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 <u>TOIL Policy</u> 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.

	Log new attendance - Toil Accrued	×
B	Type Toil Accrued Comments Date * 29/05/2023 \mathcal{O} Total Time * 1 15 1.25	
	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.	

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.

Leave Management :	
Annual Leave	
182.69 Hours available	
82.5 Hours taken	
Toil Taken	
4.3 Hours available	
Request 🗸	D

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

Leave Mana	gement			
Leave Dashboard Team Le	ave Calendar			
My leave summa	ſŶ	Annual Leave	Flexi Leave Toil Taken >	
	0			A. Book new leave
Annual Leave entitlement from 1 Jan 2023 to 31 Dec 2023	O 255.19 hours C Leave available -	0 hour Leave taken → ⓒ +10 hours pending	265.19 hours Total entitlement	E View all entitlements

• Click Book New Leave and select TOIL Taken

	Book new leave				
	Select the type of leave you would like to book.				
	Annual Leave	Annual Leave Banked for use in 2023	Annual Leave Banked for use in 2024		
	Annual Leave Banked for use in 2025	Annual Leave Banked for use in 2026	Carer Leave		
	Compassionate Leave	Conference/Seminar	Election Leave		
	Employer Supported Volunteering	Exam Leave	Flexi Leave		
	Forces Leave	Homeworking	Hospital Appointment		
	Jury/Witness Duty	Severe Weather	Study Leave		
	Toil Taken	Training/Course Leave	Trade Union Duties		

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 <u>TOIL Policy</u>

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 <u>MyView@pkc.gov.uk</u>