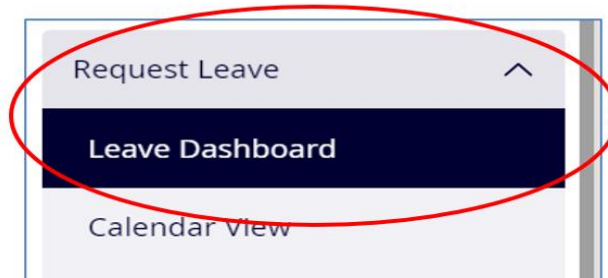


## How to record TOIL in MyView

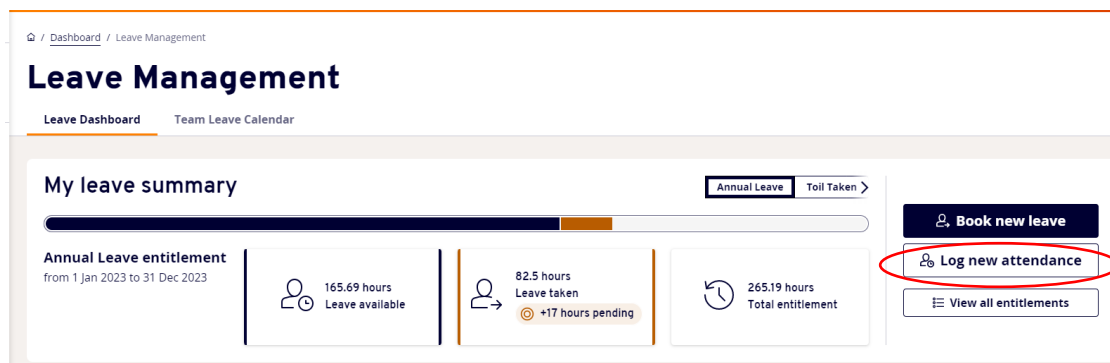
In line with Council Policy, all TOIL accrued and taken requests must be agreed by your manager in advance. Please refer to the [TOIL Policy](#) for more information.

When you have worked additional hours and have had prior approval by your manager to claim TOIL, you must first record the time worked, and have it authorised by your line manager through MyView.

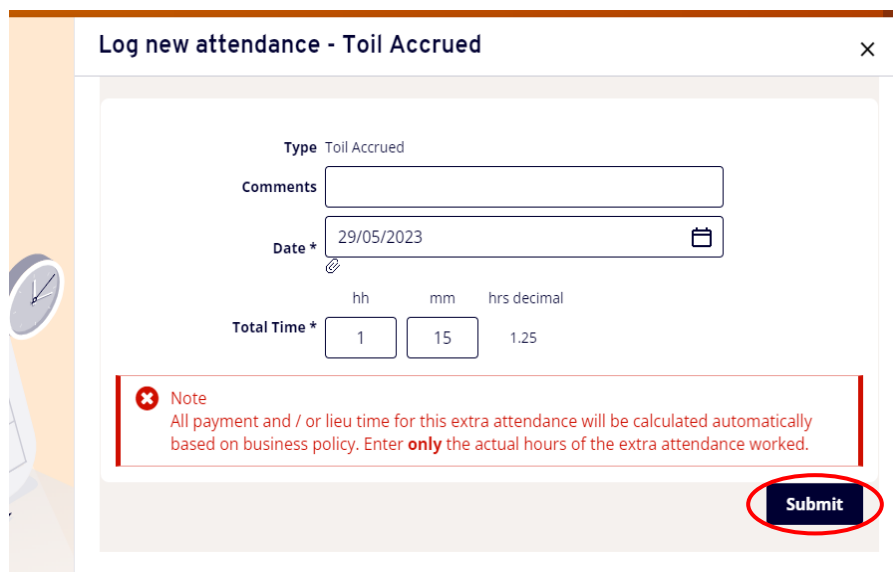
- To do this go to **Request Leave** from the left-hand menu and select **Leave Dashboard**.



- Click **Log New Attendance**



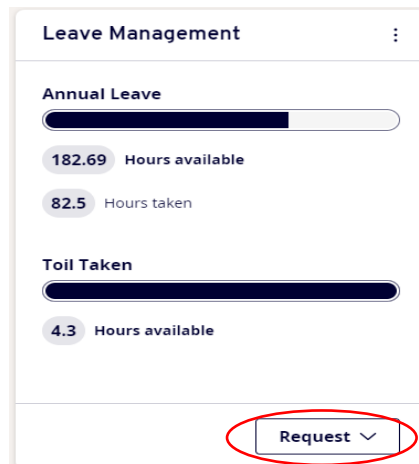
- The TOIL Accrued form will be displayed. Once the form is complete, click **Submit**.

