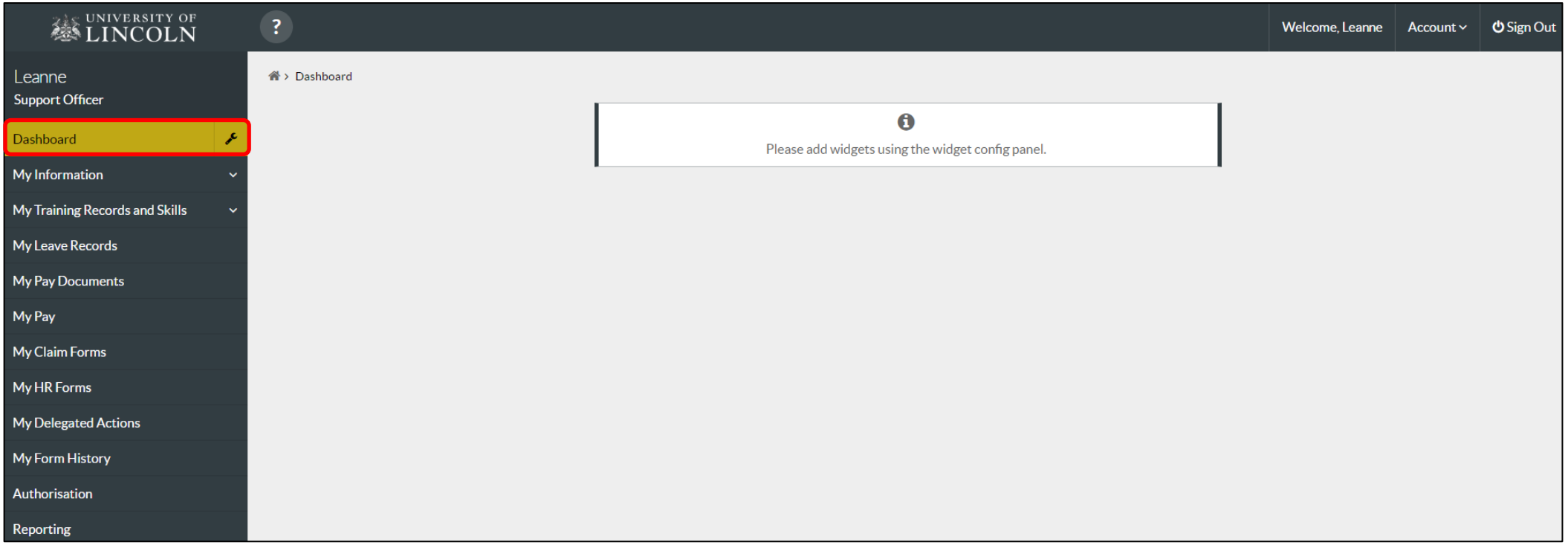
MyView Guidance

This guide will show you how to use MyView to do the following:

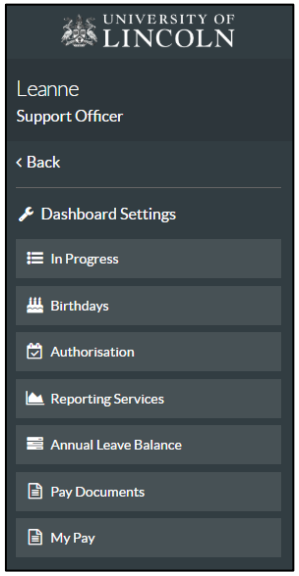
- Customise your dashboard
- Update personal information
- Request annual leave
- Record and request Time off in Lieu (TOIL)
- View payslips
- MyView Manager Reports

