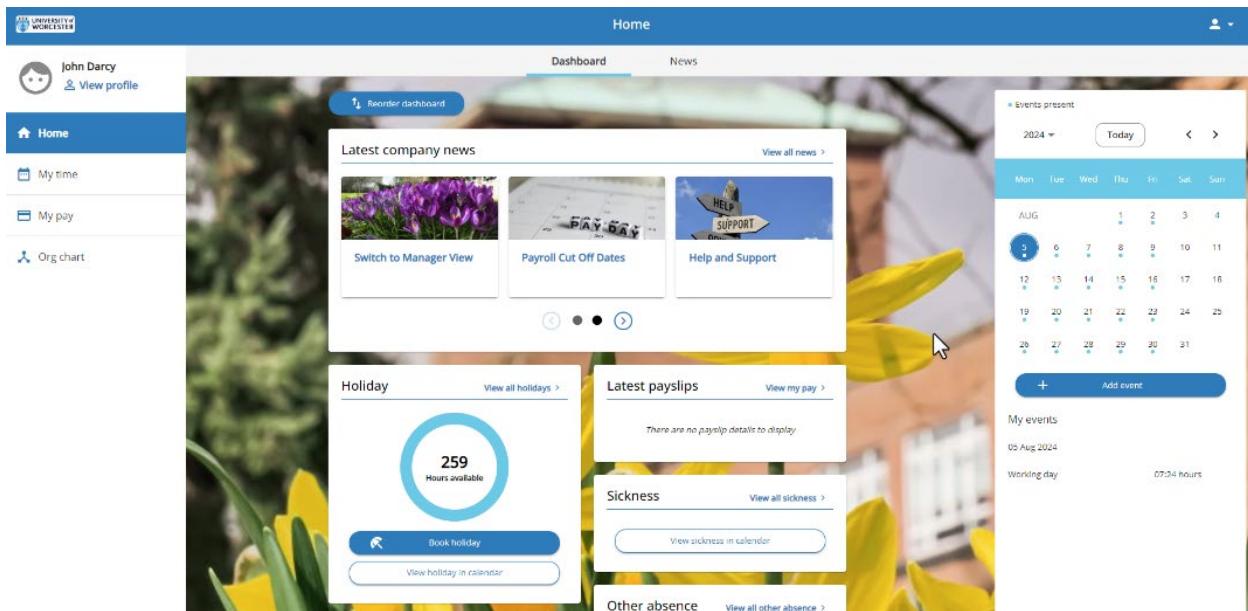


My View

Viewing your team calendar

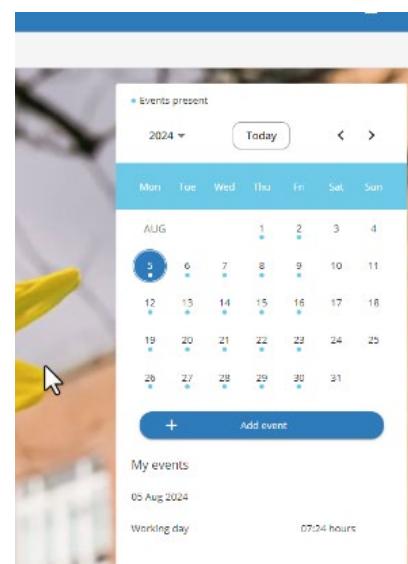
This is *iTrent My View*. From here employees have access to a range of HR facilities via **Employee Self Service (ESS)**.



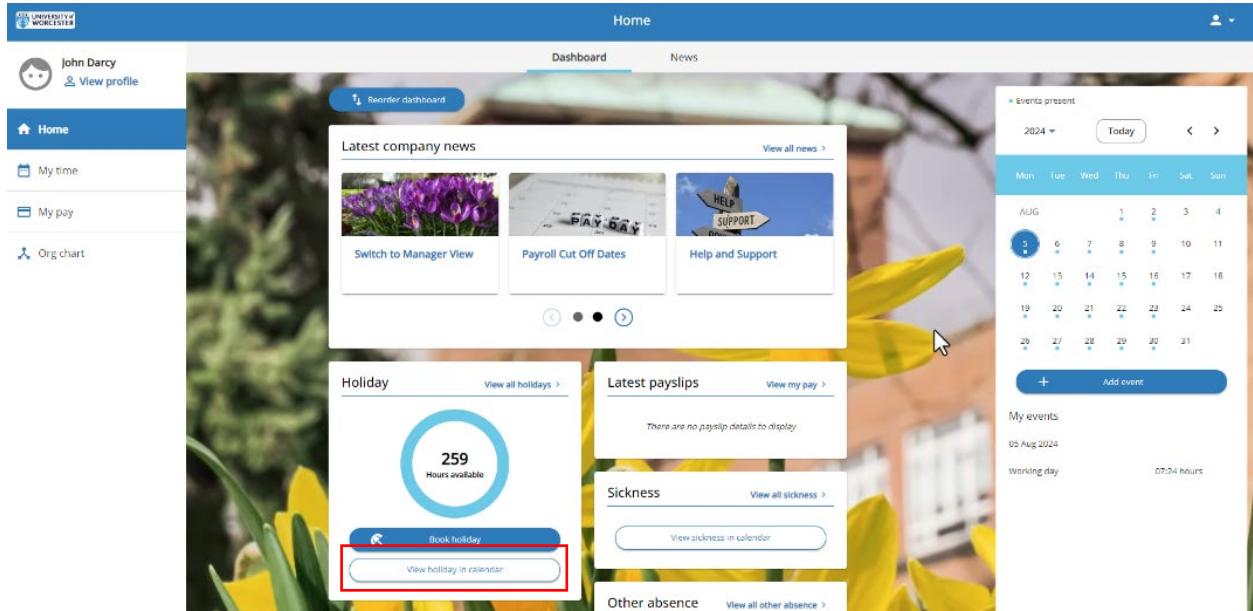
The screenshot shows the iTrent My View home screen. On the left, there's a sidebar with a user profile for 'John Darcy', a 'View profile' link, and navigation links for 'Home', 'My time', 'My pay', and 'Org chart'. The main area features a 'Latest company news' section with three cards: 'Switch to Manager View', 'Payroll Cut Off Dates', and 'Help and Support'. Below that are sections for 'Holiday' (259 hours available), 'Latest payslips' (no details), 'Sickness' (no details), and 'Other absence' (no details). On the right, a large calendar for August 2024 is displayed, showing dates from 1 to 31. A 'My events' section at the bottom shows '05 Aug 2024' and 'Working day 07:24 hours'. A cursor is visible over the calendar.