A screenshot of the 'Log new attendance - Toil Accrued' form. The form has a title bar with a close button. It contains a 'Type' field set to 'Toil Accrued', a 'Comments' text area, a 'Date' field set to '29/05/2023', and a 'Total Time' field with sub-fields for 'hh' (1), 'mm' (15), and 'hrs decimal' (1.25). A red-bordered box contains a note: 'Note: All payment and / or lieu time for this extra attendance will be calculated automatically based on business policy. Enter only the actual hours of the extra attendance worked.' The 'Submit' button is circled in red.

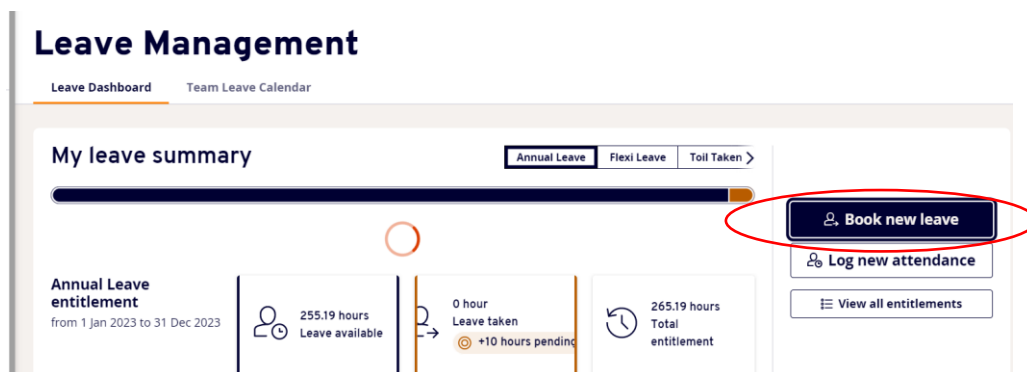
Your request will then go to your manager for authorisation.

Once your leave request is authorised by your manager, you will see a new entitlement on your Leave Management box on your Dashboard, entitled **TOIL Taken**.

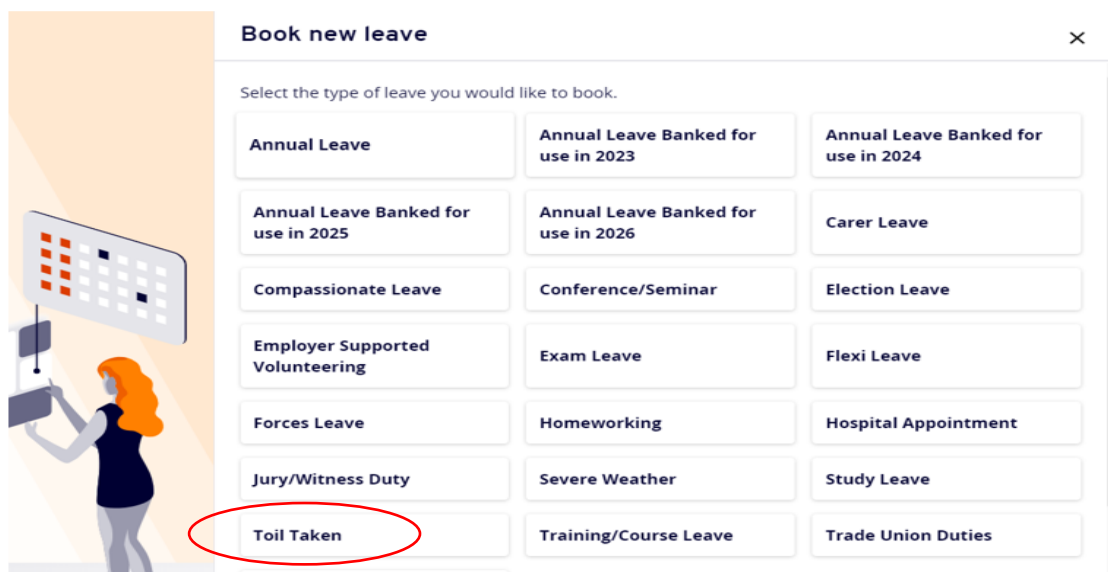
You can book TOIL Taken direct from there by selecting **Request**.



- It will also be available for you to book by selecting **Request Leave** from the left-hand menu and select **Leave Dashboard**.



- Click **Book New Leave** and select **TOIL Taken**



If you use Optimum, the information entered will update onto your Optimum record overnight.

You and your manager should ensure that your TOIL is taken within 3 months, and is in line with the [TOIL Policy](#)

If you need any assistance with the MyView process, please contact the MyView Team on 01738 4(75555) and select Option 5, or e-mail [MyView@pkc.gov.uk](mailto:MyView@pkc.gov.uk)