**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



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

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



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



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



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

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 le]

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]