Here we will be looking at the personal and team calendars. These can show you things such as you or your teams' upcoming leave or what your teams' working patterns are.

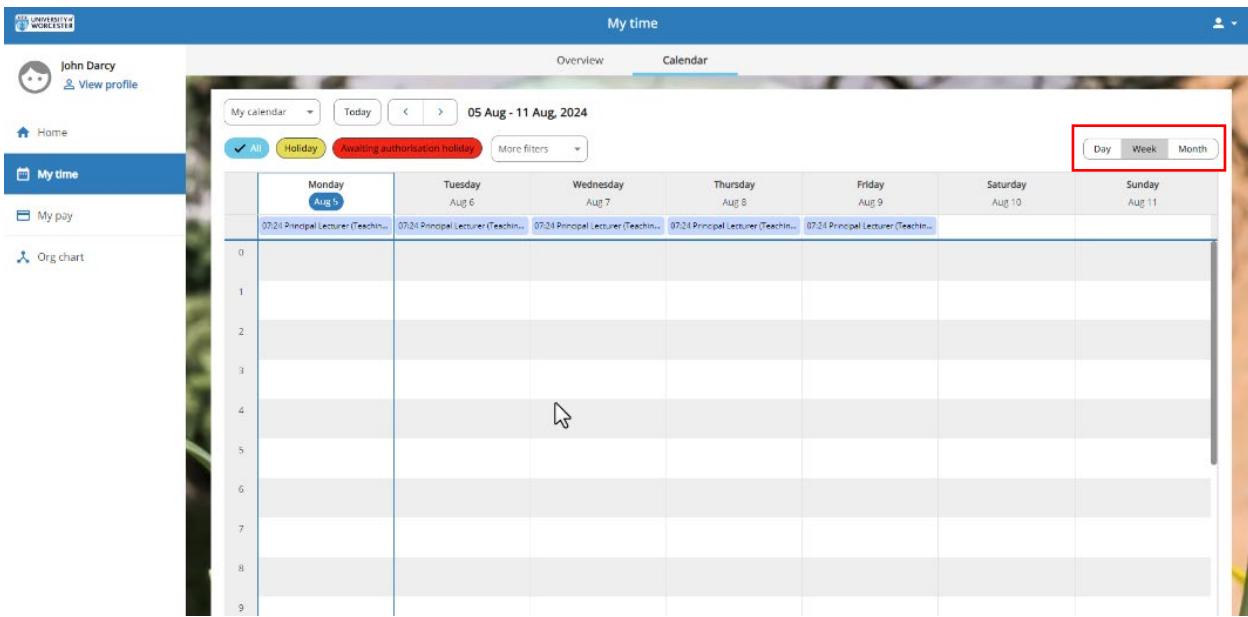
There is a small and limited version of this calendar that you can see here, on the right side of the home screen.



Or you can view the full version by selecting **View holiday in calendar** in the **Holiday** widget.

