

GlobalView Team Calendar & Leave Management Manager Guide

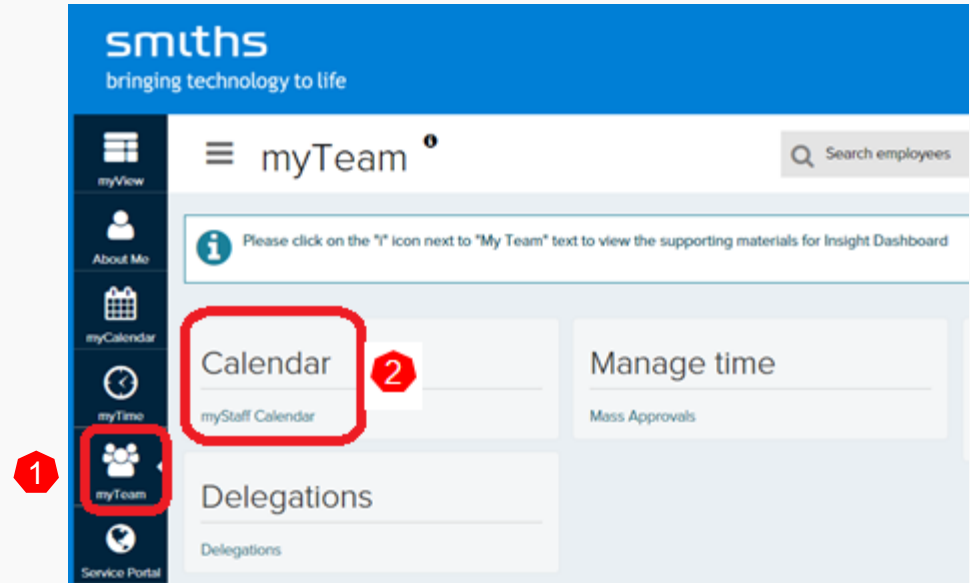
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GlobalView Team Calendar (Navigation)

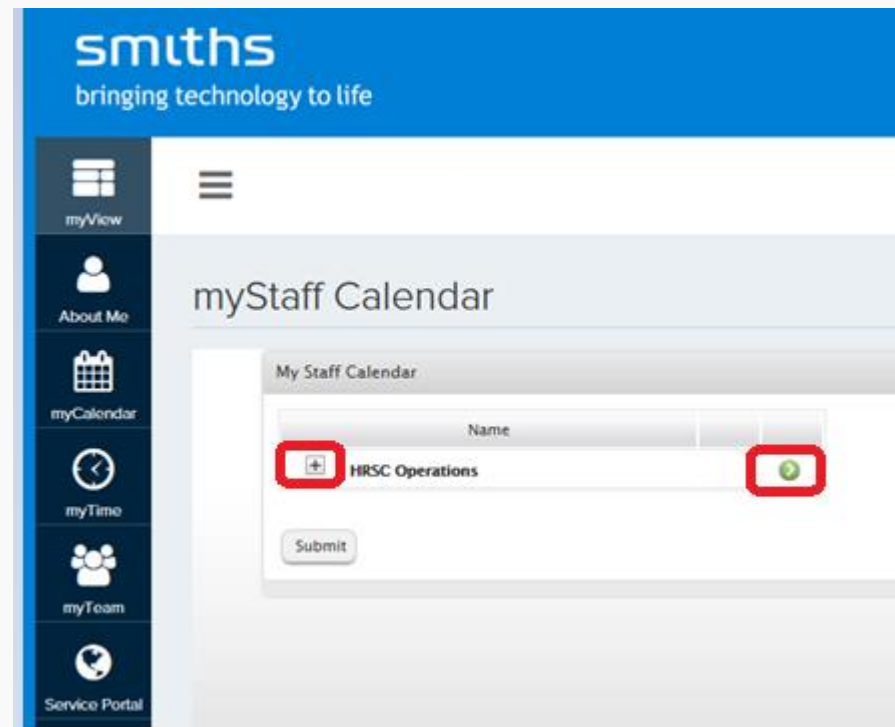
1. Log in to GlobalView and find “My Team” on the left hand menu.
2. If you wish to view the team calendar, click on “My Team” section and then go into myStaff Calendar.