Customising your Dashboard

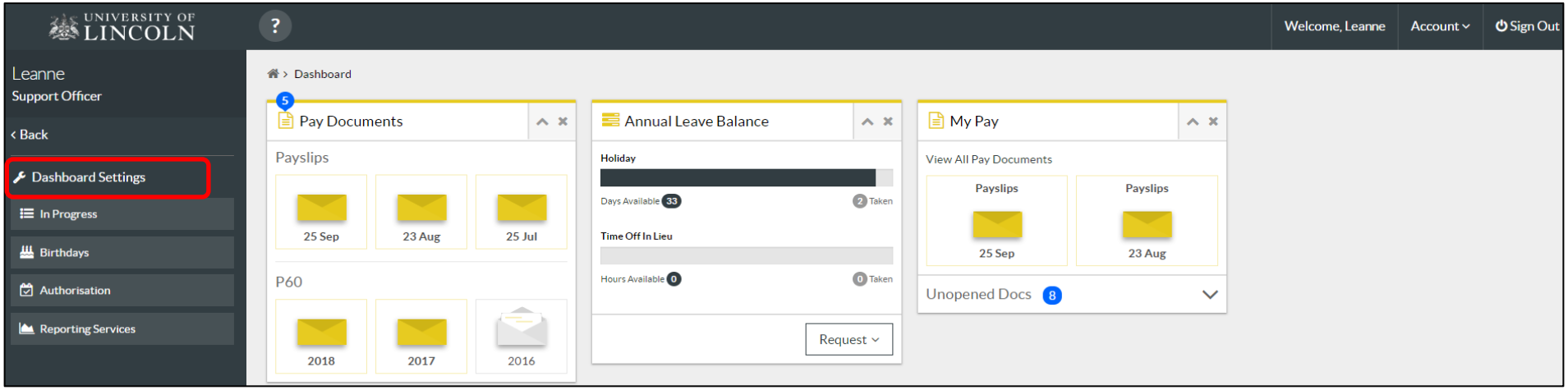
To customise your Dashboard click on the spanner next to the 'Dashboard' button on the left-hand side of the screen.



This will provide a list of the widgets that are available.



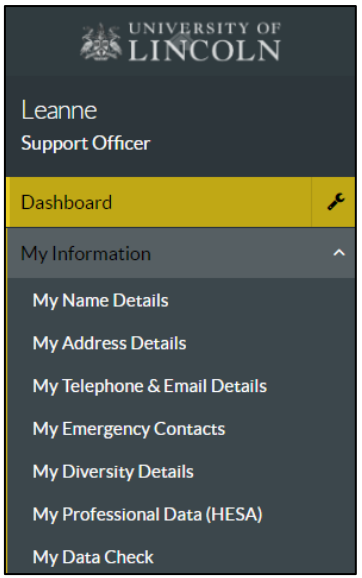
Hover over the widgets you want to add to your Dashboard, and press the '+'. They will then disappear from the option panel and appear in your Dashboard.



This will allow you to access certain functions quicker, for example seeing your annual leave/TOIL balance, although you can still access them using the panel on the left-hand side of the screen. Once you have added the widgets you require, press the 'Back' button to return to the previous option panel.

Updating Personal Information

To update your personal information, click on the arrow next to 'My Information'. You will then see a list of the information that you are able to update through MyView.



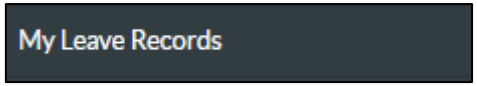
Select the relevant option and update as necessary and click the 'Next' or 'Submit' button once you have updated your information. It is recommended that you review your details yearly to ensure that they are accurate; 'My Emergency Contacts' gives you the option of adding multiple entries for 'Next of Kin', 'Emergency Contact', 'Mental Health Support Contact' and 'Other'.

Once you have checked and amended accordingly, click on 'My Data Check' and enter in the date you reviewed the details held for you. Click 'Submit'.

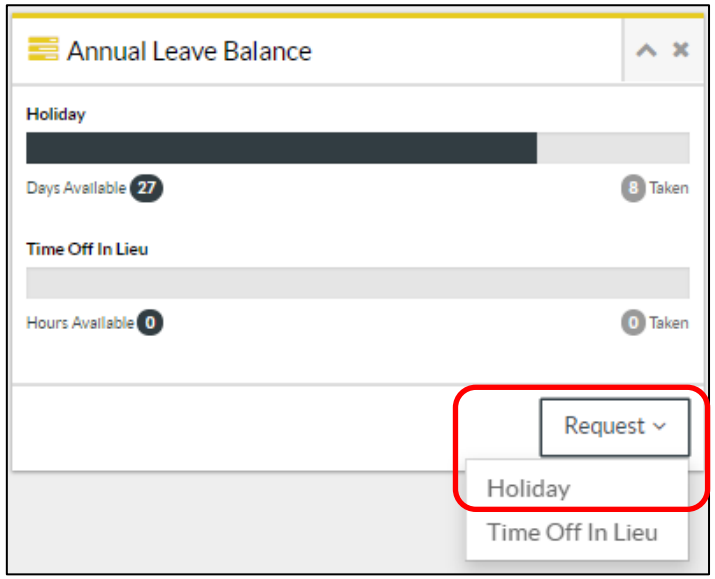
Please provide evidence to HR where appropriate.

