bins View																										
Feam Calendar																										
Year ►														J	anu	агу										
✓ Month ►	1	2	3	4	56	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
	Мо	Tu ۱	We	Th	Fr Sa	i Su	I Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa
HUMAN RESOURCES 1																										
HUMAN RESOURCES 3	\square	Π	н	Π	Т	Г	Г	Γ		Γ	Γ				\square					Γ	Γ				Γ	
HUMAN RESOURCES 4		Π	н			T		Γ		Γ	Γ				Π					Γ						
HUMAN RESOURCES 5		Π				Γ		Γ		Γ					Π											
Holidays																										

The example above shows a member of the team already has an approved annual leave request and Human Resources 3 is still awaiting approval.

Select either Authorise or Reject



E-Mails will be sent to the members of staff notifying them of your decision.

My Team Absence

To view further details regarding your teams Annual Leave > Menu> My People > My Team Absence

ME	MY PEOPLE							
Not Se	elected							
Team Selector								
Employee Visa Details								
Manager Reports								
Team Delegations	~							
My Team Absence	^							
Time Management	t							
Team Calendar	Team Calendar							
Calendar View								
Employee View								
Team Enititlement								

There are various actions that can be undertaken.

Time Management- you can view any actions that you have undertaken on requests from your team from authorised requests, rejected and to action.

Team Calendar- this can be selected as individual members of the team, direct reports or the whole team.

Time Management Search for Employee Select Option People Individually Select All	Virect Reports 🔍 Whole Team		LSE Leave Poli	у
Employee Name	Employee Number	Post	Employee Information	
HUMAN RESOURCES 2	027723	HR Manager		
HUMAN RESOURCES 1	027722	HR Adviser		
HUMAN RESOURCES 3	027724	HR Assistant		
HUMAN RESOURCES 4	027725	HR Administrator		
HUMAN RESOURCES 5	027726	HR Assistant		
			Next	

Select your choice and Next

The calendar will show you the current week and any days approved as leave and how much time this represents. You will also see a breakdown of remaining entitlements.

Time Management

Team View

< Previous

Week Ending 06/01/2018

١.																												
П				Sunday		Monday		Tuesday		Wednesday		Thursday		Friday	Saturday		Annual											
Ш			Ava Weekly	31/12/2017		01/01/2018		02/01/2018 03/01/2018 0		02/01/2018		03/01/2018 04/01/2018		04/01/2018		04/01/2018		04/01/2018		04/01/2018		04/01/2018		05/01/2018	06/01/2	018	Leave	
Ц	Name	Employee No.	Contract Hrs	Type Hrs/Cash	Type	Hrs/Cash	Туре	Hrs/Cash	Туре	Hrs/Cash	Туре	e Hrs/Cash	Туре	Hrs/Cash	Туре	Hrs/Cash	Balances											
П	HUMAN RESOURCES 1	027722	35														37 Days											
Ш	HUMAN RESOURCES 3	027724	35						н	7.00							40 Days											
Ш	HUMAN RESOURCES 4	027725	28						н	7.00							172 Hours											
Ш	HUMAN RESOURCES 5	027726	35														9.5 Days											

You can navigate through the weeks by selecting Previous or Next.

Calendar View

Employee View

Team Entitlement- You can view individual team member's entitlements including reductions for booked leave. You are able to view entitlements across 2 year periods.

Section 2 Modifying or Cancelling Annual Leave

If a member of your team wishes to modify or cancel their leave, this can be completed by the line manager.

Menu > My People > My Team Absence > Team Calendar.

Find the correct employee and the date they wish to modify/cancel

Right Click and you will get the following options:

Add- you can add annual leave on behalf of the employee

View- you can view the full details

Edit- make amendments to the request. E.g. only required for a ½ day rather than a full day. These will need to be authorised in the same way.

Delete- this will cancel the annual leave for the employee.

Section 3 Delegations

A delegation is the ability to assign authorisations and responsibilities to another member of your team whether this be on a continuous basis or for a set period time, for example when on annual leave.

Create a Delegation

You can manage delegations to members of your team.

Menu > My People > Team Delegations > Delegations

You can view any delegations that you have previously provided.

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✤ > Team Selector > Create Delegation
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Dele	Delegation of Responsibility And Auth										
This is	This is where you can delegate modules to your team members. You can also see if any module have been delegated to you.										
Deleg	jation					_					
						Add New					
		_	_								
Type	Delegated to	From	lo	Absence	Description						
A	HUMAN RESOURCES 1	01/01/2018	12/01/2018	N	Authorisation of Team Annual Leave Requests						

You can create a delegation from here by clicking Add New and follow the same steps as below.

Menu > My People > Team Delegations > Create Delegation

Delegation of Responsibility And Auth

This is where you can delegate modules t	o your team member or employees outside of your current team. You can also see if any module have been delegate to	you.
New Rule		
Rule Type *	Authorisation Responsibilities	
Description *		
Delegate To *	Search	1
Delegate For *		
		Soloot
Module/Process Group/View *		Select
		Select
Delegation Period		
From Date		
To Date		
Absence		
Suppress Email Notifications		
		k Cubmit
	Bac	Submit

Step 1. For Annual Leave approvals select Authorisation as the Rule Type

Step 2. Description- provide a description so this is easily identifiable

Step 3. Delegate to- search for the correct team member and Continue

Step 4. Delegate for- Select by individual, direct report or whole team

Step 5. Module/Process Group/View- select Authorisation AND Time Management from the list.

Delegatio	n of Responsibility And Auth
Select the M	odules and Process Groups that you wish to delegate
Select All	Deselect All
Authoris	ation
Delegati	on of Responsibility And Auth
🗌 Manage	r
Persona	l Details
🗌 Time Ma	anagement
eForm	

Step 6. From Date- select the date that you would like the delegation to start

Step 7. To Date- select the date that you would like the delegation to finish

Step 8. Absence- only tick this if you want this to be delegated when you are absence through annual leave or sickness. **Note**. you may require an open To Date for this to be of benefit.

Step 9. Suppress Email Notifications- this will stop the e-mails being generated to you when the delegation is working.

Managing your Delegations

Menu > My People > Team Delegations > Delegations

★ > Team Selector > Create Delegation

 Delegation of Responsibility And Auth

 This is where you can delegate modules to your team members. You can also see if any module have been delegated to you.

 Delegation

 Add New

 Type
 Delegated to

 A HUMAN RESOURCES 1
 01/01/2018

 N
 Authorisation of Team Annual Leave Requests

Select the correct delegation from the list and click Edit

You can make amendments which may be extending the time for the delegation or add additional employees, alternatively you can Delete the delegation.

Viewing My Delegations

You may have actions delegated to you from your manager, you can view these

Menu > My Delegations

Delegated Resp	onsibilities									
Active Delegation	Rules									
Pending Delegatio	Pending Delegation Rules									
Authorisations		_								
Date Time	Description									
02/01/2018 15:50	Absence (Add): MR HUMAN RESOURCES 5, Holidays (02/01/2018 - 02/01/2018)									
Responsibilities										

Annual Leave authorisations will follow the same as Section 1 Authorising Annual Leave