

How to Approve Leave on MyView

If you are a line manager, you will see you have an authorisation widget on the dashboard. Any leave requests your staff submit will appear here

The screenshot shows the MyView dashboard for a Senior Human Resources Assistant. The dashboard includes several widgets:

- My Pay:** Shows the next pay date as March 21, with 18 days remaining. It includes a 'View Summary' button and a section for 'View All Pay Documents' with two pay slips: one for 21 Feb and one for 21 Jan. There are 37 unopened documents.
- Leave Management:** Displays 'Holiday' with 40.2 hours available and 0 hours taken. It also shows 'Bank Holidays' with 15.7 hours available and 0 hours taken. A 'Request' button is visible.
- Birthdays:** A message states 'There are no birthdays in the next 100 days'.
- Authorisation:** Shows 1 absence for KIRSTY RIGBY on 03/03/2022. It has 0 authorising and 0 rejecting requests. A 'Submit' button is present.

If you click on the employees name it will open their request as below, here you will be able to view the dates of their request, the total hours required in line with their contractual hours. You will be able to authorise / reject requests and view team calendar which will give you an overview of any staff absences already submitted and approved

The screenshot shows the 'Record an Absence' form for KIRSTY RIGBY (5010885) - Human Resources Assistant (CCM111). The form is titled 'Record an Absence - KIRSTY RIGBY (5010885) - Human Resources Assistant (CCM111)' and includes the following information:

- Previously Updated By:** KIRSTY RIGBY (5010885) on 03/03/2022
- Type:** Holiday
- Comments:** A section for entering comments.
- Dates:** A table with columns for 'Full Day', 'Part Day', and 'Day'. The 'From' date is 05/04/2022 and the 'To' date is 05/04/2022.
- Total Time:** 7 hours, 24 mins, 7.40 hrs decimal. A 'View planned work time' button is available.

At the bottom of the form, there are buttons for 'Cancel', 'Authorise', 'Reject', 'View Entitlement Details', and 'View Team Calendar'.

You will also be able to select 'View Entitlement Details' which will show the leave entitlement for the year, leave taken to date any leave booked and remaining balance

Select Absence Type:

Entitlement Period from 01/12/2021 to 31/03/2022

Post : Human Resources Assistant

As at Date : 03/03/2022

Unit Type : Hours

Entitlement : 58.9

Mid Cycle C/fwd Entitlement : 0

Taken : 0

Booked : 0

Current Balance : 58.9

Outstanding Balance : 58.9

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You can also view leave requests by selecting the 'My Authorisations' tab, this will give a breakdown of the leave requested and you can approve by simply selecting the green tick or red cross to reject

Me | My People

KATIE
Senior Human Resources Assistant

Dashboard

My Details

My Pay Documents

My Leave

My Claims

My Expenses

My Authorisations

My Delegation

MyView History

Event Type: Employee:

Results per page: Showing 1 result

Description	Event	Time Remaining ^	Submitted Date	Employee	
HOL: From 05/04/2022 - To 05/04/2022	Absence	5 Days	3 Mar 2022	KIRSTY RIGBY	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Absence

Employee: KIRSTY RIGBY (5010885)
Post: Human Resources Assistant (CCM111)
Form Number: 00005474
Submitted By: KIRSTY RIGBY (5010885)
Submitted On: 3 Mar 2022

Type: HOL
Action: Add
Start Date: 05/04/2022
End Date: 05/04/2022
Total Time: 7.40

Authorisation Progress: @ ————— @

Authorise by: 9 Mar 2022 5 DAYS LEFT

If you as an authoriser know you will be on leave or long-term absence you are now able to delegate your team requests to other colleagues to ensure leave requests are processed during your period of leave. You can do this by selecting the 'My Delegation' tab and pressing 'Add New'

You can enter a reason for your delegation in the description field and click search to select who you wish to delegate to

The screenshot shows the 'Delegation of Responsibility And Auth' interface. On the left is a navigation menu for 'KATIE Senior Human Resources Assistant' with options like 'Dashboard', 'My Details', 'My Pay Documents', 'My Leave', 'My Claims', 'My Expenses', 'My Authorisations', 'My Delegation' (highlighted), and 'MyView History'. The main content area is titled 'New Rule' and contains the following fields:

- Rule Type ***: Radio buttons for 'Authorisation' (selected) and 'Responsibilities'.
- Description ***: Text input field containing 'Please approve my requests during my period of l'.
- Delegate To ***: Text input field with a 'Search' button.
- Delegate For ***: Large empty text input field with a 'Select' button.
- Module/Process Group/View ***: Large empty text input field with a 'Select' button.

Enter your chosen delegates name and search, their details will appear as follows, click continue

The screenshot shows the 'AdvancedSearch' form. On the left is the same navigation menu as in the previous screenshot. The main content area is titled 'AdvancedSearch' and contains the following fields:

- Surname:** Text input field containing 'Swift'.
- First Name:** Text input field containing 'Jennifer'.
- Known As:** Text input field.
- Previous Surname:** Text input field.
- Employee Number:** Text input field.
- Direct Reports Only:** Checkbox (unchecked).

Below the search criteria is a table with the following data:

Select:	Name:	Employee Number:	Location:
<input checked="" type="radio"/>	SWIFT, JENNIFER	5006850	Atlas House

At the bottom of the search results is a message: 'Please make your selection from the search results to [Continue], or amend the search criteria and perform a new [Search]'. Below this message are three buttons: 'Back', 'Search', and 'Continue'.

In the 'Delegate For' box you can select which staff you wish to delegate any leave requests for

You will then need to select Module/Process Group/View and ensure you tick the Leave Management and Time Management options below then select continue

The screenshot shows the 'Delegation of Responsibility And Auth' interface. On the left is the same navigation menu as in the previous screenshots. The main content area is titled 'Delegation of Responsibility And Auth' and contains the following fields:

- Select the Modules and Process Groups that you wish to delegate.**
- Select All** and **Deselect All** buttons.
- Leave Management
- Time Management

At the bottom right of the form are two buttons: 'Back' and 'Continue'.

You can enter the dates of your absence, and tick the below boxes, by selecting these it will confirm you are absent during this period and suppress any email and authorisation requests then submit

Me My People

KATIE
Senior Human Resources Assistant

Dashboard

My Details

My Pay Documents

My Leave

My Claims

My Expenses

My Authorisations

My Delegation

MyView History

Description * Please approve my requests during my period of li

Delegate To * JENNIFER SWIFT **Search**

Delegate For * KIRSTY RIGBY (Emp: 5010885, Post Human Resources Assistant (CCM111)) **Select**

Module/Process Group/View * Leave Management
Time Management **Select**

Delegation Period

From Date 04/03/2022

To Date 31/03/2022

Absence

Suppress Email And Authorisation

Submit