Requesting Annual Leave

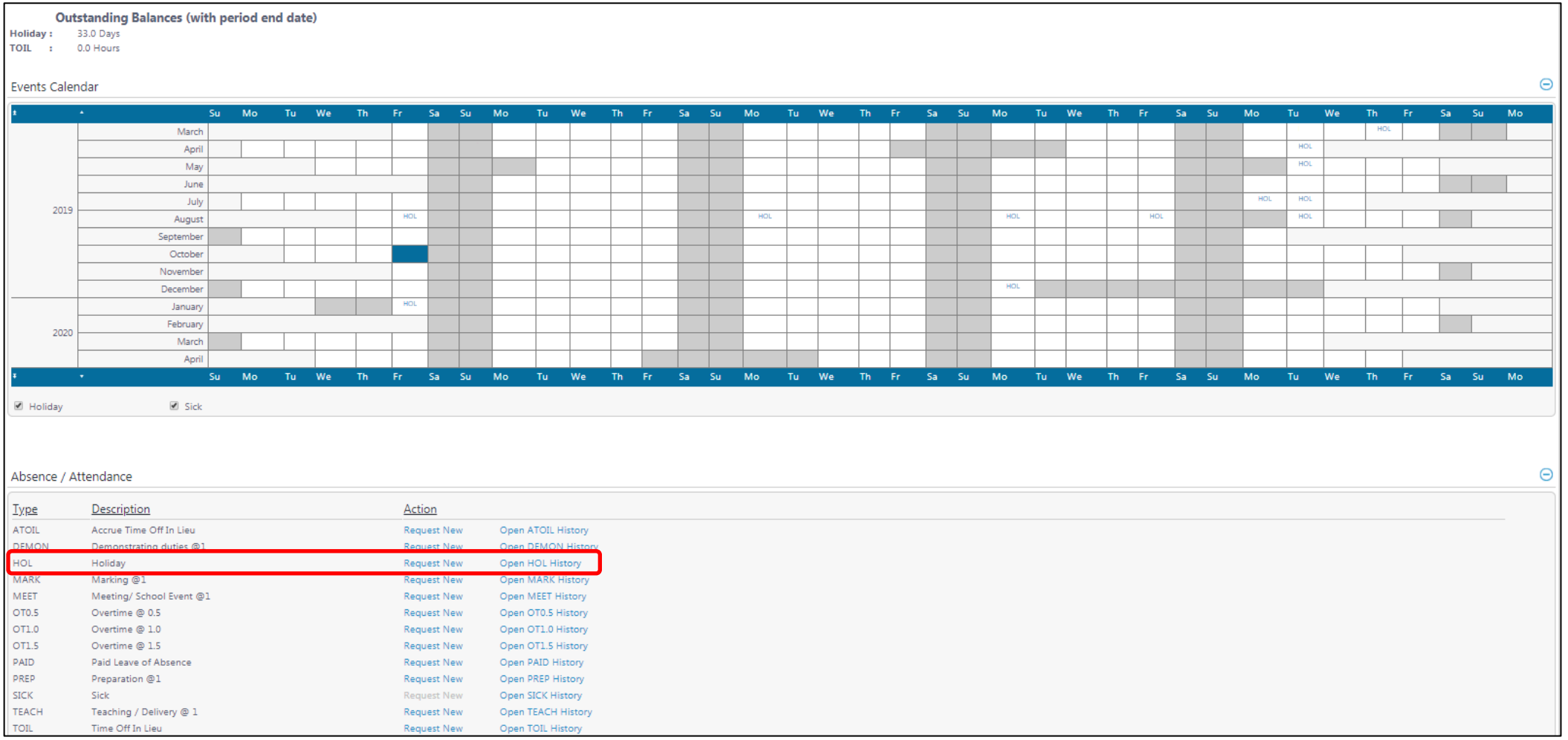
One of the main functions on MyView is requesting annual leave. You can do this via the 'My Leave Records' button on the left-hand side of the screen



Alternatively you can do so by using the widget on your Dashboard.



