

How to Book Leave on MyView

On the dashboard you will be able to see your holiday and bank holiday entitlements under the Leave Management widget.

The screenshot shows the MyView dashboard for KATIE, a Senior Human Resources Assistant. The dashboard is titled "Welcome KATIE" and includes an "Edit dashboard" button. The main content area is divided into several widgets:

- My Pay:** Shows the next pay date as "MAR 21" with a "View Summary" button. Below this, there are two "Payslip" cards for "21 Feb" and "21 Jan". At the bottom of this widget, it indicates "37 Unopened Docs".
- Leave Management:** Displays "Holiday" entitlement with a progress bar for "55 Hours available" and "0 Hours taken". Below this, it shows "Bank Holidays" with a progress bar for "15.7 Hours available" and "0 Hours taken". A "Request" button is located at the bottom of this widget.
- Birthdays:** States "There are no birthdays in the next 100 days".
- Authorisation:** States "You have nothing to authorise".

A sidebar on the left contains navigation options: "Me", "My People", "KATIE", "Senior Human Resources Assistant", "Dashboard", "My Details", "My Pay Documents", "My Leave", "My Claims", "My Expenses", "My Authorisations", "My Delegation", and "MyView History".

You can click on the 'request' button and select 'book new leave'

The screenshot shows a modal window titled "Book new leave" with a close button (X) in the top right corner. The modal contains the following elements:

- A heading: "Book new leave"
- A prompt: "Select the type of leave you would like to book."
- Two buttons: "Holiday" and "Bank Holidays".
- A "Close" button in the bottom right corner.

On the left side of the modal, there is an illustration of a woman with red hair standing in front of a desk, interacting with a calendar and a clock.

Select the leave you wish to book; you can enter a comment and select the date you wish to book off



Book new leave - Holiday ✕

55 Hours available
0 Hour taken

Type Holiday

Comments

Dates	Full Day	Part Day
From* <input style="width: 80%;" type="text" value="24/03/2022"/> <input type="calendar"/>	<input checked="" type="radio"/>	<input type="radio"/>
To* <input style="width: 80%;" type="text" value="25/03/2022"/> <input type="calendar"/>	<input checked="" type="radio"/>	<input type="radio"/>

hours mins hrs decimal

Total Time

11.83

Confirm planned work time

< Back
Close

Once you have entered the dates click on 'Confirm planned work time' here you will need to confirm your contractual hours for the week applicable to your leave, press save then submit



Book new leave - Holiday ✕

55 Hours available
0 Hour taken

From 24/03/2022 Enter All Weeks

To 25/03/2022 Recurring Pattern Repeat Weeks

	SUN	MON	TUE	WED	THU	FRI	SAT	
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours
26/03/2022	<input style="width: 40px;" type="text" value="0:00"/>	<input style="width: 40px;" type="text" value="00:00"/>	<input style="width: 40px;" type="text" value="07:24"/>	<input style="width: 40px; border: 2px solid #002060;" type="text" value="0:00"/>	29			

Cancel

Save

< Back
Close

This will go through to your manager for approval



Book new leave - Holiday

55 Hours available 0 Hour taken

 **Thank you.**
You have successfully submitted the absence record.

[< Back](#) [Close](#)

Another way to book leave is on the 'My Leave' tab, here you will see your leave summary, upcoming dates, and recent requests. Click 'Book new leave' and follow the process above

Me My People

KATIE
Senior Human Resources Assistant

Dashboard / My Leave

Leave Management

Leave Dashboard Team Leave Calendar

My leave summary

Holiday Bank Holidays

40.2 Hours Leave available

0 hour Leave taken
+14.8 hours pending

55 Hours Total entitlement

[Book new leave](#)

[View all entitlements](#)

My upcoming dates in the next 30 days



There is no upcoming leave in the next 30 days.

My recent requests

On the My Leave tab you will also be able to view your Team Leave Calendar, here you will be able to view your direct reports and any approved leave

KATIE
Senior Human Resources Assistant

- Dashboard
- My Details
- My Pay Documents
- My Leave
- My Claims
- My Expenses
- My Authorisations
- My Delegation
- MyView History

Leave Management

Leave Dashboard Team Leave Calendar

Pending
 Public holiday
 Rest day
 Not editable

2 Weeks

< 28 February - 13 March 2022 >

	February	March												
	28 Mon	1 Tue	2 Wed	3 Thu	4 Fri	5 Sat	6 Sun	7 Mon	8 Tue	9 Wed	10 Thu	11 Fri	12 Sat	13 Sun
Me														
My direct reports														
My manager														