

MyView - Annual leave - managers information video transcript

[At the top left of the image a Durham County Council logo followed by the text 'MyView - annual leave - managers information.' are displayed. Both are visible throughout the video.]

[A lady narrates throughout the video.]

[The video starts with the user logged into MyView and the Dashboard page showing.]

This video will demonstrate how you as a manager can authorise annual leave and flexi leave requests on MyView.

When a member of your team submits a leave request, you will receive an email notification which notifies you which team member has submitted a leave request. Follow the link within the email to log in to MyView, alternatively you can access your team's requests by logging into MyView in the usual way.

Having logged into MyView, the 'Authorisation' widget [panel] will display any outstanding tasks which require your authorisation. Within the widget, click the downward arrow next to 'Time Mgmt Absence' this will display your pending requests. Click the individual employee's name to open their leave request. [Leave request displays]

It is good practice to check leave commitments of your direct reportees prior to approving leave. We therefore recommend that you review your Team Calendar prior to approving any leave. Whilst in the individual employee's request, select 'view team calendar'.

[Leave Management page displays with the team calendar]

The team calendar displays you as a manager, as well as your direct reportees and their approved leave so you can easily determine if there is sufficient team cover prior to approving any pending leave requests. For GDPR reasons, all types of leave for all other employees in your team are recorded as generic absence. Click 'return' to return to the leave request. [Leave request displays]

Please note part-time employees or those working compressed hours are required to submit leave for Bank Holidays that fall on any normal working days. Additional hours have been added to their entitlement at the start of the leave year to account for all bank holidays. Such employees should request the number of hours they would ordinarily work on that day.

You can also check an employee's entitlement prior to authorising requests by selecting 'view entitlement details'. [Entitlement detail page displays] This screen will display overall entitlement, leave taken, leave booked and the employees current and outstanding balances. Click 'cancel' to return to the request. [Leave request displays]

Review the details of leave requests carefully and select 'authorise' or 'reject'. [Authorise is selected and an Authorisation status screen is displayed. The Home icon (DCC logo in the top left-hand corner of the screen) is selected and the Dashboard page is displayed]

Please note that if a request is not authorised within 30 calendar days it will be automatically be rejected and returned to the employee. The employee will be notified via email of the outcome of their leave request.

If you require any further information or support, please do not hesitate to contact the MyView Team on 03000 269919. Alternatively, you can e-mail us on MyView@durham.gov.uk

[Video ends]