If you are requesting annual leave via the button, you will be presented with your outstanding leave balance and a calendar showing any leave you have already taken/booked. Below that will be a list of options available



Outstanding Balances (with period end date)

Holiday : 33.0 Days
TOIL : 0.0 Hours

Events Calendar

	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo
2019 March																																HOL					
2019 April																															HOL					
2019 May																															HOL					
2019 June																																				
2019 July																														HOL	HOL					
2019 August						HOL										HOL						HOL				HOL				HOL						
2019 September																																				
2019 October																																				
2019 November																																				
2019 December																						HOL														
2020 January						HOL																														
2020 February																																				
2020 March																																				
2020 April																																				

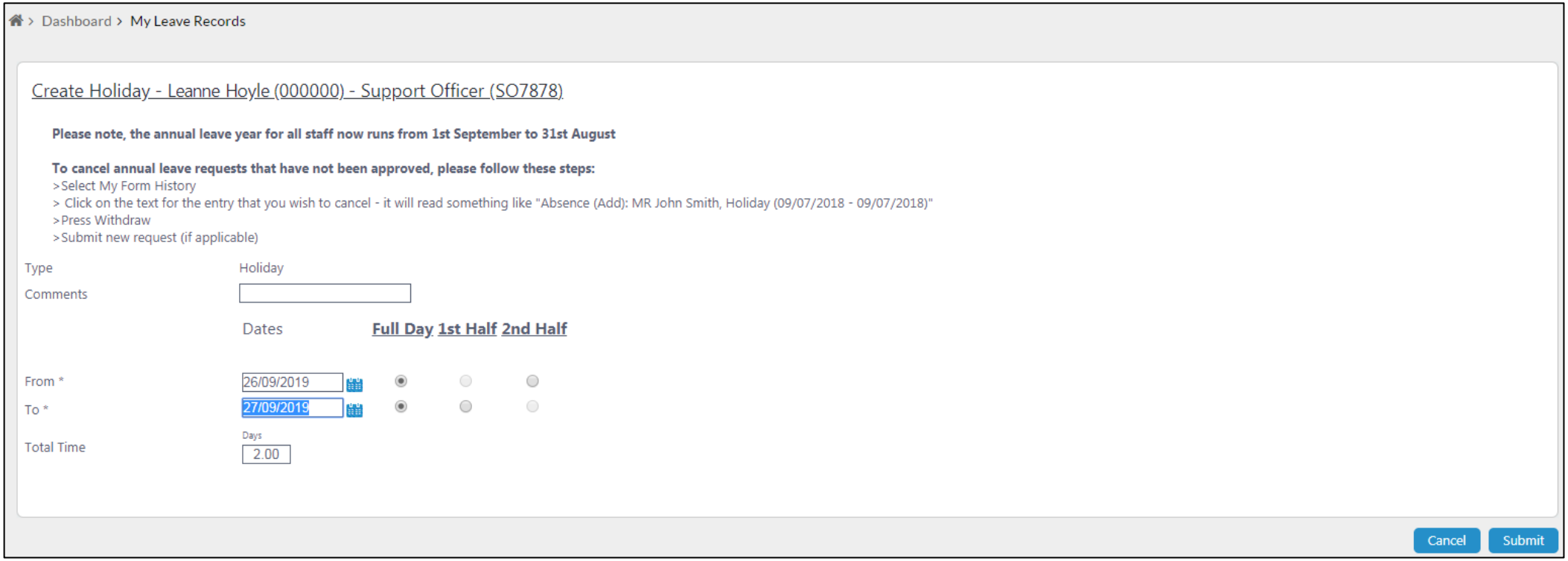
Holiday Sick

Absence / Attendance

Type	Description	Action	
ATOIL	Accrue Time Off In Lieu	Request New	Open ATOIL History
DEMON	Demonstrating duties @1	Request New	Open DEMON History
HOL	Holiday	Request New	Open HOL History
MARK	Marking @1	Request New	Open MARK History
MEET	Meeting/ School Event @1	Request New	Open MEET History
OT0.5	Overtime @ 0.5	Request New	Open OT0.5 History
OT1.0	Overtime @ 1.0	Request New	Open OT1.0 History
OT1.5	Overtime @ 1.5	Request New	Open OT1.5 History
PAID	Paid Leave of Absence	Request New	Open PAID History
PREP	Preparation @1	Request New	Open PREP History
SICK	Sick	Request New	Open SICK History
TEACH	Teaching / Delivery @ 1	Request New	Open TEACH History
TOIL	Time Off In Lieu	Request New	Open TOIL History

Click ‘Request New’. You will then be presented with the same screen you would have received had you requested annual leave via the widget on your Dashboard.

Here you will need to enter the start and end date of the leave you wish to book and select whether it's a full or half day. You can add additional detail in the 'Comments' box should you wish to do so.



