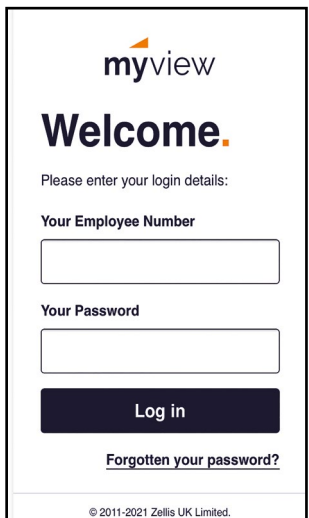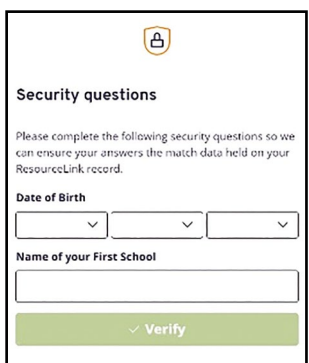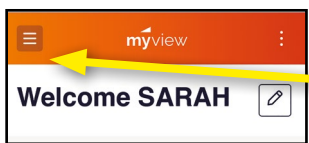| Completed by	• Head Office employees • Pub Managers
Reference	• SOP OF0104 - Accessing myJDW, myLearning and the myJDW app • SOP OF0163 - Accessing myView

Step 1		• Sign in to myJDW. Refer to SOP OF0104 - Accessing myJDW, myLearning and the myJDW app. • The myJDW homepage will open. • Click on the 'myMoney' icon. On a computer, this is at the top of the screen, on a mobile device it is at the bottom of the screen. • Select 'myPayslips' from the menu.
Step 2		• The myView Log In page will open in a new browser. • If this is your first time logging in, or if you have forgotten your password, follow the forgotten password process. Refer to SOP OF0163 - Accessing myView. • For all subsequent logins, enter your employee number. • Enter your password. • Click 'Log In'.
Step 3		• Select your Date of Birth using the drop down date options. • Enter your answer to the security question required. • Click 'Verify'.
Step 4		• The main myView dashboard will be displayed. • Click the menu button (three lines icon) in the top left of the screen.

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Step 5		• Select 'Holiday Bookings' from the menu. • To request a holiday, refer to step 6. • To cancel a holiday or withdraw a holiday request, refer to step 15.
	Dashboard Online Payslips Personal Details ⌄ Holiday Bookings	
Step 6	**Request Holiday**	To request a holiday: • The 'Holiday Summary' will be displayed. • Scroll down the page and click the 'Request Holiday' button.
Step 7	**Holiday Request** **Type** Type* --Select-- ⌄ Duration* ◉ Single Day ◯ Date Range ⌃ ⌄ Done --Select-- JDW Associates Holiday Managers Holidays Head Office Holidays	• The 'Holiday Request' screen will be displayed. • Head Office employees - select 'Head Office Holidays' from the 'Type' dropdown menu. • Pub Managers - select 'Managers Holidays' from the 'Type' dropdown menu.
Step 8	**Single Day** **Date*** 04/08/2021 📅 ◉ Full Day ◯ AM Only ◯ PM Only	• Select either 'Single Day' or 'Date Range' for the 'Duration'. • Select the date(s) for the holiday request. If the 'Date Range' button has been selected, enter the actual days to be taken as holiday. • **All holidays must be requested as separate weeks (Monday to Sunday of the same week).** • Requesting a block of days off will reduce your holiday entitlement by the total number of days in the date range. **Do not** include normal non-working days in the holiday booking. For example, an employee who works 5 days a week would book 5 days holiday in order to take a full week (Monday to Sunday) off work.
Step 9	**Reason For Request** [ ] **Back** **Submit**	• Enter the 'Reason For Request', which your Line Manager will be able to view. • Click 'Submit'.
Step 10	Are you sure you want to submit this holiday request? Cancel OK	• Select 'OK' to confirm the holiday request.
Step 11	✓ **Confirmation Message !** Your Holiday request number 0010105178 has been submitted Continue	• A confirmation message will appear. • Click 'Continue'.
Step 12	**Holiday History** 04/08/2021 04/08/2021 0010105178 Request Pending 21/06/2021 25/06/2021 0010102447 Request Authorised 16/06/2021 16/06/2021 0010104262 Request Rejected	• The request will be displayed in your 'Holiday History' as 'Pending'. • An email message will be sent to your Line Manager to inform them that a request has been submitted.

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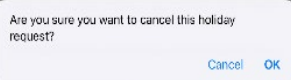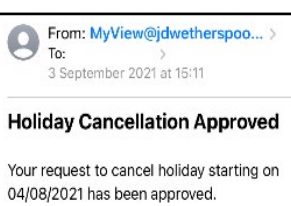| Step 13		If your Line Manager has approved the request: • The 'Holiday History' status will change to 'Authorised'. • The number of days booked will be deducted from your annual entitlement. • The days booked will be displayed on the 'Holiday Summary' as a small green line. • The days booked will be updated on your ResourceLink record and show as 'Holiday' in mySchedule.
Step 14		• You will receive an email to let you know that the holiday request has been authorised or rejected. • If the holiday request is rejected, contact your line manager for more information.
Step 15		To cancel a holiday or withdraw a holiday request • The 'Holiday Summary' will be displayed. • Scroll down the page to the 'Holiday History' section. • Select the holiday to be cancelled by clicking on the underlined number next to the relevant dates.
Step 16		• The 'Holiday Request' screen will be displayed. • Click the 'Cancel Holiday Request' or 'Withdraw' button.
Step 17		• Select 'OK' from the pop-up message that appears.
Step 18		• A confirmation message will appear. • Click 'Continue'.
Step 19		• The cancellation will be displayed in your 'Holiday History' as 'Pending'. If it has been withdrawn it will show as 'Withdrawn'. • An email message will be sent to your line manager to inform them that a cancellation has been submitted.
Step 20		Once your line manager has approved the cancellation: • The 'Holiday History' status will change to 'Authorised'. • The number of days cancelled will be added back onto your annual entitlement. • The cancelled days will no longer be displayed on the 'Holiday Summary'. • The cancelled days will be removed from your ResourceLink record and the holiday will be removed from mySchedule.
Step 21		• You will receive an email to let you know that the holiday cancellation has been authorised. • If you do receive a confirmation email of booking, cancelling or withdrawing a holiday when it has been authorised/rejected, this means your email inbox is likely to be full. You will need to make space in your inbox to receive future emails.

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