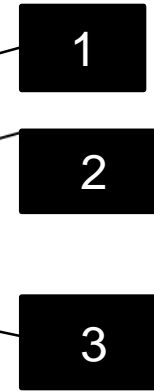
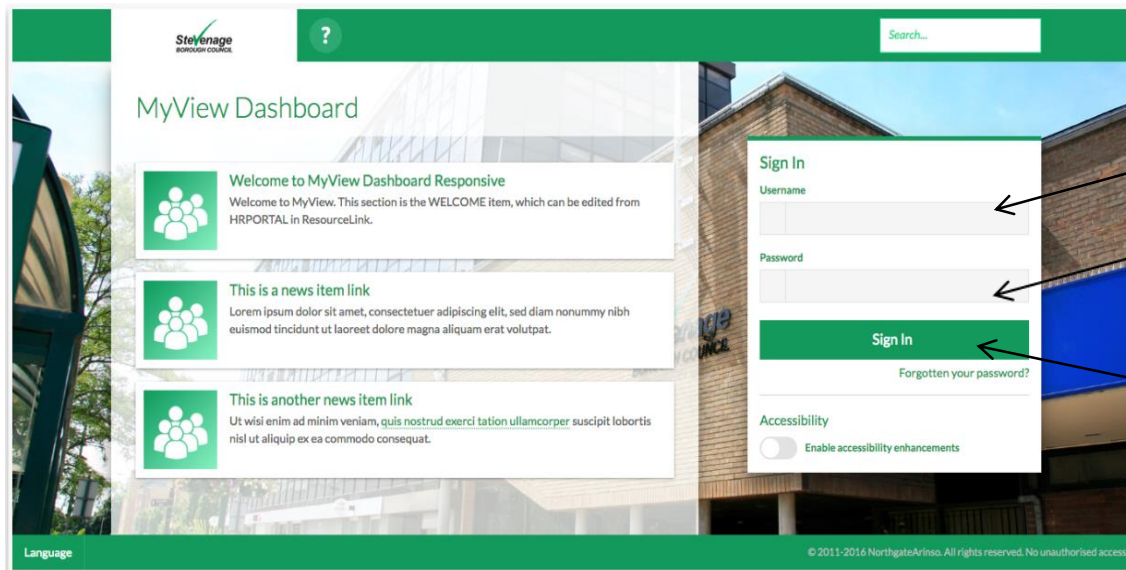


Employee MyView Guide

Logging on through VMWare (Hosted Desktop): You should automatically be signed in as you login to the system. The login details for this are the same as your desktop logon.

Logging on through the web link: <https://myview.stevenage.gov.uk/dashboard/>
For staff who do not use VMWare currently, you will be sent you unique login details.
Insert your details in to these boxes and then click sign on.