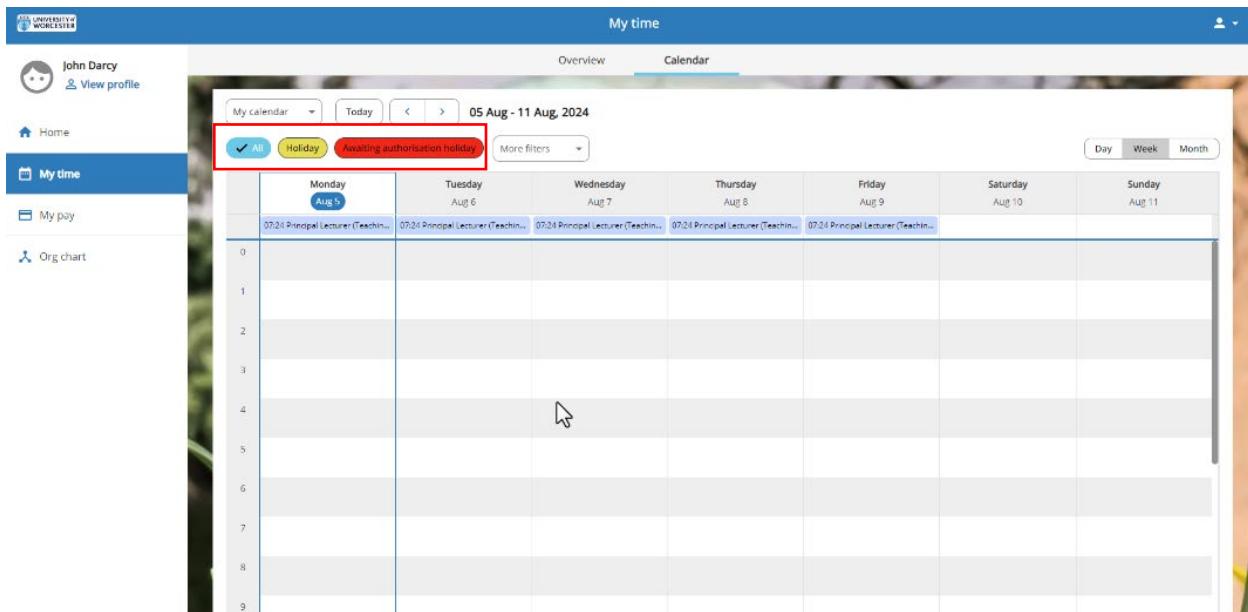


This is the full calendar. At the top you can see your own standard working days.

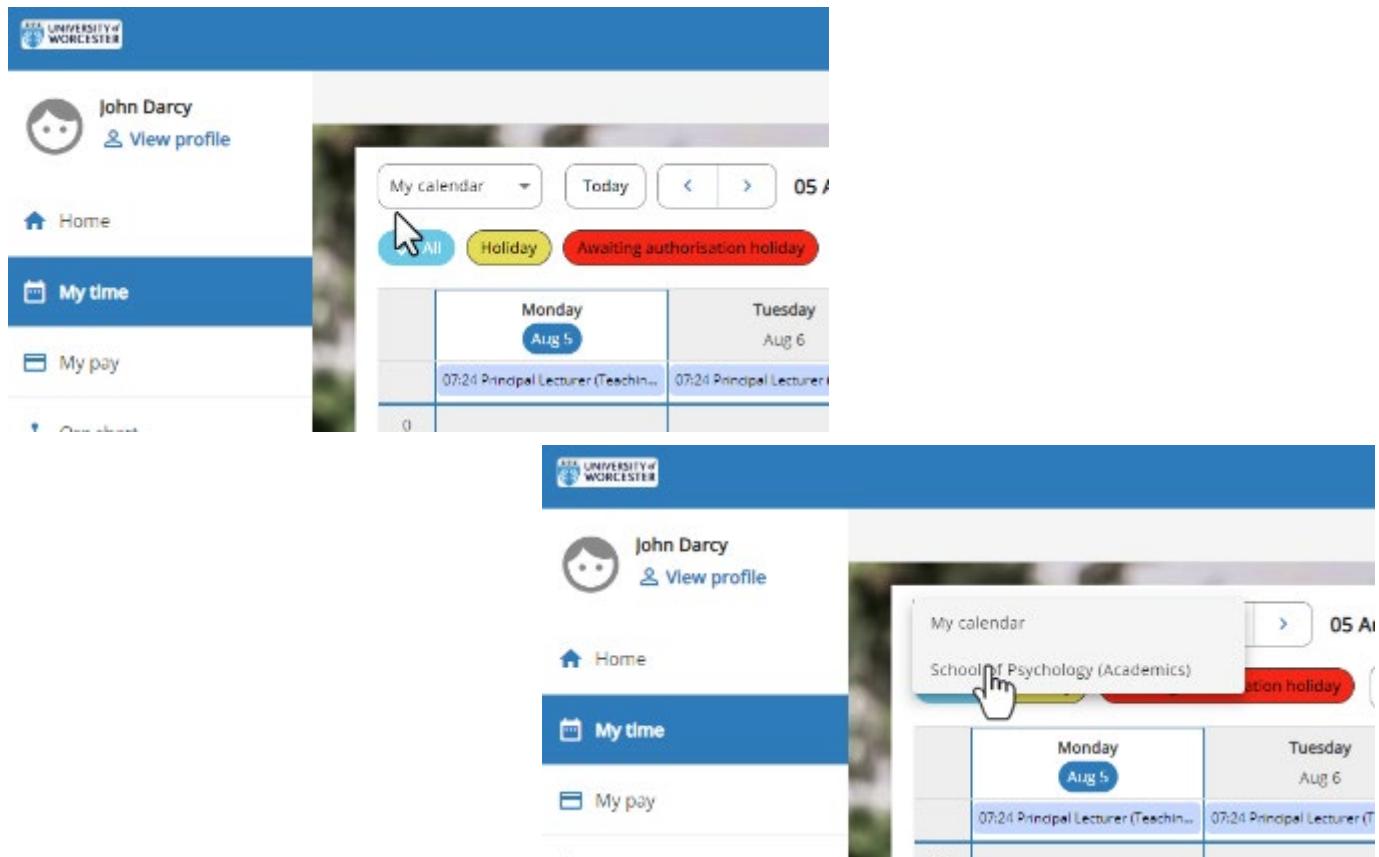


In the top right you can expand the calendar to **Month** view or shrink it to **Day** view.

