



MyView
Employee and Manager Self-Service

Booking Annual Leave Online

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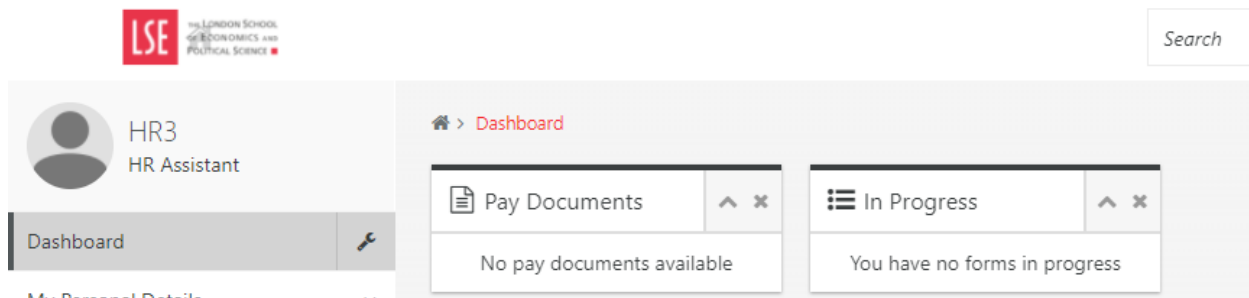
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Section 1 Introduction

Annual Leave for all Professional Services Staff will be managed via MyView, the School's Employee and Manager self-service portal.

If you have not used MyView before, a series of other guidance material is available [here](#)

Upon logging in you will need to add the **Leave Management Balance** to your dashboard. Currently you will have a screen that is similar to the below (If you are a manager will also have an **authorisations widget**).

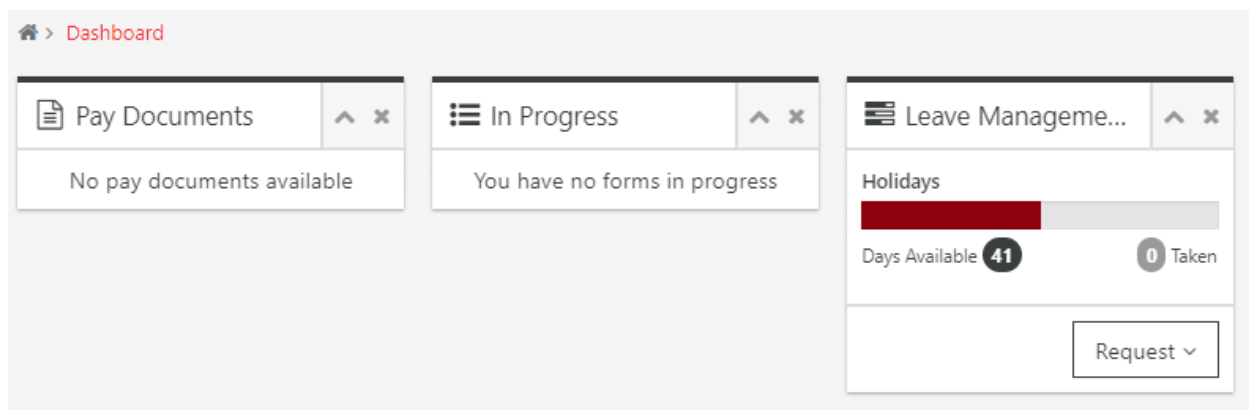


To add the **Leave Management Balance widget** please select the spanner to the right of the Dashboard and click on the **+** symbol. This widget will then transfer the widget to your dashboard.

[< Back](#)