Once you have checked the dates, and the 'Total Time' is correct, click 'Submit'. If you are a full-time member of staff, your leave will display in days. If you are part-time or full-time compressed your leave will be in hours. Once you have submitted your request, it will then be sent through to your line manager for approval.

Recording and Requesting Time Off in Lieu (TOIL)

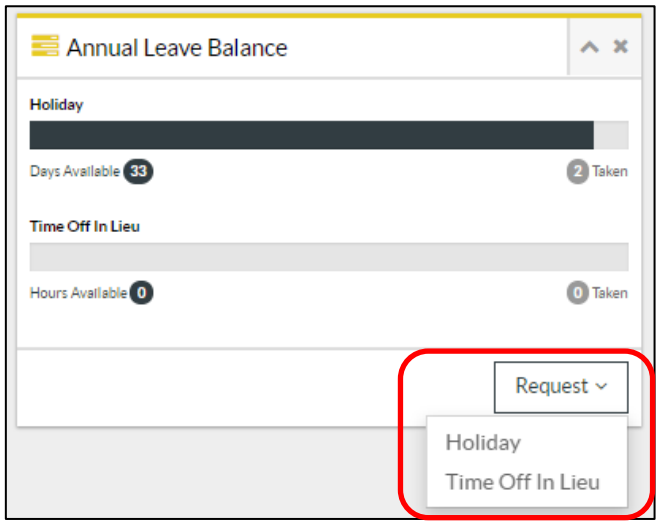
To record additional hours as TOIL you will need to do this via the 'My Leave Records' button on the left-hand side of the screen. Under the 'Absence / Attendance' section towards the bottom of the screen select 'Request New' to the right of 'ATOIL'.

You will then need to add a reason for the additional hours, the date the additional hours were worked, and the number of additional hours worked. Press 'Submit'

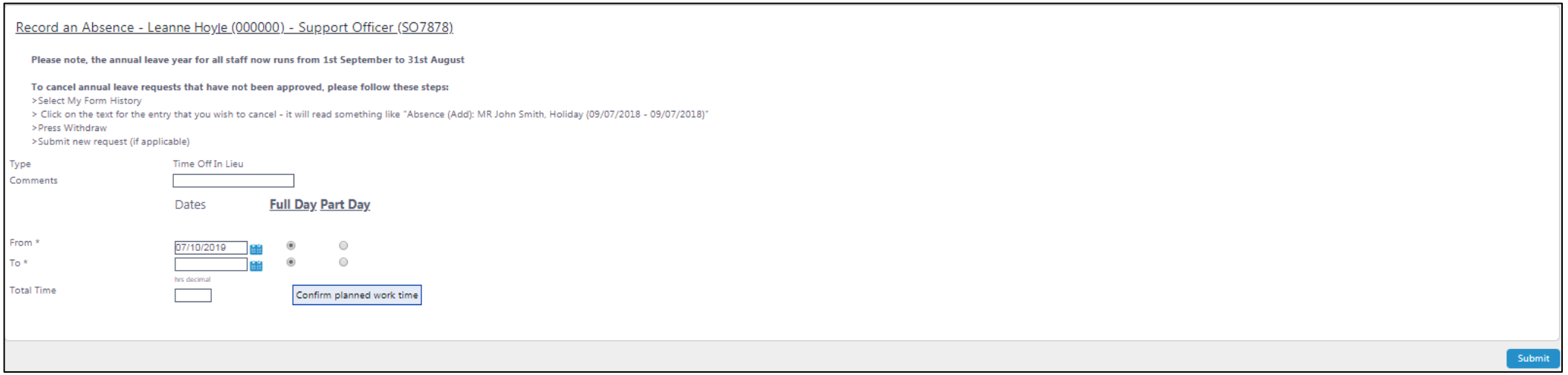
This will then be sent to your line manager for approval.

When requesting TOIL, you can do this by using the 'Annual Leave Balance' widget, or by the 'My Leave Records' screen. If you are requesting the leave via the 'My Leave Records' screen, you will need to select the 'Request New' action next to the type 'TOIL'.

To request to take TOIL via the widget, simply press the 'Request' button and select the relevant option from the drop down.