myStaff Calendar

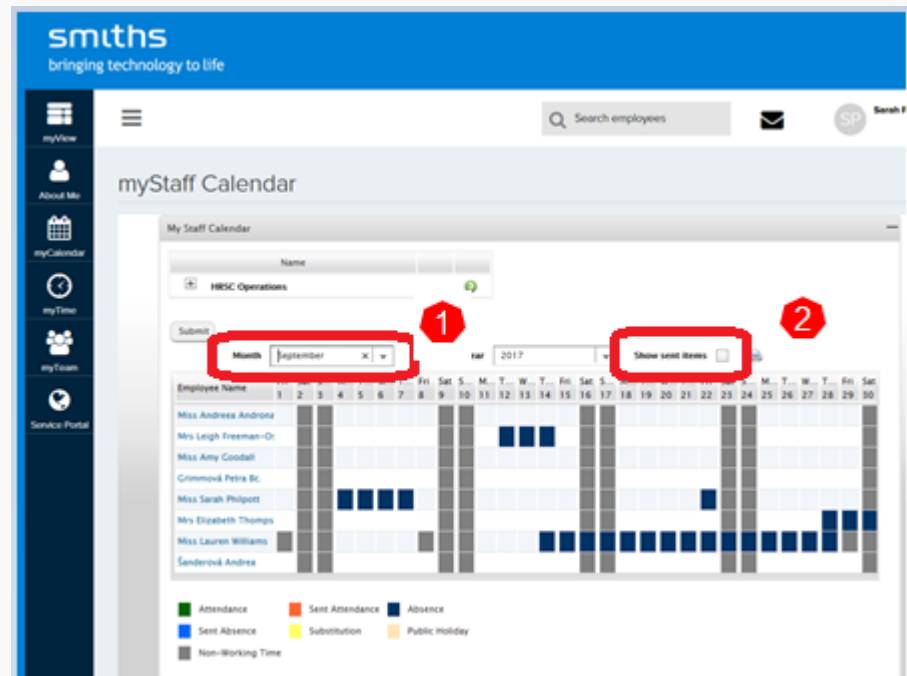
1. In order to view your staff calendar, you can either use the + symbol to drop down and select individuals or alternatively use the green arrow on the right hand side to select all subordinates and finally click on the **Submit** button.





myStaff Calendar (Navigation)

1. The calendar will default to the current month but you can change this using the drop down option under 'Month'. Weekends, public holiday on non-working days (part-timers) will be greyed out and any holiday booked will show in dark blue.
2. If you want to see what holiday has been requested but not approved, you can click on the 'Show Sent Items' box on the top right hand side.
3. If you want to see one of your direct reports' leave entitlement, you can click on the name and the system will take you into the employee's calendar.

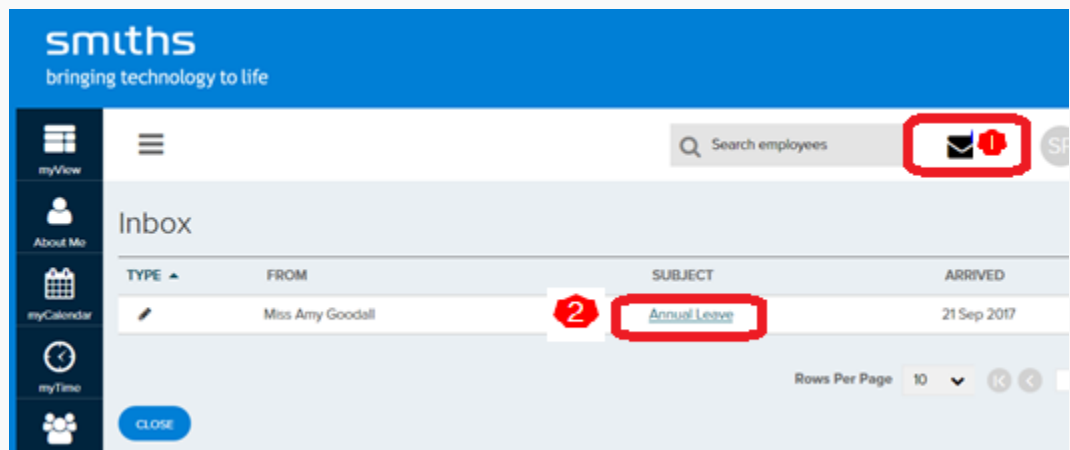




Approving Leave

If you wish to approve any pending leave requests, there are 2 ways of doing it:

1. You can click on the envelope which shows how many requests have been received.
2. Or click on 'Annual Leave'





Approving Leave

1. This screen will allow you to see the dates of the holiday request.
2. In the lower part of the screen, you can see the date of the holiday period, the entitlement and the remaining balance.

ANNUAL LEAVE

FROM: Miss Amy Goodall
21 Sep 2017

Annual Leave

Date From: Dec 4, 2017
To: Dec 7, 2017
Duration: 4.00Day(s)

Used: Annual Leave: 4.00 Days
Comments:
Miss Amy Goodall (8003534)

21 Sep 2017		Date From	To	Entitlement	Remaining
Annual Leave		3 Jan 2017	31 Dec 2017	25.00 Days	0.00 Days

CONTACT US

Contact:

Please contact Group HR Services if you have any questions or need assistance:
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