

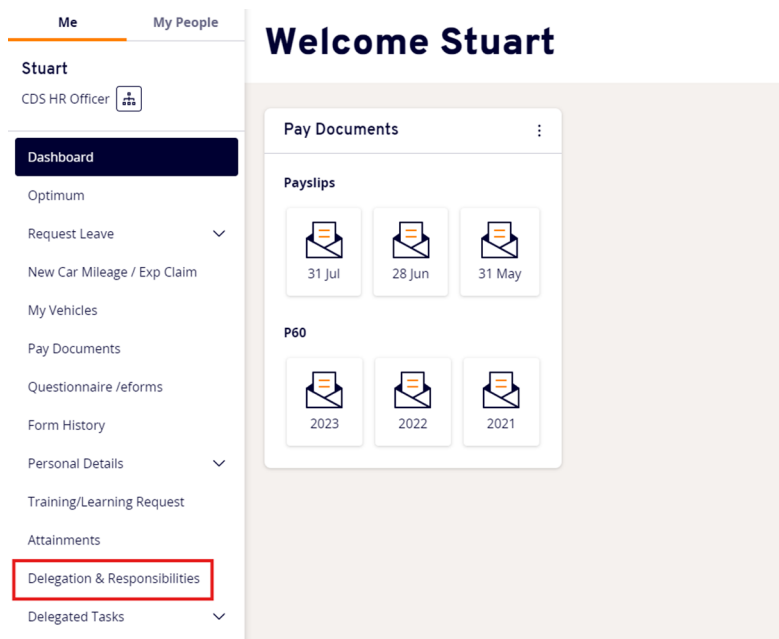
MyView Delegation Guidance for Delegates

This guidance provides delegates with information on how to view and access delegation rules that have been assigned to them by a manager so they can action MyView requests on their behalf.

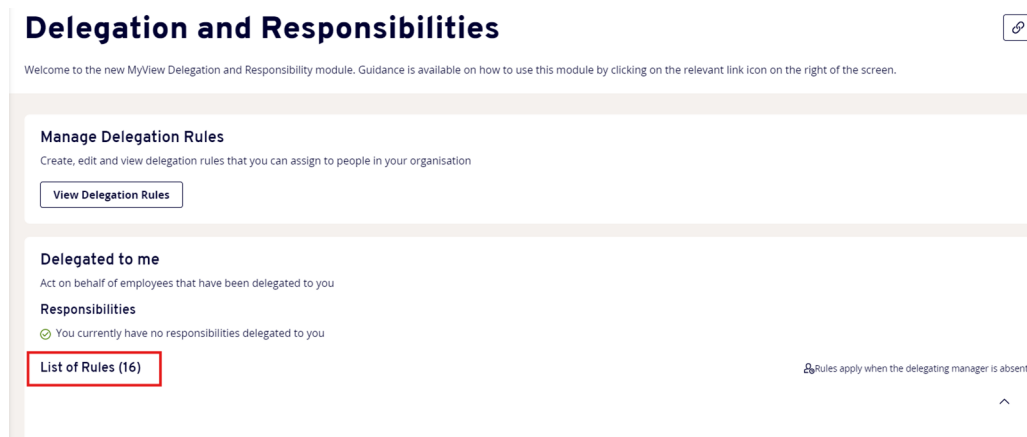
Typical delegation rules that are assigned are **Authorisations** to enable another employee to approve or reject MyView forms i.e. annual leave requests, or a **Responsibility** delegation to enable another employee to action an assigned task i.e. input a sickness/absence

To view delegations assigned to you

- Click **Delegation and Responsibilities**.




- Go to the **List of Rules** section, to view all the delegation rule that have been assigned to you by manager.



- The list will show all future, current and historic delegation rules.
- The list is grouped by each delegation manager and ordered with most recent rules displayed at the top. Click on the drop-down arrow on the right to view the delegation rule(s)

Delegated by Allan
 Craik (1)

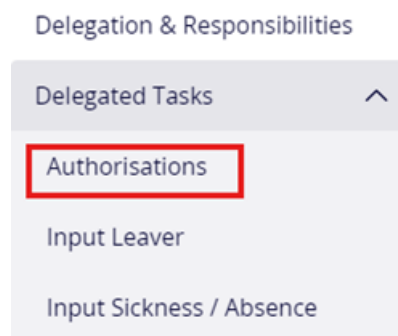


- If the delegation rule is only active when the delegation manager is on leave, this indicator  will be displayed on the right-hand side.