 **Dashboard Settings**

 **Leave Management Balance**

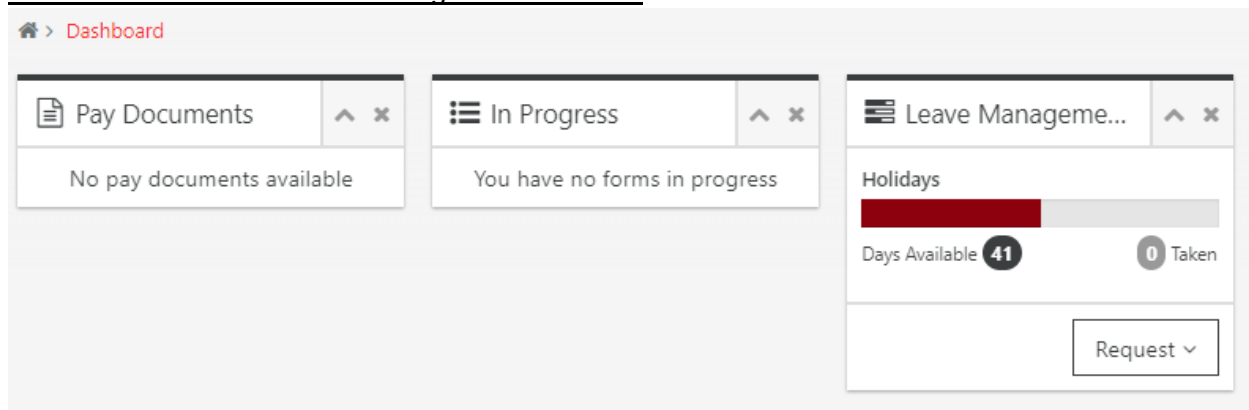


Section 2 Booking Annual Leave Full Time Staff

Full Time staff with a standard 7 hour working day (Part Time or Compacted Full Time, see [Section 3 Booking Annual Leave Part Time or Compacted Full Time Staff](#))

There are 3 ways to book annual leave in MyView.

Via the Dashboard- Leave Management Balance



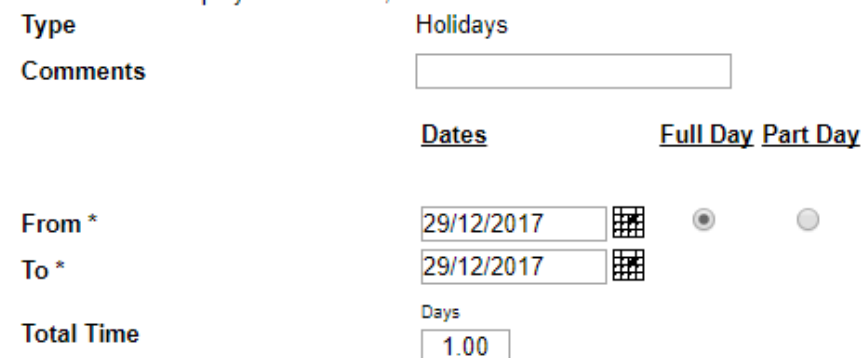
The screenshot shows the MyView Dashboard with three main sections: Pay Documents, In Progress, and Leave Management Balance. The Pay Documents section shows 'No pay documents available'. The In Progress section shows 'You have no forms in progress'. The Leave Management Balance section shows a 'Holidays' bar chart with 'Days Available' at 41 and 'Taken' at 0. A 'Request' button is visible in the bottom right corner of the Leave Management Balance section.

Step 1 Select Request > Holidays

Step 2 Enter the details of your request

Record an Absence - HUMAN RESOURCES (027724) - HR Assistant (716874)

To record this employee as absent, fill in the information below.

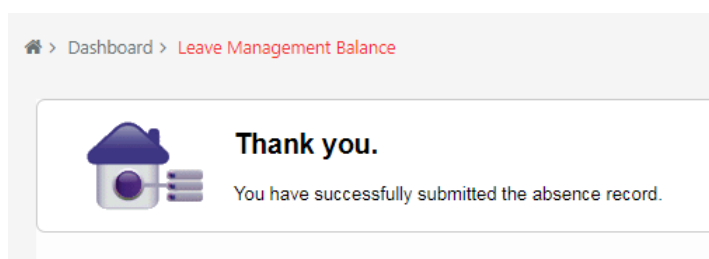


The form contains the following fields:

- Type:** Holidays
- Comments:** A text input field.
- Dates:** A section with two columns: 'From' and 'To'. Both have date pickers set to 29/12/2017.
- Full Day / Part Day:** Two radio buttons. The 'Full Day' button is selected.
- Total Time:** A field labeled 'Days' with a value of 1.00.

- **Comments-** if you wish to provide any comments for your manager to consider
- **From-** enter the date from when you want your annual leave to begin
- **To-** enter the date when you want your annual leave to finish (this is not the date you are due back in the office)
- **Total Time-** this is calculated based on the dates you have provided
- If you wish to take a half day select the **radio button** called Part Day.
- **Note.** Standard Full Time will only allow Full Days (7 hours) or Part Days (3.5 hours). If you have a working pattern that is non-standard please refer to the FAQs [here](#)

