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Introduction

This guide details how to authorise (approve or reject) absence requests that you receive from your colleagues. As a manager you are responsible for approving requests from your staff members for:

- Holiday (annual leave) requests
- Paid absences
- Unpaid absences
- Time off in for lieu worked hours
- Booked time off in lieu

Delegations

For periods when you are away from the College authorisation responsibilities can be delegated to someone else. The person you delegate to should be a manager as they will need manager access to MyView (i.e. have the MyPeople tab). It is recommended that a delegation is set-up at the outset. See the delegation guide for more information on how to set these up.

Dashboard authorisation widget

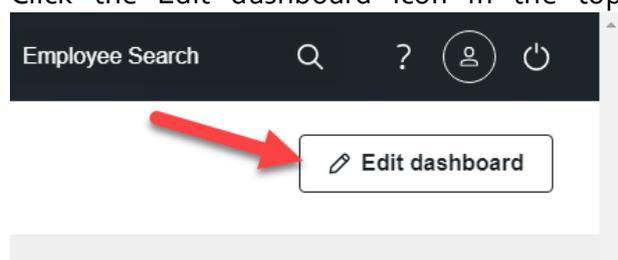
The Dashboard displays the home screen which includes quick links to frequently used items such as Payslips and P6o's. Birthdays, In Progress actions and Authorisations.

These can be hidden or deleted on screen and added back selectively by clicking on the Edit dashboard at the top right of the screen.

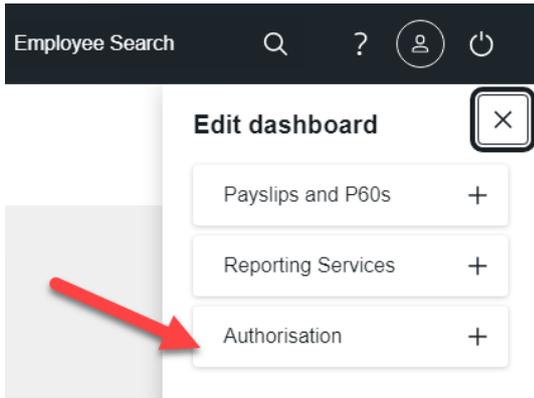
If you do not have the authorisations widget you will need to add this. If you already have this enabled, skip the next step.

Click the spanner icon listed below and then click the + button next to **authorisation**. You will have the option of adding a variety of dashboard widgets. This is a quick way of seeing pending authorisations from dashboard.

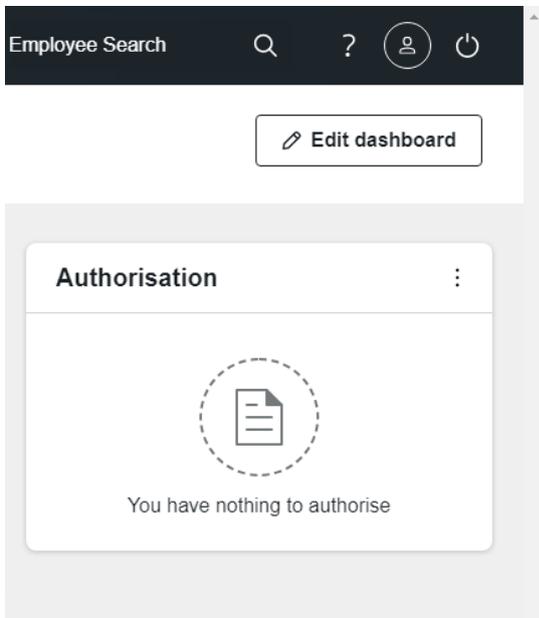
Click the Edit dashboard icon in the top right + button next to **authorisation**.



