

## How to Book Leave on MyView – Amending Work Pattern

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 user 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 March 21, with 18 days remaining. It includes a "View Summary" button and two payslip thumbnails for February 21 and January 21.
- Leave Management:** Displays two progress bars for "Holiday" (55 hours available, 0 hours taken) and "Bank Holidays" (15.7 hours available, 0 hours taken). A "Request" button is located at the bottom of this widget.
- Birthdays:** Indicates there are no birthdays in the next 100 days.
- Authorisation:** Indicates there is nothing to authorise.
- Unopened Docs:** Shows 37 unopened documents.
- In Progress:** Shows a document icon.

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.

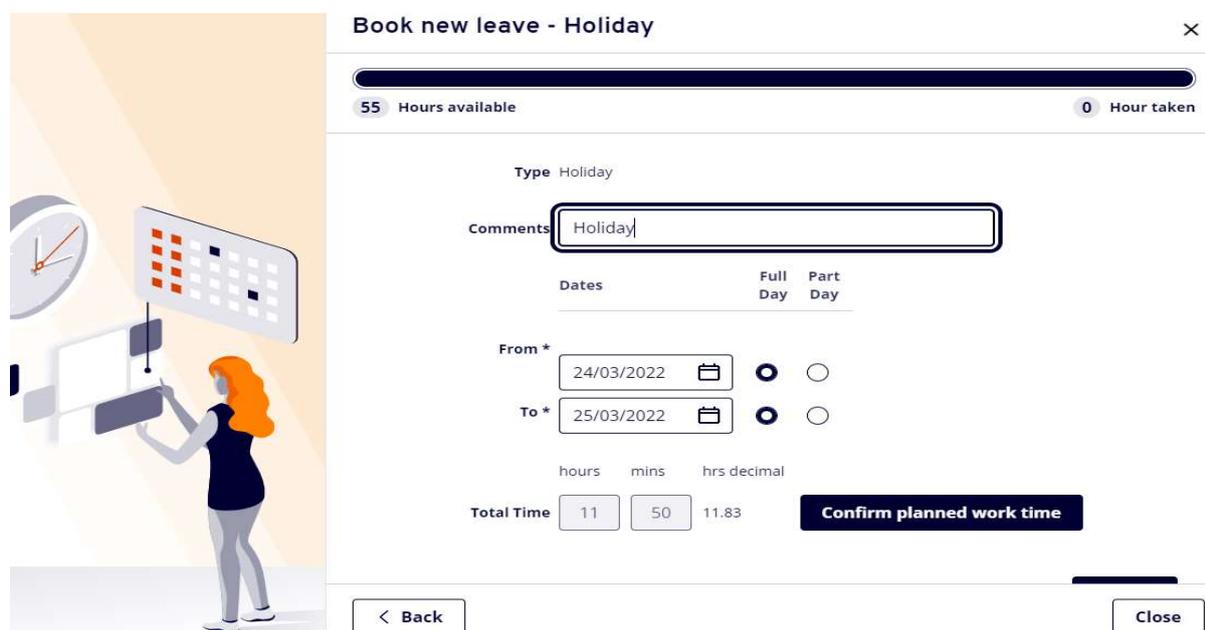
You can click on the 'request' button and select 'book new leave'. Alternatively, you can go into the 'My Leave' section on the left and book your leave this way.

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 large calendar and a clock, representing the process of booking leave.

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:

From \*   Full Day  Part Day

To \*   Full Day  Part Day

hours mins hrs decimal

Total Time   11.83

Once you have entered the dates click on **'Confirm planned work time'**.

As the system does not hold specific work patterns, you will need to confirm your contractual hours for the week applicable to your leave. Your contractual hours will automatically be spread across a standard 5 day working week.

You will need to amend the hours to reflect your actual working week for that week or day you wish to take as leave. To do this, over type the hours and minutes you are requesting for each day. Click **Save**.

Please note that the start of your weekly pattern is **Sunday**.

If your hours go over your contractual hours for that week, the system will warn you about the hours you have inputted. This is just a warning message, you are still able to continue. Click **Save**



### Book new leave - Holiday

**Alerts**  
Average hours entered is different from contract hours of 37. Are you sure you wish to continue?

From 20/04/2022 Enter All Weeks

To 20/04/2022 Recurring Pattern  Repeat Weeks --Select--

	SUN	MON	TUE	WED	THU	FRI	SAT	
Week Ending	hh:mm	hours						
23/04/2022	0:00	00:00	7:24	7:24	7:24	7:24	0:00	29

**Cancel** **Save**

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



### Book new leave - Holiday

Progress bar

55 Hours available 0 Hour taken

From 24/03/2022 Enter All Weeks

To 25/03/2022 Recurring Pattern  Repeat Weeks --Select--

	SUN	MON	TUE	WED	THU	FRI	SAT	
Week Ending	hh:mm	hours						
26/03/2022	0:00	00:00	07:24	07:24	07:24	07:24	0:00	29

**Cancel** **Save**

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

Once you have submitted, 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.

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Close

### Booking Part Day Leave

Booking part day leave is a similar process to booking a full days leave. However, Once you have chosen the date you would like your leave you need to select 'part day'.



### Book new leave - Holiday ✕

**Type** Holiday

Comments

Dates	Full Day	Part Day	Time	Hours off						
<b>From *</b> <input style="width: 100%;" type="text" value="31/03/2022"/>	<input type="radio"/>	<input checked="" type="radio"/>	<small>e.g. 15:30 for half past three</small> <input style="width: 100%;" type="text" value="13:00"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">hh</td> <td style="text-align: center;">mm</td> <td style="text-align: center;">hrs decimal</td> </tr> <tr> <td style="text-align: center;"><input style="width: 30px;" type="text" value="1"/></td> <td style="text-align: center;"><input style="width: 30px;" type="text" value="0"/></td> <td style="text-align: center;"><input style="width: 30px;" type="text" value="1.00"/></td> </tr> </table>	hh	mm	hrs decimal	<input style="width: 30px;" type="text" value="1"/>	<input style="width: 30px;" type="text" value="0"/>	<input style="width: 30px;" type="text" value="1.00"/>
hh	mm	hrs decimal								
<input style="width: 30px;" type="text" value="1"/>	<input style="width: 30px;" type="text" value="0"/>	<input style="width: 30px;" type="text" value="1.00"/>								
<b>To *</b> <input style="width: 100%;" type="text" value="31/03/2022"/>										

hours mins hrs decimal  
**Total Time**   1.00

Confirm planned work time

Submit

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Close

There is no upcoming leave in the next 30 days.

Three more boxes will then appear for you to complete. In the first box, you need to put the time you want to leave. For example, If you want to book 1 hour off from 13:00-14:00 you would input 13:00. You then need to input the hours and minutes you want to book off from that time. You can then follow the same process of booking a full day off by confirming planned work time and submitting your leave.