As per the key at the top of the page, any **Holiday** will be shown in yellow, and any **Awaiting authorisation** holiday will be shown in red.



To view the team calendar, select the drop-down menu and then select the team you work in/want to view.



If there are no teams available, your **Team Administrator** can create these views for you. (Please see the list of administrators here <https://itrent.on.worc.ac.uk/help-and-support/>).

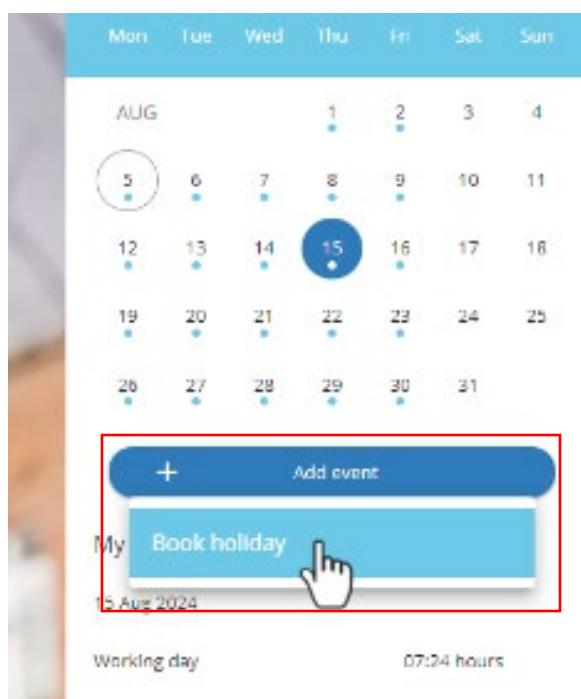
You can then use the filters to view what is relevant for your purposes.

Requesting a period of holiday

One of the key features of **iTrent My View** is the ability for staff to book their own holiday.

Ideally conversations should be had with your line manager before you book anything.

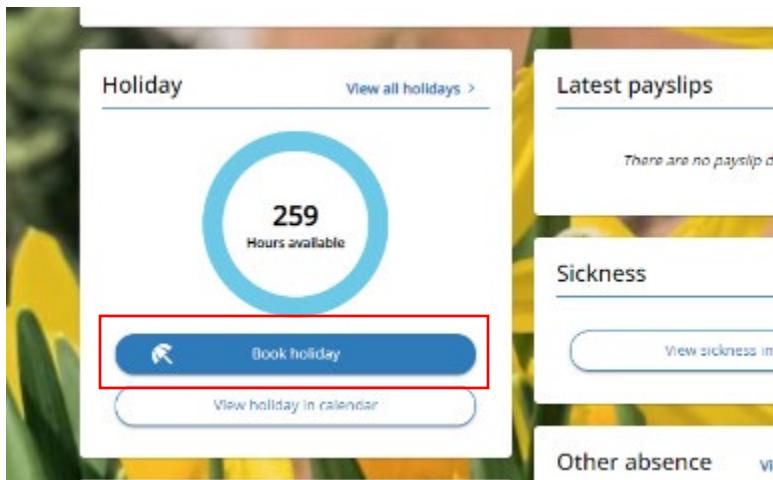
Even if conversations have been had, all leave should still go through the system.



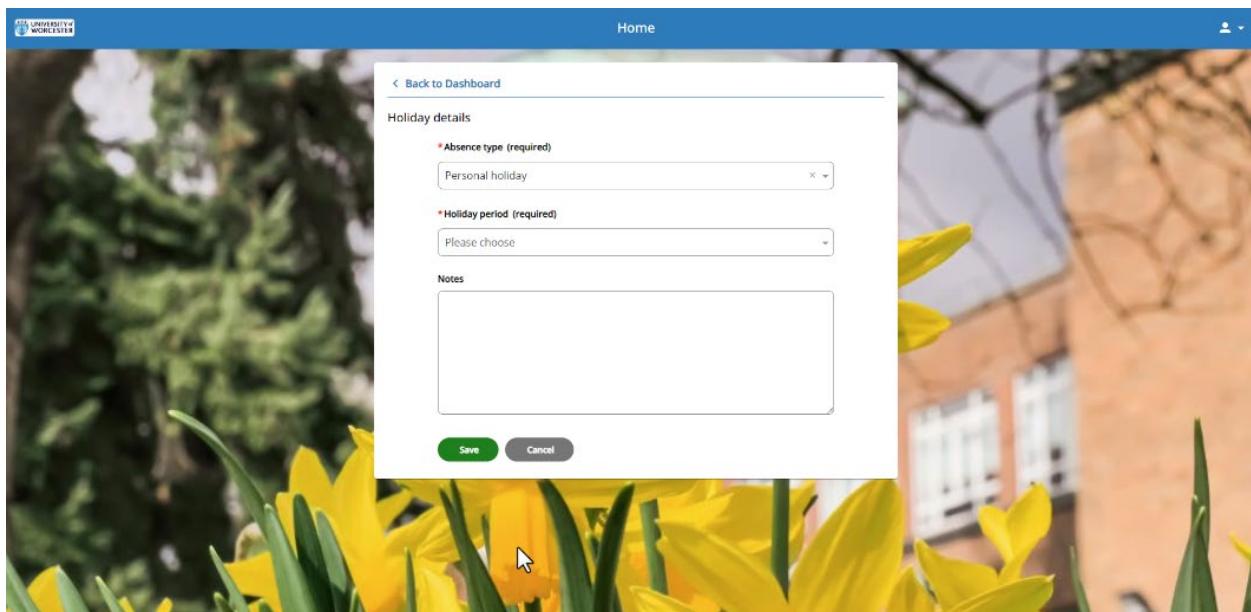
There are two ways to initiate this.