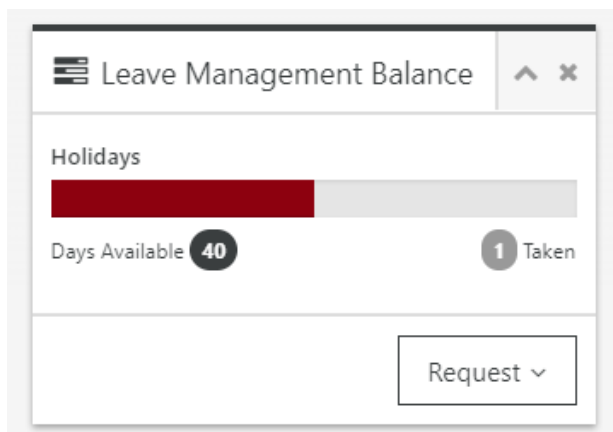
Step 4 Submit



The screenshot shows a confirmation message with a house icon and the text: 'Thank you. You have successfully submitted the absence record.'

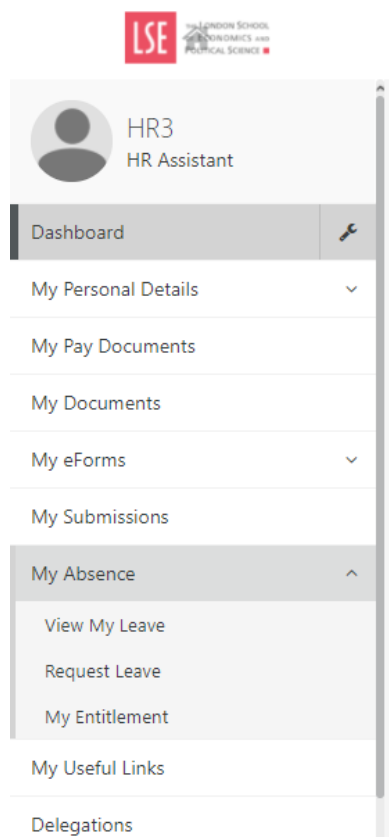
An e-mail notification in addition to a request within MyView will be sent to your manager letting them know that you have requested annual leave.

Upon either approval or rejection, you will receive an e-mail. Your leave management balance will also reduce accordingly.



Via the Menu- Request Leave

Step 1 Expand My Absence > Request Leave



Events Calendar

[illegible]

Absence / Attendance

Type	Description	Action
HOLS	Holidays	Request New Open HOLS History

Step 2 Select **Request New** and follow the instructions as on page 7

Via the Menu- View my Leave

Step 1 View my Leave > Time Management – Employee View

[Home](#) > [Dashboard](#) > [View My Leave](#)

Time Management

Bins View

[Time Management - Employee View](#)
[Time Management - Calendar View](#)

[Home](#) > [Dashboard](#) > [View My Leave](#)

Time Management - HUMAN RESOURCES (027724) - HR Assistant (716874)

[LSE Leave Policy](#)

Employee View

Contract Type: Permanent Holidays: Outstanding Balances: 40 Days
 Contract Status:
 Contracted Hours: 35

< Previous Week Ending **30/12/2017** Next >

Week Ending	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Category	Comments
	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash		
18/11/2017																
25/11/2017																
02/12/2017																
09/12/2017																
16/12/2017																
23/12/2017																
30/12/2017											H	7.00				
06/01/2018																
13/01/2018																
20/01/2018																
27/01/2018																
03/02/2018																
10/02/2018																

[View Full Screen](#)
[Print](#)
[Cancel](#)

Step 2 Scroll to the appropriate week that you wish to take annual leave or amend using the date box

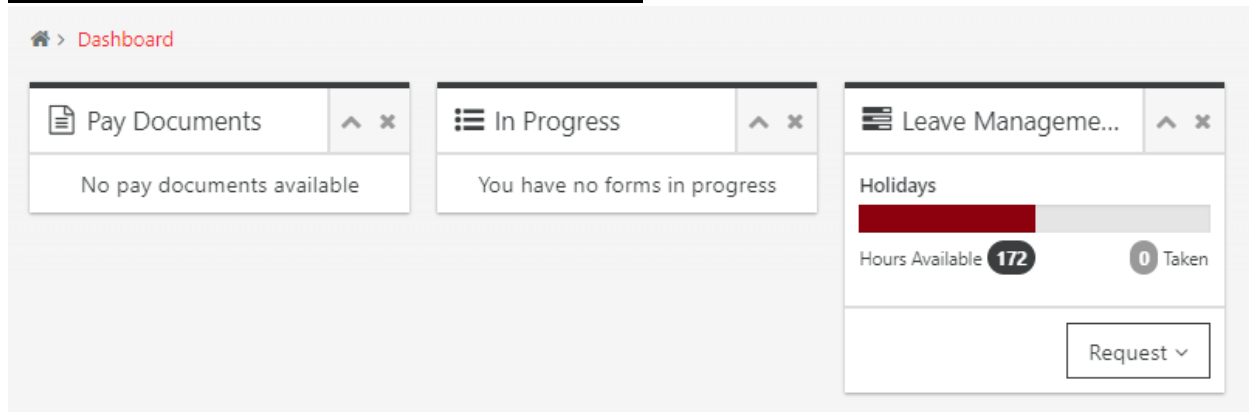
Step 3 Double click on the first day and follow the instructions as on page 7

