

## MyView Annual leave - full time staff video transcript

[At the top left of the image a Durham County Council logo followed by the text 'MyView - annual leave - full time staff' 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 to request annual leave and flexi leave on MyView.

Firstly, you will be required to add the Leave widget to your MyView dashboard.

When you log-in to MyView click the spanner tool next to 'Employee Actions' from the left-hand menu panel. This will display dashboard widgets that are currently available to you. Select 'Annual Leave Balance'.

[The cursor moves to click on the menu item shown at the bottom of the menu panel.]

The widget will now be added to your dashboard. [Annual Leave widget panel appears]

You will see your available leave is displayed on the widget. Employees who are in the flexi scheme can also book flexi days (regardless of whether they work full time or part time). Please note, the system does not replace the current flexi recording system.

It is good practice to check team cover in your service area prior to requesting leave, as this may influence your manager's decision when authorising your leave requests. We therefore recommend that you review the Team Calendar prior to requesting leave.

To view the team calendar, select 'employee leave' from left hand menu panel, then select 'My Leave Calendar'.

[Leave Management screen is displayed]

If you have multiple posts, select the post you are submitting the leave request against and click 'next'.

[Personal calendar is displayed]

This screen will display your personal calendar, continue to the bottom of the screen and click 'view team calendar' to access your teams' calendar.

[Team calendar is displayed]

Once open, the team calendar displays employees who report to your manager, as well as your manager, and it will display their approved leave. For GDPR reasons, all types of leave for all other employees in your work group are recorded as generic absence. This is a handy tool to check other leave arrangements prior to submitting your leave request.

Now you have checked the team calendar, you are ready to request leave. Please return to your main dashboard by clicking the DCC logo in the top left-hand corner of the screen.

[Dashboard page is displayed]

Within the annual leave balance widget, click 'request' and then select the leave type you are requesting, you have the option of annual leave, and if applicable to your post, flexi leave.

[Holiday request form is displayed]

Complete the request form accordingly ensuring all mandatory fields are populated. The comments box is optional, but additional information can be included if required. Please note any comments will be seen by your manager.

[Example shows user adding the holiday start date and the date for the holiday to end, in this case one day.]

The system will auto populate the total time required, in this example, the system has calculated a request of 1 day. Please note that leave requests for non-consecutive days will need to be submitted as separate leave requests. For example, Monday, Wednesday, Friday would need to be requested as 3 separate days.

Once the request is complete, click 'submit'.

[Dashboard page is displayed]

The request has now been sent to your manager and is pending approval. Please note that your entitlement on the widget will not adjust until the request has been authorised by your manager. Once the request has been approved by your manager, you will receive an email notification. If the request is approved, there is no further action required.

Please note that you can check the status of your leave requests within the 'My Leave form history' section of 'Employee Leave' at any time.

[The My Leave form history option is selected, and the Form History page is displayed]

Locate the relevant request and click the drop-down arrow from the right-hand side of the form. [The details for leave request selected are expanded] This will display the form status - a green tick for approved leave, an amber circle for pending authorisation, or a red cross for rejected.

For further details of the date/time and authoriser of the request, select the authorisation progress bar and additional details will then display. [A panel with the details is displayed]

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](mailto:MyView@durham.gov.uk)

[Video ends]