

# ResourceLink MyView Dashboard Guidance

## Adjusting Annual Leave

January 2022

[Resourcelink.gov.wales](https://resourcelink.gov.wales)

## Holiday Entitlement Adjustment

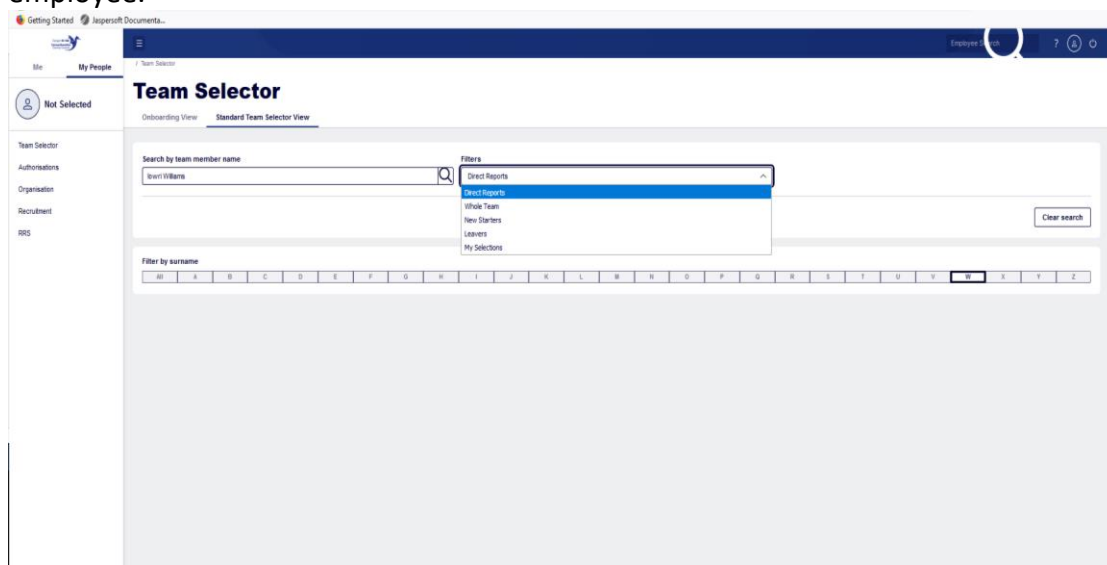
Guidance on Annual Leave entitlement can be found on the intranet:

<http://intranet/our-people/hr/time-off-work/annual-leave/>

Please follow the above link for the most recent policy guidance.

Please note that it is the responsibility of the Manager to ensure that the appropriate approval process has been followed prior to actioning any request to adjust the annual leave entitlement.

Login to MyView, click on **My People (Team Selector)**, then **select** the appropriate employee.



Click on **Leave** in the left-hand menu, then **Additional Annual Leave/Additional Holidays**.

The Holiday Extra Entitlement Request screen appears.

**Select the appropriate leave year** to which the entitlement change needs to be applied. At the bottom of the screen **click** into the **Entitlement Change field** and enter the number of days/hours which the entitlement needs to be amended by i.e., if the employee is carrying forward an additional 2 days then you should enter 2 in the **Entitlement Change field**.

Team Selector > Additional Annual Leave

### Holiday Extra Entitlement Request

Extra Entitlement Request (Days)

Employee	PHILIPPA JONES
Period	1/2018 - 1/2019
Brought Forward	0
Entitlement	34
Extra	3
Taken	25
Remainder	12
Entitlement Change	5

Back Save Submit

Negative figures can also be entered in the Entitlement Change field, you should prefix the number with a minus sign (-).

Team Selector > Additional Annual Leave

### Holiday Extra Entitlement Request

Extra Entitlement Request (Days)

Employee	PHILIPPA JONES
Period	1/2018 - 1/2019
Brought Forward	0
Entitlement	34
Extra	3
Taken	25
Remainder	12
Entitlement Change	-3

Back Save Submit

Once you have input the relevant details click **Submit** to complete the process.

**Note: Saving the change (clicking Save) will not update the leave entitlement, it will keep the changes ready for to action once you are ready to do so. You must click Submit for it to be actioned.**

Once submitted the adjustment will show in the Extra's column (Ext) in the Leave Entitlement box, accessed via the Holidays screen, for the employee.

Period	B/F	Ent	Ext	Tkn	Rem
08/10/2019-07/10/2020	0.0	26.0	5.0	0.0	31.0
08/10/2018-07/10/2019	0.0	3.0	0.0	0.0	3.0

Period	Form	Amt	Units	Status
08/10/2019-07/10/2020	0000770086	5.0	Days	Authorised

Should you need further assistance please contact us on [Resourcelink@carmarthenshire.gov.uk](mailto:Resourcelink@carmarthenshire.gov.uk)