Section 3 Booking Annual Leave Part Time or Compacted Full Time Staff

If you are part time or work compacted full time hours your annual leave will be shown in hours rather than days as the hours will differ. However the process of booking leave works in the same way.

There are 3 ways to book annual leave in MyView.

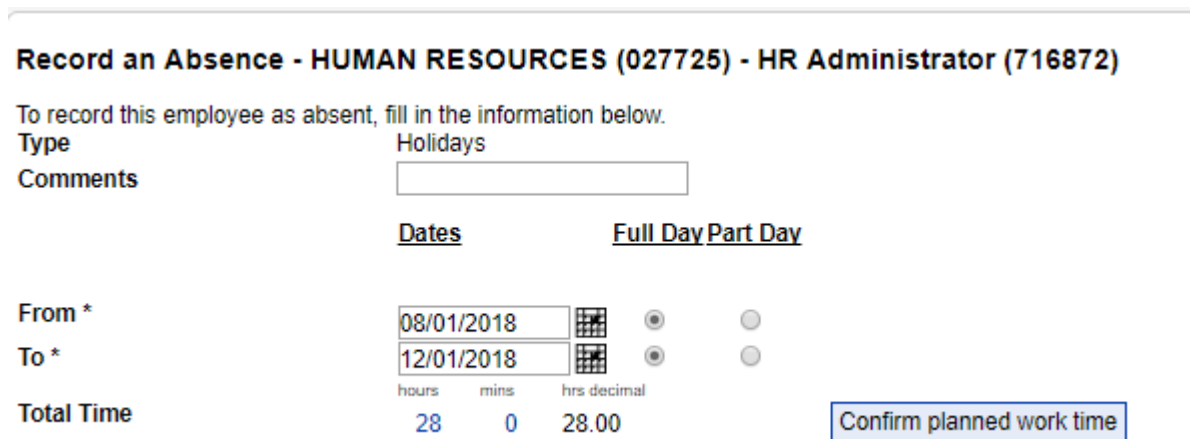
Via the Dashboard- Leave Management Balance



The screenshot shows the MyView Dashboard with three main sections: Pay Documents, In Progress, and Leave Management. The Pay Documents section shows 'No pay documents available'. The In Progress section shows 'You have no forms in progress'. The Leave Management section shows a 'Holidays' bar chart with 'Hours Available' at 172 and 'Taken' at 0. A 'Request' button is visible in the Leave Management section.

Step 1 Select Request > Holidays

Step 2 Enter the details of your request



The screenshot shows the 'Record an Absence' form for Human Resources (027725) - HR Administrator (716872). The form includes fields for Type (Holidays), Comments, Dates (From: 08/01/2018, To: 12/01/2018), and Total Time (28 hours, 0 mins, 28.00 hrs decimal). There are radio buttons for 'Full Day' and 'Part Day'. A 'Confirm planned work time' button is at the bottom right.

1. **Comments-** if you wish to provide any for your manager to consider
2. **From-** enter the date when you want your annual leave to begin
3. **To-** enter the date when you want your annual leave to finish (this is not the date you are due back in the office)
4. **Total Time-** this is calculated based on the dates you have provided
5. If you wish to take a half day select the radio button called Part Day.

Step 3 Select Confirm planned work time. This is your current stored working pattern for your hours per week. You can make changes by over writing within the box, for instance the day you wish to take off is a 6-hour day, not 7. Your manager will be responsible for checking these details before approving leave.

Note. To prevent having to make amendments each time please use the eform that can be located under Menu > My eforms > Working Pattern Change Request

Record an Absence - HUMAN RESOURCES (027725) - HR Administrator (716872)

To record this employee as absent, fill in the information below.