From the home screen you can click **Add event** under the calendar and then select **Book holiday**.

You can also select **Book holiday** in the **Holiday** widget.

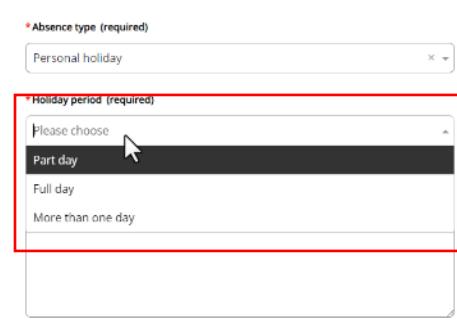


Both options bring you to the **Holiday details** page below.



When booking your leave, you must provide the Holiday period. There are the options of **Part day**, **Full day** and **More than one day**.

The page will update depending on the option selected.



[Back to Dashboard](#)

Holiday details

* Absence type (required)
Personal holiday

* Holiday period (required)
More than one day

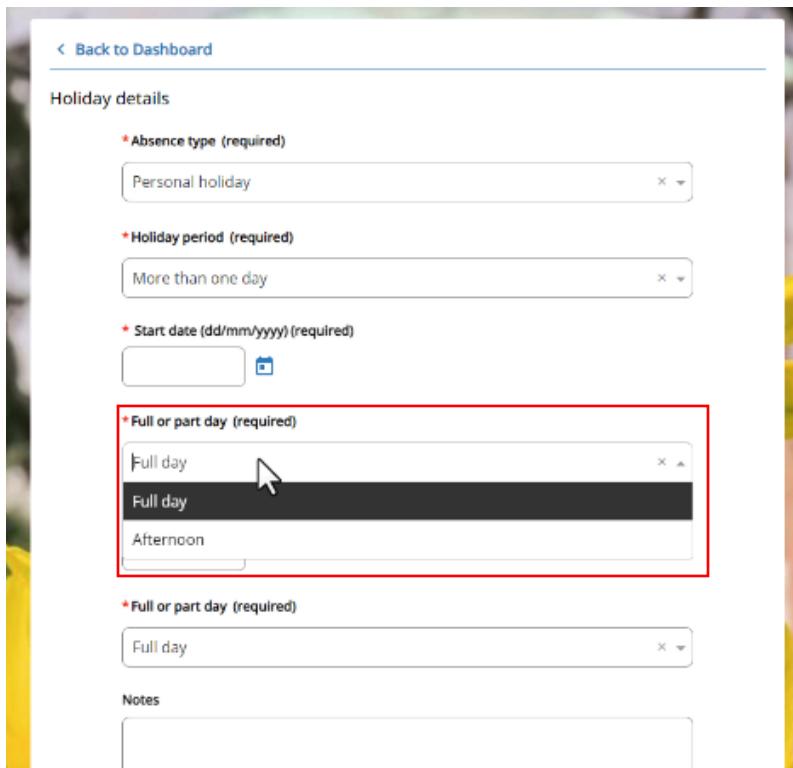
* Start date (dd/mm/yyyy) (required)
 

* Full or part day (required)

Full day
Afternoon

* Full or part day (required)
Full day

Notes



Note that if you select **More than one day**, you will need to indicate if the holiday will start or end with a full or part day.

Once you're happy select **Save** at the bottom of the page.

This will then be sent to your line manager for their approval. You will then get an email notification with their response.