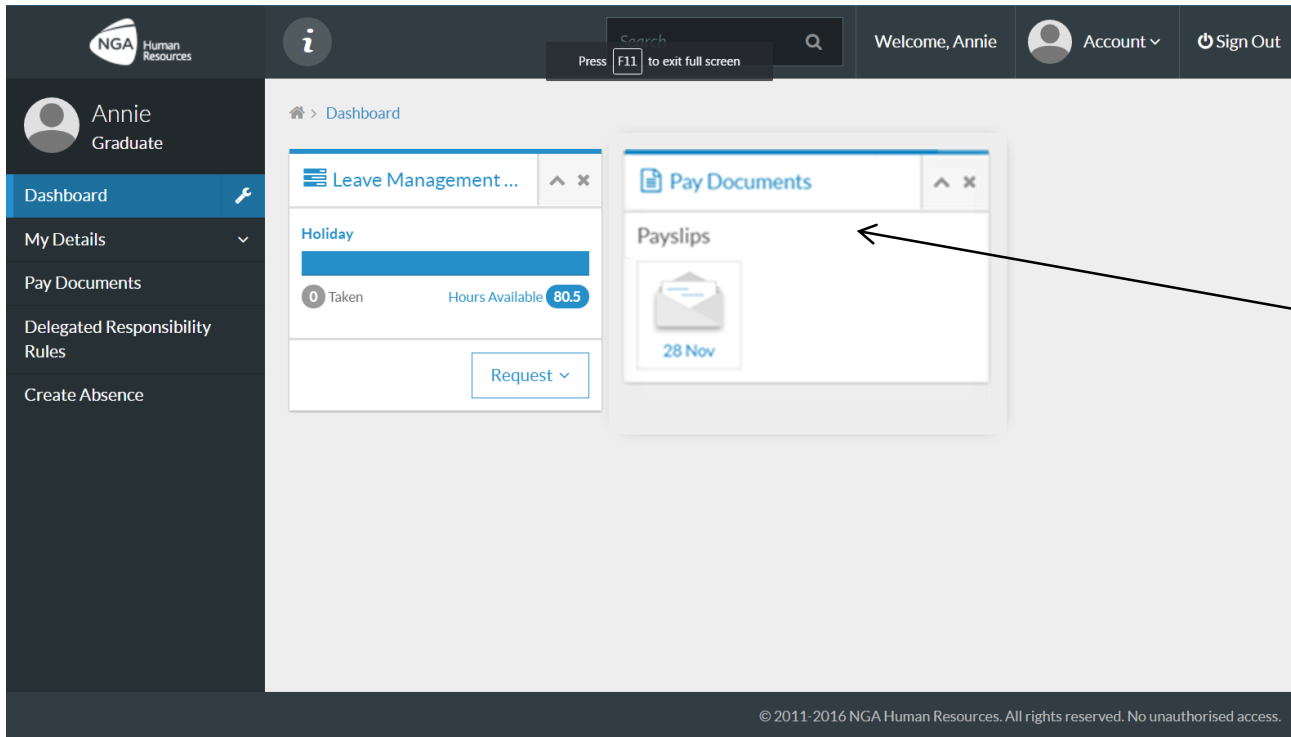


How to View your Payslips

After logging on, your MyView Dashboard will be displayed.

In the centre of the **Dashboard** you will see a **Pay Documents** box. This is where your three most recent payslips will be displayed, from April 1st 2017.

When you receive your payslip, an envelope will appear in this box. To view the payslip simply click on the envelope and it will open.



The screenshot shows the MyView Dashboard for Annie Graduate. The dashboard includes a sidebar with navigation options: Dashboard, MyDetails, Pay Documents, Delegated Responsibility Rules, and Create Absence. The main content area features a 'Leave Management ...' widget and a 'Pay Documents' widget. The 'Pay Documents' widget displays a 'Payslips' section with an envelope icon and the date '28 Nov'. An arrow points from the text 'Here is where you will access your payslip.' to the envelope icon in the 'Pay Documents' widget.

Here is where you will access your payslip.

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How to View your Payslips

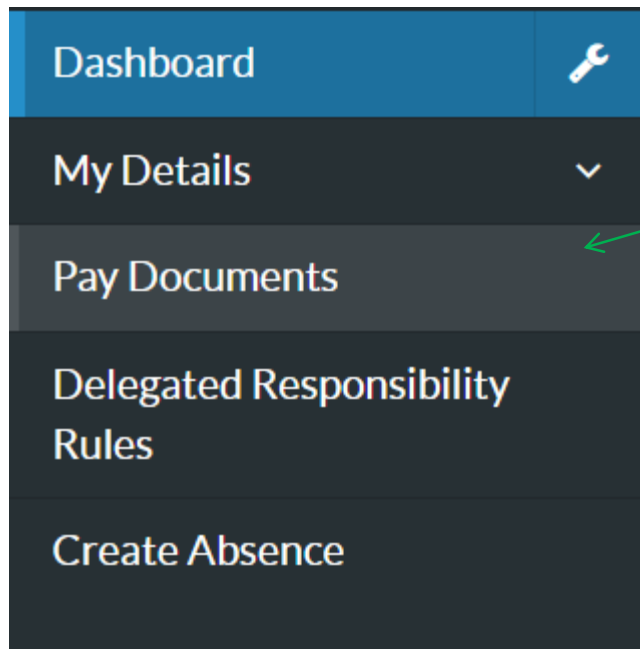
The payslips look very similar to what staff currently receive. If you would like to print or save your payslip then **scroll** to the bottom of the screen and select **Print** then go to the left hand side menu