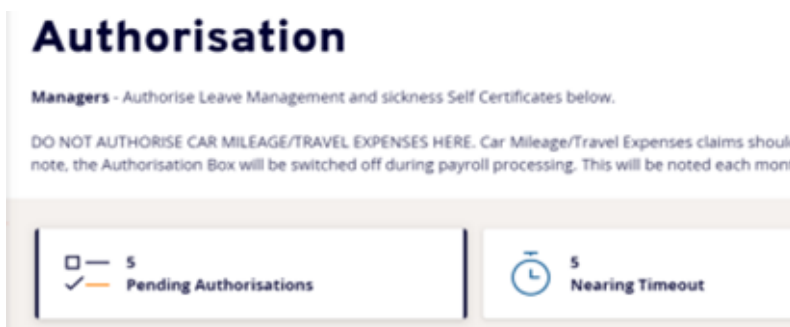
[To access delegations assigned to you](#)

Authorising Leave, Expenses and Sickness Self Cert e-forms

- If you have been allocated the responsibility to authorise and reject requests on behalf of a manager, you will receive an email notification advising there is a request awaiting authorisation in MyView.
- To view the request, go to **Delegated Tasks** from the left-hand menu.
- Click the drop-down arrow and select **Authorisations**.



- The delegated authorisation request will be listed, including any that are outstanding for your own team if you are a manager.
- Click the blue link to access the relevant request for authorisation.




- Once the request is opened, go to the bottom of the request form and authorise or reject as required.

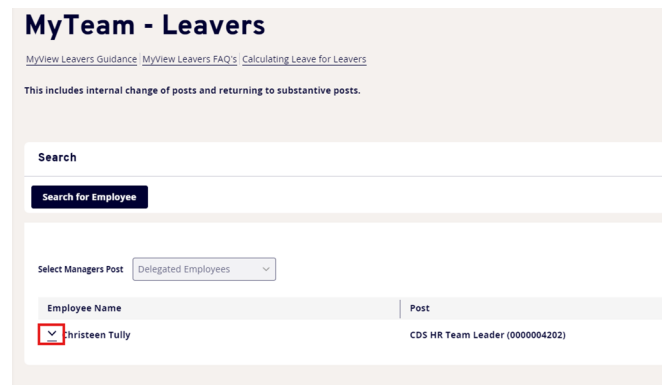
Please note, authorisation of Car Mileage/Travel Expenses claims should only be completed by an employee on the Council's Authorised Signatory List so please don't authorise any requests if you are not listed.

Input Leaver

- To submit termination information for an employee leaving the Council or moving to another post within the Council, go to **Delegated Tasks** from the left-hand menu.
- Click the drop-down arrow and select **Input Leaver**.




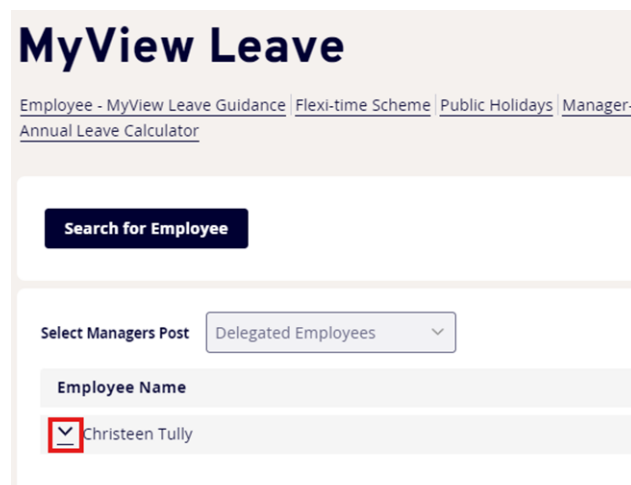
- Click on  icon next to the delegation manager to expand their list of employees

A screenshot of the 'MyTeam - Leavers' page. The page has a title 'MyTeam - Leavers' and several links: 'MyView Leavers Guidance', 'MyView Leavers FAQ's', and 'Calculating Leave for Leavers'. Below the links, there is a note: 'This includes internal change of posts and returning to substantive posts.' There is a search bar with a 'Search for Employee' button. Below the search bar, there is a 'Select Managers Post' dropdown menu with 'Delegated Employees' selected. Below that, there is a table with two columns: 'Employee Name' and 'Post'. The first row in the table has 'Christeen Tully' in the 'Employee Name' column and 'CDS HR Team Leader (0000004202)' in the 'Post' column. A red box highlights the 'Christeen Tully' text.

- For guidance on how to process a leaver on MyView, click on the following link to the [MyTeam Leavers guidance](#)

Input Sickness / Absence

- To input an absence for an employee on behalf of a manager, go to **Delegated Tasks** from the left-hand menu.
- Click the drop-down arrow and select **Input Sickness / Absence**.
- Click on  next to the delegation manager to expand their list of employees

A screenshot of the 'MyView Leave' page. The page has a title 'MyView Leave' and several links: 'Employee - MyView Leave Guidance', 'Flexi-time Scheme', 'Public Holidays', and 'Manager- I Annual Leave Calculator'. Below the links, there is a search bar with a 'Search for Employee' button. Below the search bar, there is a 'Select Managers Post' dropdown menu with 'Delegated Employees' selected. Below that, there is a table with two columns: 'Employee Name' and 'Post'. The first row in the table has 'Christeen Tully' in the 'Employee Name' column. A red box highlights the 'Christeen Tully' text.

- For guidance on how to process a leaver on MyView, click on the following link to the [Sickness / Absence Recording guidance](#)