* Holiday period (required)
More than one day

* Start date (dd/mm/yyyy) (required)
08/08/2024 

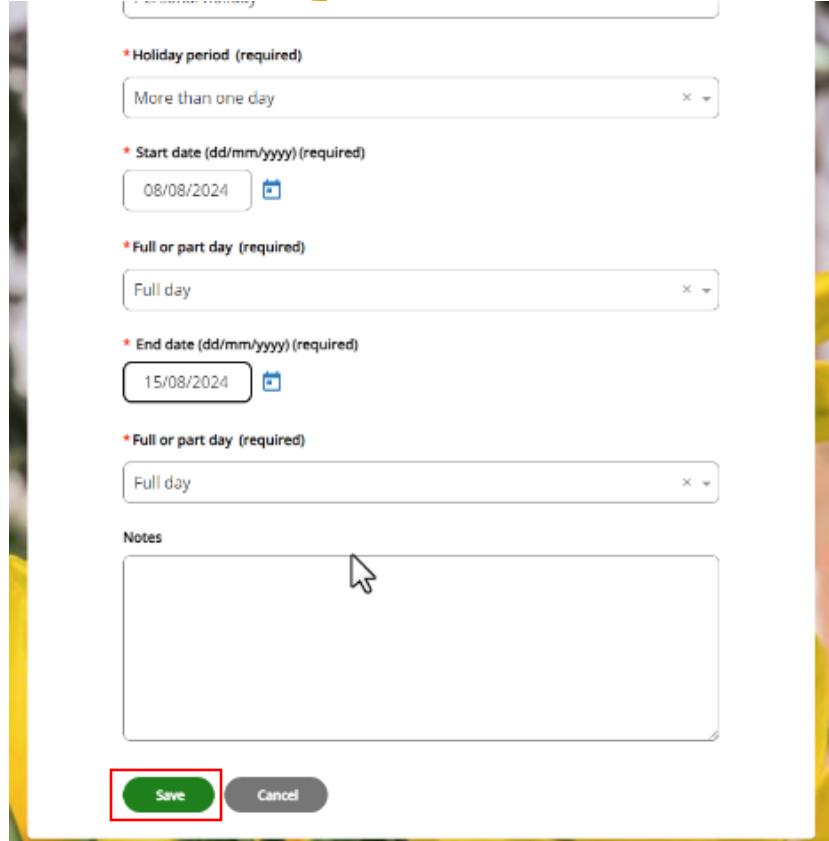
* Full or part day (required)
Full day

* End date (dd/mm/yyyy) (required)
15/08/2024 

* Full or part day (required)
Full day

Notes

Save **Cancel**



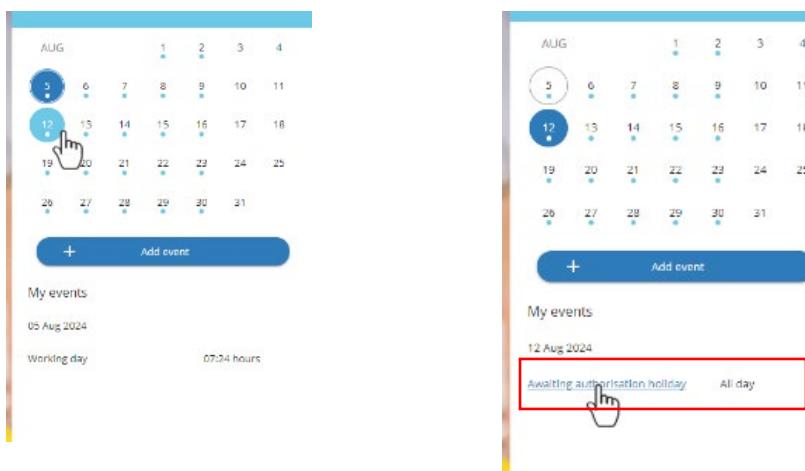
Requesting an amendment to a period of holiday

There may be times where you require a period of holiday is amended.

This is possible via ***iTrent My View***, but please be aware changes can only be made to leave that is upcoming.

Past dates can be updated by your manager via ***Manager View***.

To amend your leave, locate it in the calendar and select it.



This brings you to the ***Holiday details*** page. (In this example the leave has not yet been approved).

Back to Dashboard

Holiday details

Absence type (required)
Personal holiday

Holiday period (required)
More than one day

Start date (dd/mm/yyyy) (required)
08/08/2024

Full or part day (required)
Full day

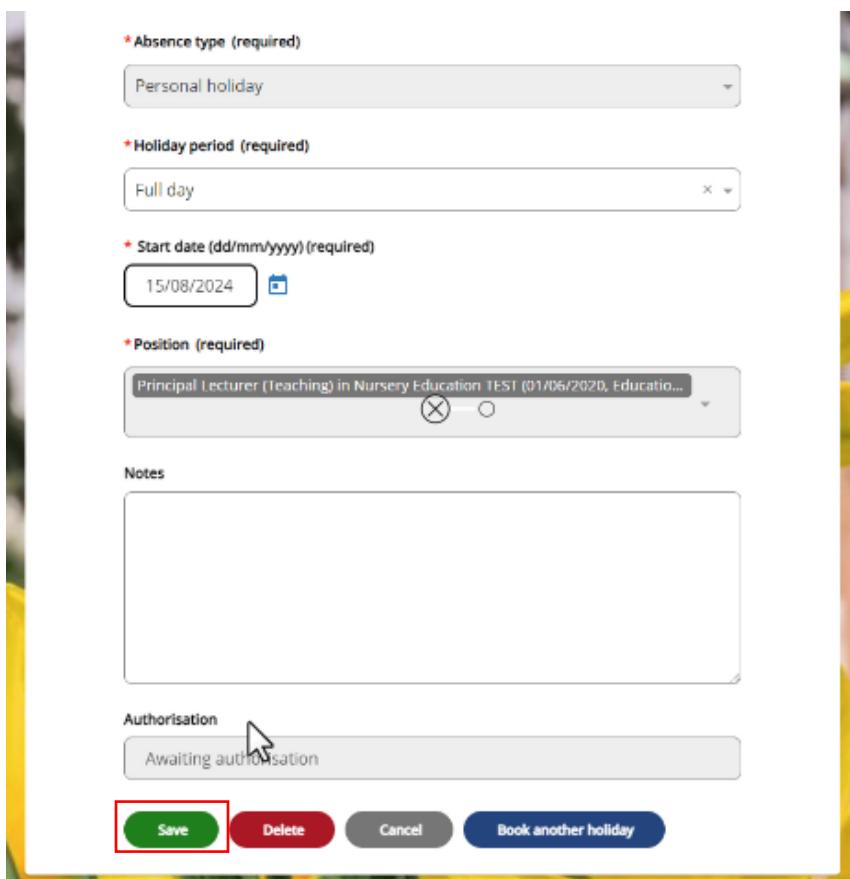
End date (dd/mm/yyyy) (required)
15/08/2024