To print :. Click on the print icon

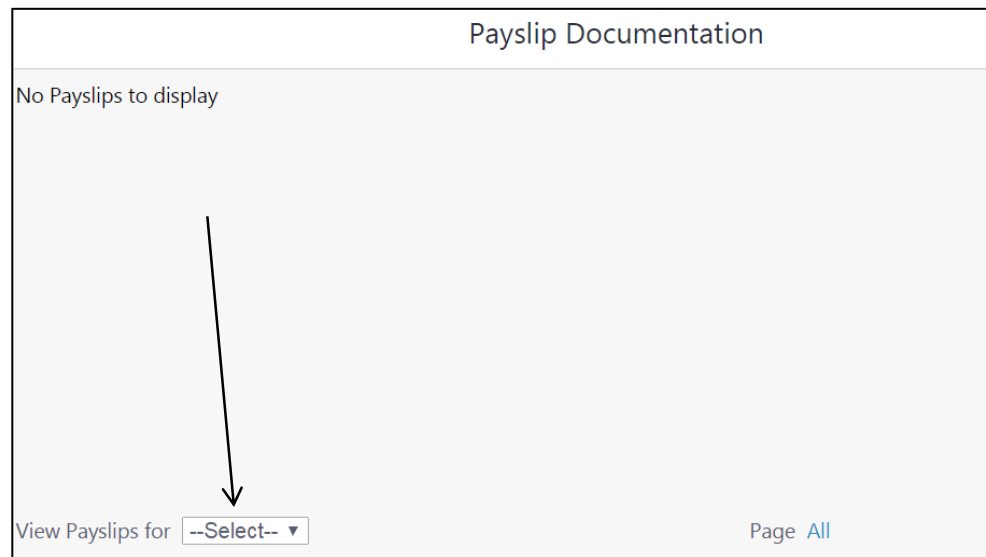
To save : Click in the change box and then click save as PDF. This will change the print button to a save button and the payslip can then be saved

How to View your Payslips

The 'Pay Documents **box** on your dashboard only displays the three most recent payslips. To view more historical payslips click '**Pay Documents**' on the left hand side bar.



The payslips available online will begin with your April 2017 payslip. All of your payslips and P60's will be stored here. Once a payslip history has started to build up, there will be a list of payslips for you to view. Select the relevant date of the payslip you want to see from the drop down arrow. Once you have looked at your payslip click **Dashboard** on the left hand side bar.



The screenshot shows a web interface titled "Payslip Documentation". The main content area is empty and contains the text "No Payslips to display". At the bottom left, there is a label "View Payslips for" followed by a dropdown menu with the text "--Select--" and a downward arrow. At the bottom right, there is a "Page All" link. A black arrow points from the text "Select the relevant date of the payslip you want to see from the drop down arrow" in the text above to the dropdown menu in the screenshot.

How to view and change your personal details

My Details is a section for your personal information stored on MyView. This is accessed on the left hand sidebar. Click **My Details** to show all the options.



The following options are listed within this section of MyView:

Your Contact Details-

- Home address
- Telephone Number – including work and personal contact information. E.g. mobile. Home, work, email addresses.

Bank Details

- Where you can update your bank details

Personal Details

- Equal Opportunities

How to view and change your personal details

To edit any of these details select 'My Details' and the left hand side panel shown in the screenshot below. Select which of the details that you wish to change. To update any of your details it follows the same steps shown below.