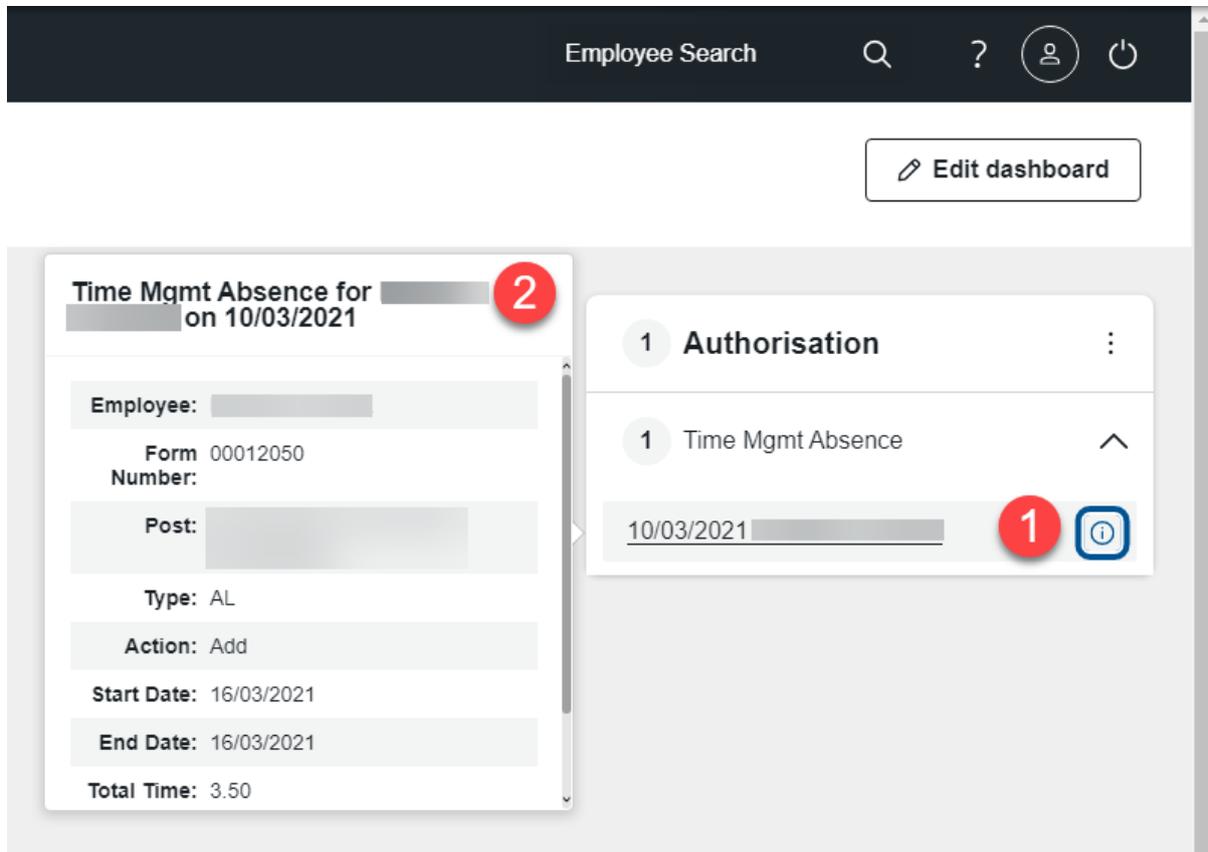
Select **authorisations** from the list of widgets.



The authorisation widget will appear on your dashboard. Move this to the position you prefer.



From the **Authorisations** widget you will be able to see the pending **Time Management Absence** authorisations. **NOTE:** If the request has been recently sent to you whilst you were in MyView, you may need to sign out and sign back in for the request to appear.



Approving annual leave requests

1. You will receive an email notifying you that a member of your team has submitted an absence request for authorisation. Follow the link in the email to log into MyView. You will need to enable the authorisation widget, as per the above guidance.
2. From the **Authorisation** widget select the staff member that you want to provide authorisation for.
3. Review the details of the request

Approving paid and unpaid absence requests

The same steps as outlined above apply for all types of paid and unpaid absences.