Full or part day (required)
Full day

Position (required)
Principal Lecturer (Teaching) in Nursery Education TEST (01/06/2020, Education...

Notes

Here you can make changes to your holiday as needed and select **Save** once you are done.



The form displays the following fields:

- Absence type (required):** Personal holiday
- Holiday period (required):** Full day
- Start date (dd/mm/yyyy) (required):** 15/08/2024
- Position (required):** Principal Lecturer (Teaching) in Nursery Education TEST (01/06/2020, Education)
- Notes:** (Empty text area)
- Authorisation:** Awaiting authorisation
- Buttons:** Save (highlighted with a red box), Delete, Cancel, Book another holiday

This will then be sent back to your line manager for re-approval, and you will get a notification via email once this is done.

It's good practice to discuss any changes to your leave with your manager prior to making them.

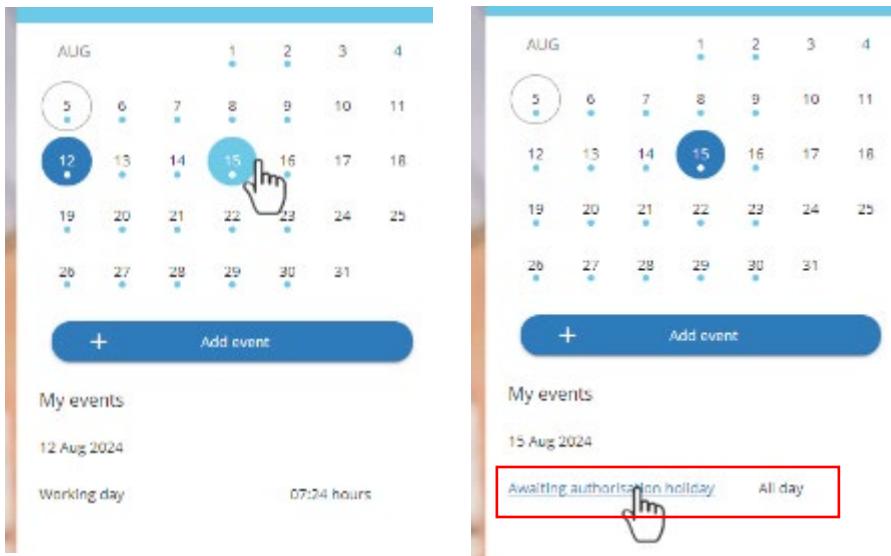
Cancelling a period of holiday

There may be times where you require a period of holiday to be cancelled.

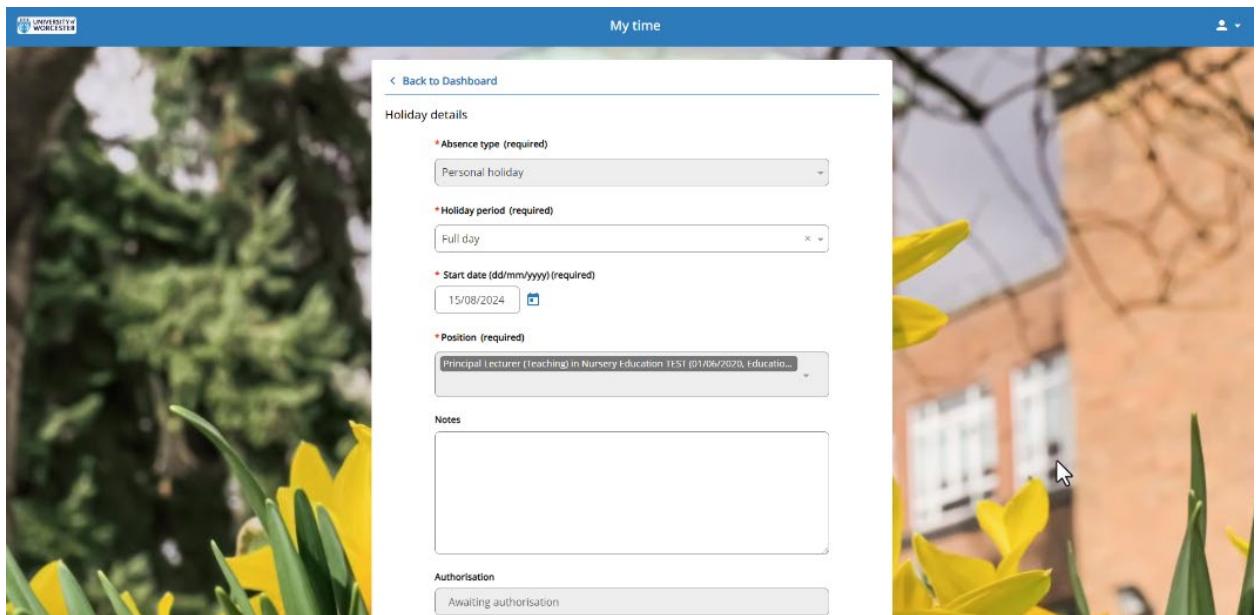
This is possible via [iTrent My View](#), but please be aware changes can only be made to leave that is upcoming.

