How to Access and Navigate Optimum

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Accessing Optimum

• Log into **MyView** and click **Optimum** from the left-hand menu.

	myview					
	Ме	My People				
	Theresa CDS HR Officer					
	Dashboard					
<	Optimum	$\overline{}$				
	Request Leave	\checkmark				

Clocking

- When you first go into Optimum, your Dashboard will display if you are currently **Clocked In** or **Clocked Out.**
- Click the **Clock Out** or **Clock In** button. Please note, this functionality will not work on mobile devices so please select **Personal** and **Clocking** to be taken to the next steps.

	✓Manager Dasht	ooard							
Personal » Cale dars »	Adjustment Authorisation	Adjustment I	Requests	Ma	nager Deleg	gation »			
	Welcome	e, Theresa	Roll (`all					
	Rey	nolds	Staff	Total In	Total Out	Unknown	On Leave		
			6	1	3	2	0		
	Status								
		Roster: T 10:	00 W 9:3	30 Th 7:	30 F 7:00 (01/07/19-?)			
		In for Work a	19:12 or	n Wedn	esday 5 fet	May, 2023			
		\subseteq	Cle	ock O	ut	ノ			
	Elexi Su	ımmarv (01/	05/2023	to 31/	05/2023)				
	Opening	C/F Adj	Yester	rday	Current	Total Hr	s AM	РМ	Unadjusted
	-9.30	0.00	-41.40)	-51.03	9.27	0	0	22.00
					Timesh	neet			

• Click on **Clock** to submit the clocking. Make sure the direction selection (In or Out) is correct before clicking Clock.

	Current Status is: In for Work at 19:12 on Wednesday 31st May, 2023						
Screen Time is: 19:17 on Wednesday 31st May, 2023 (Your actual clocking Time will be taken when 'Clock' is pressed)							
Direction	Clocking type	Comment					
Direction	Clocking type Work	Comment					
Direction Oln Out	Clocking type Work	Comment					

Viewing Timesheet

- To view your Timesheet, go to Personal and View Timesheet
- Once selected your OptimumTimesheet will display.

	-													
Mon	07/03	Tue ()8/03	Wed	09/03	Thu 1	10/03	Fri 11/03		Sat 1	2/03	Sun 1	13/03	
Res	Rest (1)		07:00 - 21:00 (2)		07:00 - 21:00 (3)		07:00 - 21:00 (4)		07:00 - 21:00 (5)		Rest (6)		Rest (7)	
Α	N/A	Α	N/A	A	N/A	Α	N/A	🔒 N/A		•	N/A	Α	N/A	
-		ir	08.23	in	08.32	in	10.05	min 09.30				· · ·		
			12 37	0.0	13 33	out	1/ 19	out 1/1 37						
			12.00	in the second se	14.00	la	10 00	in 16 20						
		1	13.29	I	14.23	li li	10.00	III 10.30						
		00	19.20	out	19.37	out	17.03	out 17.56						
	1	10.00		10.00		6.13		C DCILIDO	MZ					
		10.05	INSWA	10.03	IRSWA	0.12	IROVIR	0.20 (183)	n/h					
	+0.00)	+0.0	5	+0.39		-1.18	1	-0.34		+0.00		+0.00	
	+12.38	8	+12.4	3	+13.22		+12.04		+11.30		+11.30		+11.30	
					F	lexi Summary (01/0	3/2022 to 31/03/202	2)						
Opening		C/F Adj	Yest	erday	C	losing	Total	Hrs	AM	PM	Unadjust	ed		
16.23		0.00	0.00		1	1 1/	157.5	1	0	0	0.00			

Submitting an Adjustment

- Click on Adjustment Requests
- Click **New Request** on the right-hand side of page.

justment	Authorisation	Adjustme	nt Requests	Manager Delegati	ion »		
	Year: 2023 Code: [All]		× :	Status: [All]	~	Ne	w Request
g	Value/ Time	Allowed	Status	Requested	Reason/Comment	Processed	Processed Comment

Enter the following information into the Adjustment Request form:

- Date Day that your adjustment is for
- Code/Clocking Type of Adjustment you are requesting
- Time or Value depending on type of adjustment request
- Comment this is mandatory so try to put in brief description.

Note: Fields marke	Note: Fields marked with "*" are mandatory					
* Date:	31/05/2023					
* Code/Clocking:	Hours: Forgotten Booking 🗸					
* Value:	00.00					
* Comment:						
	Request Reset Return					

• Click **Request** once the form is completed.

If you require any assistance with Optimum, please email MyView@pkc.gov.uk or telephone 01738 4(75555) and select Option 5.