



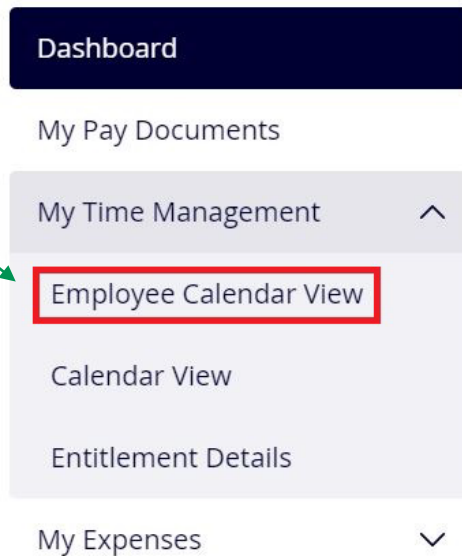
Severfield

MyView User Guide

REQUESTING & APPROVING VOLUNTEERING LEAVE – Lostock Pilot

Requesting Volunteering Leave

Open MyView. In the left-hand panel, click 'My Time Management', then 'Employee Calendar View'.



In 'Employee Calendar View', navigate to the calendar and right-click on the day of the activity.

Hover over 'Add' and click on 'Volunteering'.

< Previous

Week Ending 26/02/2023

Week Ending	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash
29/01/2023							
05/02/2023							
12/02/2023							
19/02/2023							
26/02/2023							
05/03/2023							
12/03/2023							
19/03/2023							
26/03/2023							

Context Menu:

- Add
- View
- Edit
- Delete

Options:

- HL2 Holidays for T2 Employees
- HOL Holiday
- VOL Volunteering**

Requesting Volunteering Leave

In 'Comments', enter a brief description of the planned activity, then enter the **Date** and select **Full Day** or **Part Day** as appropriate.

When booking a Part Day, enter the Time that the volunteering leave will start, and the **number of Hours off** required.

Comments

Dates	Full Day	Part Day	Time	Hours off
			e.g. 15:30 for half past three	hrs decimal
From * <input type="text" value="22/02/2023"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="08:30"/>	<input type="text" value="4.00"/>
To * <input type="text" value="22/02/2023"/>				
				hrs decimal
Total Time <input type="text" value="4.00"/>				

Click '**Submit**'.

Your request is now complete.

However, please note that, as part of our Volunteering Policy, you will be required to **provide feedback after the event or activity has been completed.**

Feedback form after Volunteering Leave

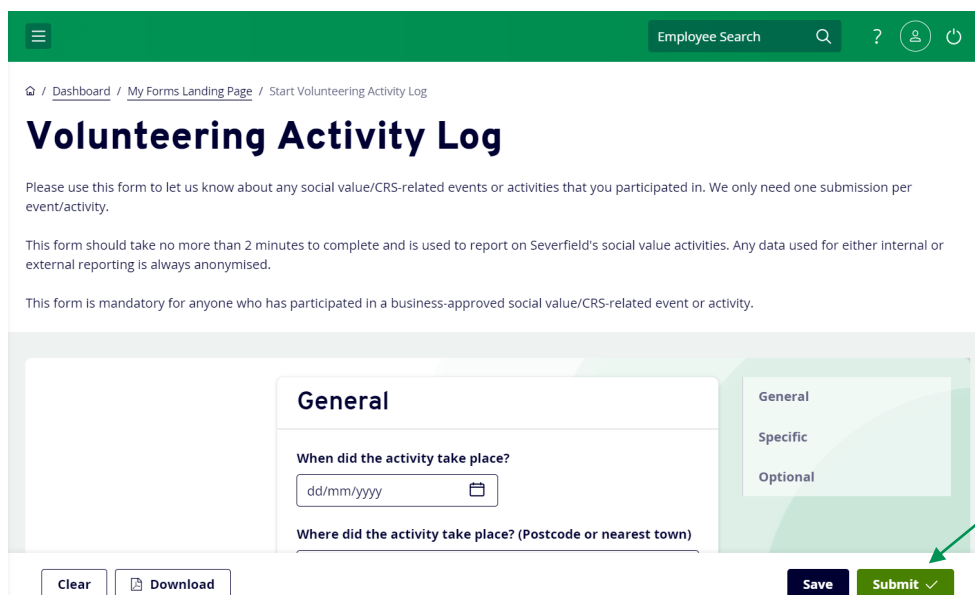
The feedback form can be accessed via 'My Forms Landing Page' in MyView (at the bottom of the left-hand panel).



In 'My Forms Landing Page', navigate to 'Volunteering Activity Log' and click the 'Start' button to open the form.

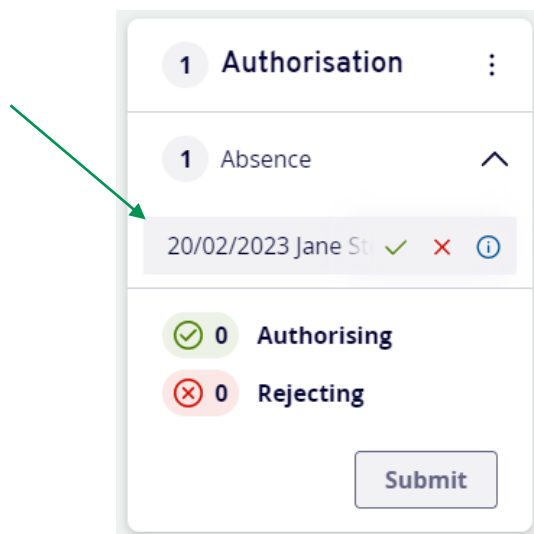


When you have completed the form, click the 'Submit' button at the bottom of the screen.



Approving Volunteering Leave

Once the request has been submitted, the appropriate line manager will receive an Absence notification in their 'Authorisation' widget, alongside the date of the request.



The request can be authorised by either clicking the green tick in the 'Authorisation' widget, or by clicking on the date of the request and selecting 'Authorise' in the following screen.

The volunteering leave will then appear in the line manager's calendar views under 'MyTeam Time Management', as well as in the employee's calendar views.

Avg Weekly Contract Hrs	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday																
	20/02/2023	21/02/2023	22/02/2023	23/02/2023	24/02/2023	25/02/2023	26/02/2023																
Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash																
39			VOL 4.00																				
^	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
February																							

Approving Volunteering Leave

The line manager can check the employee's remaining volunteering entitlement balance by navigating to **'MyTeam Time Management'** -> **'Calendar View'** and selecting the relevant employee.

Outstanding Balances (with period end date)	
Holiday(31/12/2023)	: 199.25 Hours
Volunteering(31/12/2023)	: 6.0 Hours

The employee can view this information by navigating to **'Entitlement Details'** and selecting the **'Volunteering'** absence type.

The screenshot displays the 'Entitlement Details' page. On the left, a navigation menu includes 'My Time Management', 'Employee Calendar View', 'Calendar View', 'Entitlement Details' (highlighted), 'My Expenses', 'My Personal Details', 'My Vehicle', and 'My Documents'. The main content area features links for 'User Guide - Full Day' and 'User Guide - Part Day', followed by text: 'This screen shows your annual leave balance.', 'Agreed annual shut down period will be pre loaded.', and 'Balances shown are the available remaining days to use.'. A 'Select Absence Type' dropdown menu is open, showing options: '--Select--', 'Holiday', and 'Volunteering'.