Past dates can be removed by your manager via [Manager View](#).

To amend your leave, locate it in the calendar and select it.



This brings you to the **Holiday details** page. (In this example the leave has not yet been approved).



My time

< Back to Dashboard

Holiday details

* Absence type (required)
Personal holiday

* Holiday period (required)
Full day

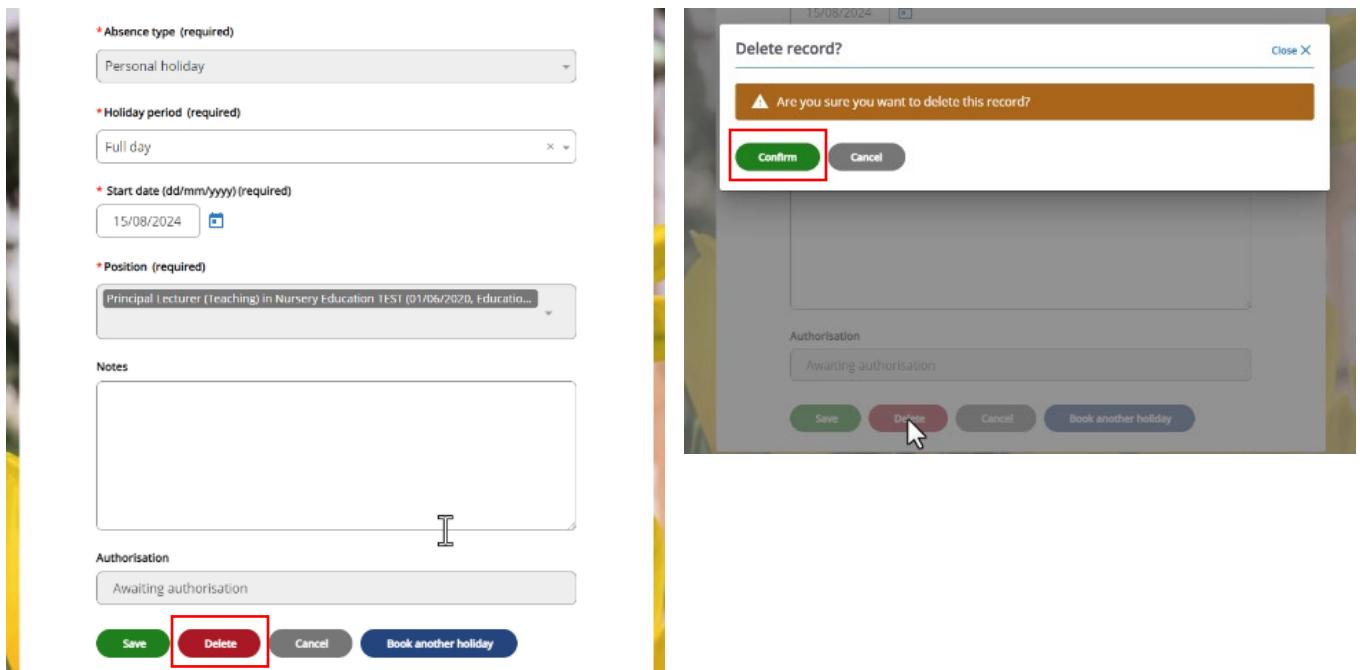
* Start date (dd/mm/yyyy) (required)
15/08/2024

* Position (required)
Principal Lecturer (Teaching) in Nursery Education 1151 (01/06/2020, Education)

Notes

Authorisation
Awaiting authorisation

To cancel the holiday, scroll to the bottom of the page and select **Delete**, then **Confirm** in the dialogue box.



The left screenshot shows the 'Book another holiday' form with the following fields:

- Absence type (required): Personal holiday
- Holiday period (required): Full day
- Start date (dd/mm/yyyy) (required): 15/08/2024
- Position (required): Principal Lecturer (Teaching) in Nursery Education TEST (01/06/2020, Education)
- Notes: (empty)
- Authorisation: Awaiting authorisation

The 'Delete' button at the bottom is highlighted with a red box.

The right screenshot shows a confirmation dialog box:

Delete record?

Are you sure you want to delete this record?

Confirm **Cancel**

The 'Confirm' button is highlighted with a red box. A mouse cursor is hovering over the 'Delete' button in the main form.

The leave will then be cancelled and no longer show in your calendar.

Your manager will also be notified of this by email.

It's good practice to discuss any changes to your leave with your manager prior to making them.