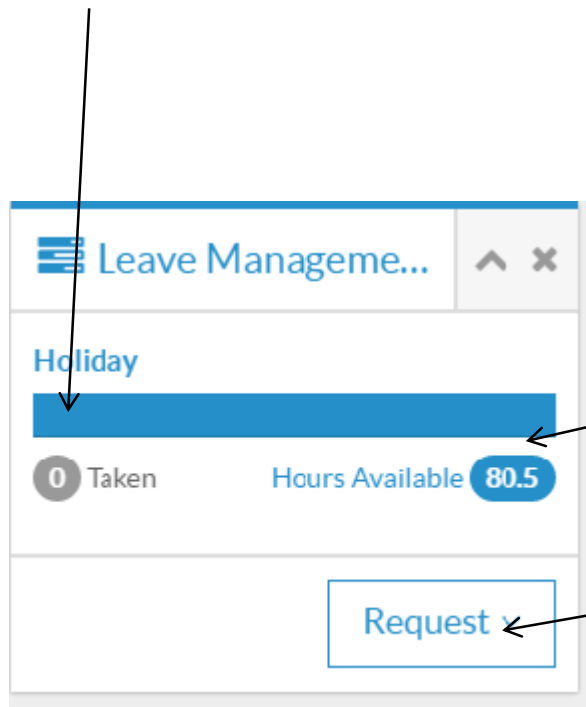
How to update your details?

1. The system will ask you for a date that you want the change to be effective from. If you wish it to be effective straight away then simply put today's date in.
2. Type in the information that you wish to change.
3. Select 'Submit'
4. You should see a 'Thank You' message saying that you have successfully updated your details.

How to request Annual leave

On your dashboard you will be able to see the 'Leave Management' box. It is here that you will request annual leave. (Normal Annual Leave) **All annual leave will be in hours across the whole organisation.**

The coloured bar shows the total of hours of annual leave you have. As you take annual leave, the blue balance bar will decrease.



Hours available

To request annual leave click here and select 'Holiday'

How to request Annual leave

Here is the 'Create Holiday' page.

[Home](#) > [Dashboard](#) > [Leave Management Balance](#)


Create Holiday - Annie Piper (900807) - Graduate (000409)


Please submit annual leave requests on this screen for authorisation by your manager

Type

Comments

Dates **Full Day** Part Day

From * 




To * 

Total Time

hours	mins	hrs decimal
		0.00

How to request Annual leave

- In the box '**From**' you can type in the date you want to have or click the blue calendar next to it and select the date. In the '**To**' box you put the last date you want off.
- The example below shows booking one day off. You can see that the system has pulled through the amount of hours that is being booked off below in '**Total Time**'.

From *	<input type="text" value="01/03/2017"/>		
To *	<input type="text" value="01/03/2017"/>		
Total Time	hours	mins	hrs decimal
	7	24	7.40

Dashboard > Leave Management Balance

Create Holiday - Annie Piper (900807) - Graduate (000409)

Please submit annual leave requests on this screen for authorisation by your manager

Type: Holiday

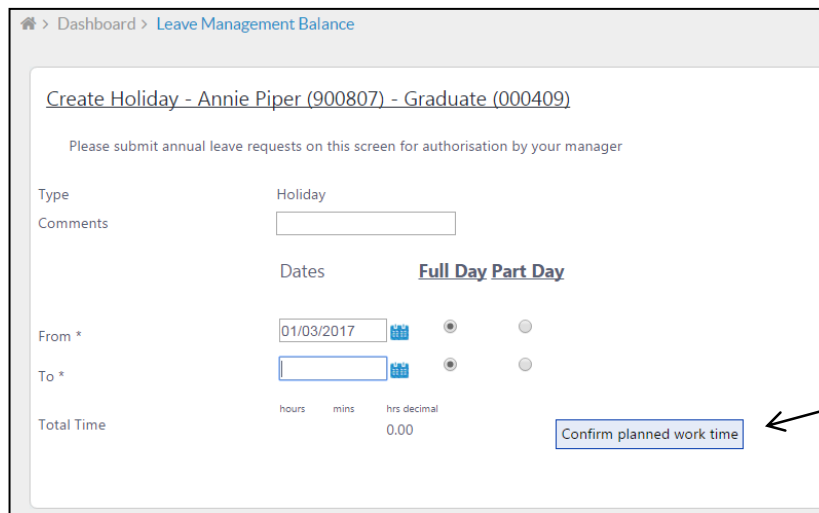
Comments:

Dates: **Full Day Part Day**

From *:

To *:

Total Time: hours mins hrs decimal 0.00



Then you must select your '**Confirm planned work time**' to view your work pattern. This to make sure that your work pattern is correct. Select '**Save**'.

