MyView Annual leave - part time staff video transcript

[At the top left of the image a Durham County Council logo followed by the text 'MyView - annual leave - part 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 part-time employees 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 and activate the menu item]

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.

Whereas full time employees working a standard working day, will have their leave entitlements calculated in days, part-time employees or those working compressed hours will have their holiday entitlement calculated in hours. 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'.

[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 team are recorded as generic absence. This is a handy tool to check other leave arrangements prior to submitting your leave request.

Now that you have checked the team calendar, you are ready to request leave. Please return to your main dashboard by clicking the Home icon [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.

Select the from and to days that you are requesting leave against. [Example shows user adding the holiday start date and the date for the holiday to end, in this case one day.]

At this stage, as a part time employee you are required to use the 'confirm planned work time' icon [option button] This is to ensure that the correct number of hours are taken for the leave, according to your working hours on those days.

[Option button is selected and activated and the 'confirm planned work time' page displays.]

 This button will open a new screen where you will be required to populate the hours you would normally work for the dates you are submitting the leave against. [Sound of typing as the form is completed.] This is important so that the system takes the correct number of hours from your entitlement. Once correctly updated, click Save.

As an extra safeguard, an alert will appear to confirm you are not requesting a full week's leave. Click Save to disregard this message, and you will be returned to the initial request form.

[Holiday request form is displayed]

You will notice that the system has now pre-populated the total hours being requested for this period of leave.

As a Part-time employee you are required to submit leave requests for Bank Holidays that fall on any of your normal working days. Additional hours have been added to your annual leave entitlement to account for all bank holidays. Therefore, to ensure a correct leave balance going forward you must ensure these are booked and authorised. The leave request should include the number of hours you would ordinarily work on that day.

For example, if you usually work on a Monday, you will be required to submit all bank holiday Monday's as annual leave. We recommend that you submit leave requests for bank

holidays at the start of the leave year to ensure you have an accurate leave balance moving forward. We also advise that you include 'Bank Holiday' in the comments section on these leave requests, so that they are easily identifiable.

Please also 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, 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 from the side menu, and the Form History page is then 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

[Video ends]