From 08/01/2018
To 12/01/2018

Week Ending	SUN hh:mm	MON hh:mm	TUE hh:mm	WED hh:mm	THU hh:mm	FRI hh:mm	SAT hh:mm	hours	Weekly Hours mins	hrs decimal
13/01/2018	0:00	0:00	7:00	7:00	7:00	7:00	0:00	28	0	28.00

Step 4 Save

Step 5 Submit

[Home](#) > [Dashboard](#) > [Leave Management Balance](#)



Thank you.

You have successfully submitted the absence record.

An e-mail notification in addition to a request within MyView will be sent to your manager letting them know that you have requested annual leave.

Upon either approval or rejection, you will receive an e-mail. Your leave management balance will also reduce accordingly once the leave has been taken.

Via the Menu- Request Leave

Step 1 Expand My Absence > Request Leave



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POLITICAL SCIENCE



HR4
HR Administrator

- Dashboard
- My Personal Details
- My Pay Documents
- My Documents
- My eForms
- My Submissions
- My Absence**
 - View My Leave
 - Request Leave**
 - My Entitlement
- My Useful Links
- Delegations

Outstanding Balances

Events Calendar

[illegible]

Type	Description	Action
HOLS	Holidays	Request New Open HOLS History

Via the Menu- View my Leave

Step 1 View my Leave > Time Management – Employee View

Time Management

Bins View

Time Management - Employee View

Time Management - Calendar View

Outstanding Balances

Contract Type: Permanent

Holidays:

172 Hours

Contracted Hours: 28

[< Previous](#)

Week Ending 30/12/2017

Next >

[illegible]

View Full Screen Print Cancel

Step 3 Double click on the first day and follow the instructions as per on page 7

Section 4 View My Leave

You can view the status of any requests previously made and the status of them. Open, Submitted, Authorised, Withdrawn or Rejected.

Menu > My Absence > View my Leave

Time Management

Bins View

Time Management - Employee View

Time Management - Calendar View

Open

Submitted

Created Date	Employee	Type	Description	From	To	Action
23/11/2017	HUMAN RESOURCES	H	Holidays	28/11/2017	28/11/2017	Add

Authorised

Created Date	Employee	Type	Description	From	To	Action
23/11/2017	HUMAN RESOURCES	H	Holidays	23/11/2017	23/11/2017	Add

Withdrawn

Rejected

Created Date	Employee	Type	Description	From	To	Action
23/11/2017	HUMAN RESOURCES	H	Holidays	27/11/2017	27/11/2017	Add

You will receive e-mail notification when your request is approved or rejected and the status will update as above.

Any requests that remain in **Open** means you have not yet submitted therefore please ensure you submit to your manager when you are sure that you wish to request your leave.

Section 5 View Team Calendar

When requesting annual leave, you can also check other team members' requests that have been authorised.

Menu > Request Leave

The bottom right hand corner select **View Team Calendar**

Time Management - HUMAN RESOURCES 3 (027724) - HR Assistant (716874)

LSE Leave Policy

Employee View
Outstanding Balances
H: 40.0 Days

Events Calendar

2017

July

August

September

October

November

December

2018

January

February

March

April

May

June

Holidays

Absence / Attendance

Type	Description	Action
HOLS	Holidays	Request New Open HOLS History
SICK	Sickness	Request New Open SICK History

View Team Calendar

Team Calendar

[illegible]

You can navigate through the months by selecting the arrow next to Year and Month.

Entitlements will show for 2 year periods and can be booked ahead to assist with team planning.

Menu > My Absence > Entitlement

Full Time – Entitlements show in Days

Time Management - HUMAN RESOURCES (027724) - HR Assistant (716874)

LSE Leave Policy

View Entitlement

Select Absence Type

Holidays ▼

Entitlement Period from 01/01/2017 to 31/12/2017

Post : HR Assistant

As at Date : 29/12/2017

Unit Type : Days

Entitlement : 41

Taken : 1

Booked : 0

Current Balance : 40

Outstanding Balance : 40

Previous

Next

Part Time – Entitlements show in Hours

Time Management - HUMAN RESOURCES (027725) - HR Administrator (716872)

LSE Leave Policy

View Entitlement

Select Absence Type

Holidays ▼

Entitlement Period from 03/04/2017 to 31/12/2017

Post : HR Administrator

As at Date : 29/12/2017

Unit Type : Hours

Entitlement : 172

Taken : 0

Booked : 0

Current Balance : 172

Outstanding Balance : 172

Previous

Next

You can scroll through the entitlement years using the **Next** button.

Your entitlements will change according to your hours and days/hours booked.

Your entitlement will show you how many Days/Hours per year you receive depending upon your current working hours and service condition. If you are unsure how these are calculated please refer to the FAQs [here](#)

End