If your work pattern appears to be incorrect then please contact HR and they will be able to correct this for you.

How to request Annual leave

Here is an example of booking 2 hours of annual leave. This is useful for staff who do not have Flexi Time. It is important to ensure that the 'To' and 'From' dates are completed and that the 'Time' and total hours off is also filled.

Create Holiday - Annie Piper (900807) - Graduate (000409) HR Intranet

Please submit annual leave requests on this screen for authorisation by your manager

Type: Holiday

Comments:

Dates: Full Day Part Day Time Hours off

From *: 07/03/2017

To *: 07/03/2017

Time: e.g. 15:30 for half past three

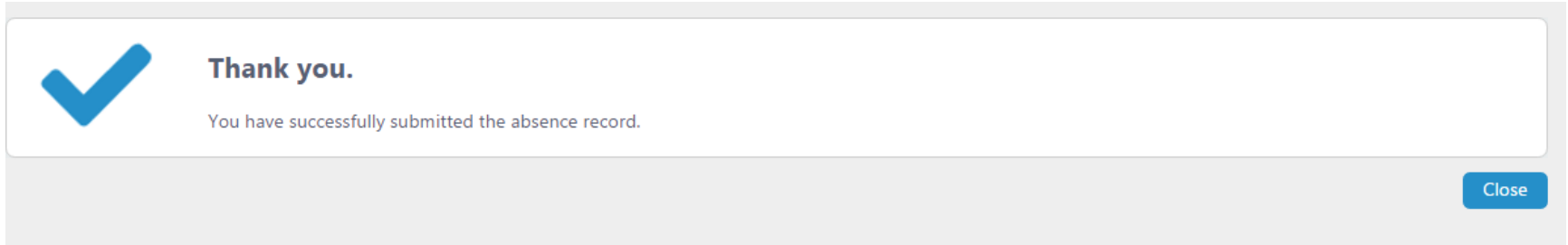
Total Time: hours: 2 mins: 0 hrs decimal: 2.00

How to request Annual leave

The total time displayed at the bottom of this page, is pulled from your work pattern that HR have collected over the past few months. If you believe this total number of hours is incorrect, then please contact HR immediately.

How to request Annual leave

After selecting **Submit** this notification should appear.



This notification means that your request for annual leave has been submitted to your line manager for approval.

Once your line manager has authorised or declined your request, you will receive an email with the outcome.


Flexi-time Request

To request a full or half day of Flexi-time go to '**Create Absence**' on the left hand sidebar. For those with management responsibility this is called '**Time Management**'. Click '**Employee Calendar View**'. The calendar as seen below will appear.

Time Management - Clare Davies (900517) - Senior HR Manager (000713)

Please submit annual leave requests on this screen for authorisation by your manager

Contract Type: PTPERM Outstanding Balances
Contract Status: Permanent **Holiday:** 130 Hours
Contracted Hours: 27

< Previous Week Ending 

Week Ending	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Category
	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	
12/03/2017															
19/03/2017															
26/03/2017															
02/04/2017															
09/04/2017															
16/04/2017															
23/04/2017															
30/04/2017															
07/05/2017															
14/05/2017															
21/05/2017															
28/05/2017															
04/06/2017															

Right click on the date that you wish to request off, select '**Add**' and then '**Flexi**'.

This will pull you through to a similar screen to annual leave. Select the dates you wish to request off, whether it is a full or half day of Flexi and select '**Submit**'.

This will send an email to your line manager. Once they have authorised or declined your request, you will receive an email with the outcome.

Contact your IT Super user for any support.

Any other queries please contact HR.

MyViewSBC@stevenage.gov.uk