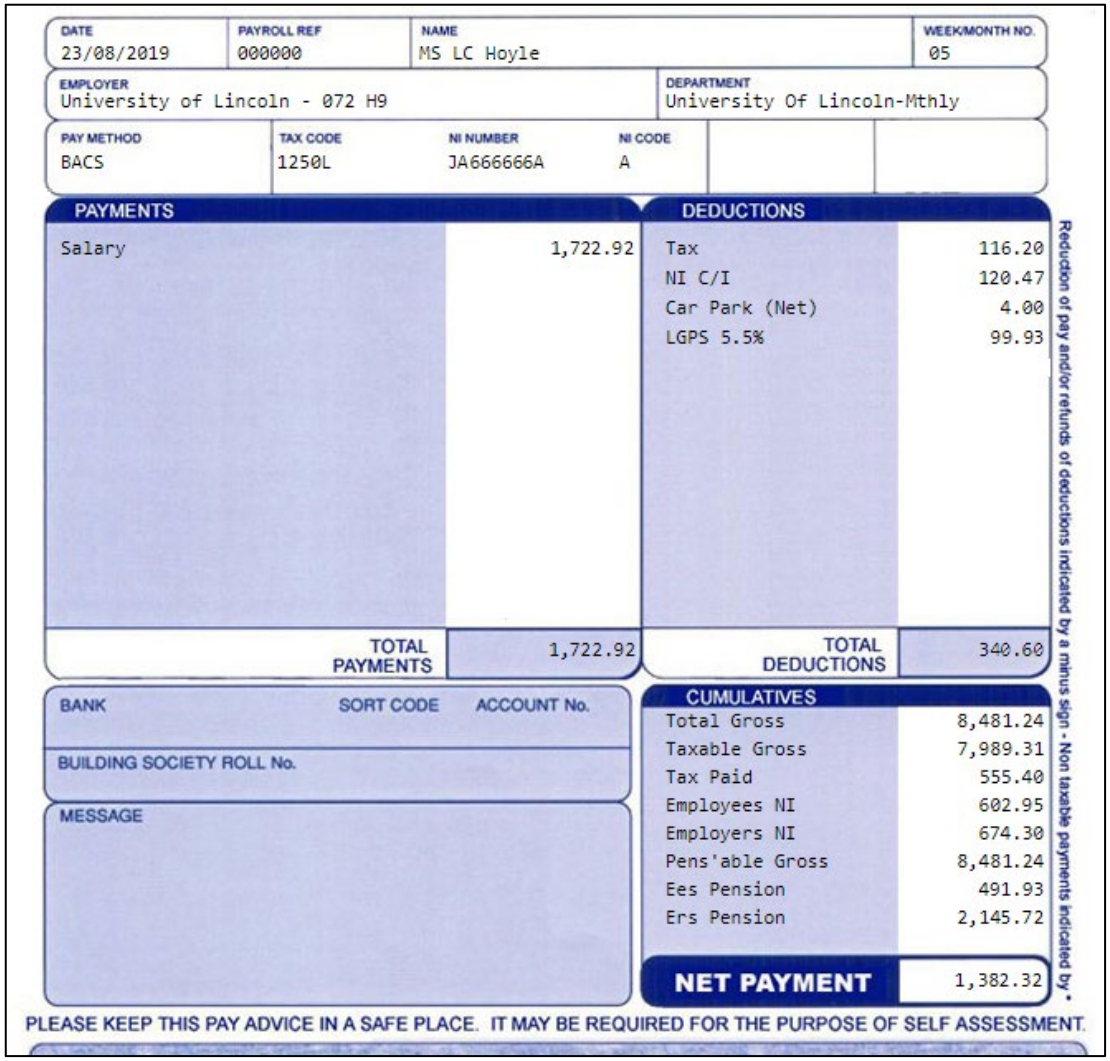


You will then see the following screen which you will need to complete and 'Submit' for your manager to approve.



Viewing Payslips

You can view your payslips using either the 'Pay Documents' or 'My Pay' widget, or the button on the left-hand side. The 'Pay Documents' widget will automatically give you the option to access the last 3 payslips and P60s. By selecting them using this widget your payslip or P60 will display in the traditional format, as shown below.



DATE	PAYROLL REF	NAME	WEEK/MONTH NO.
23/08/2019	000000	MS LC Hoyle	05

EMPLOYER	DEPARTMENT
University of Lincoln - 072 H9	University Of Lincoln-Mthly

PAY METHOD	TAX CODE	NI NUMBER	NI CODE
BACS	1250L	JA666666A	A

PAYMENTS		DEDUCTIONS	
Salary	1,722.92	Tax	116.20
		NI C/I	120.47
		Car Park (Net)	4.00
		LGPS 5.5%	99.93
TOTAL PAYMENTS	1,722.92	TOTAL DEDUCTIONS	340.60

BANK SORT CODE ACCOUNT No.

BUILDING SOCIETY ROLL No.

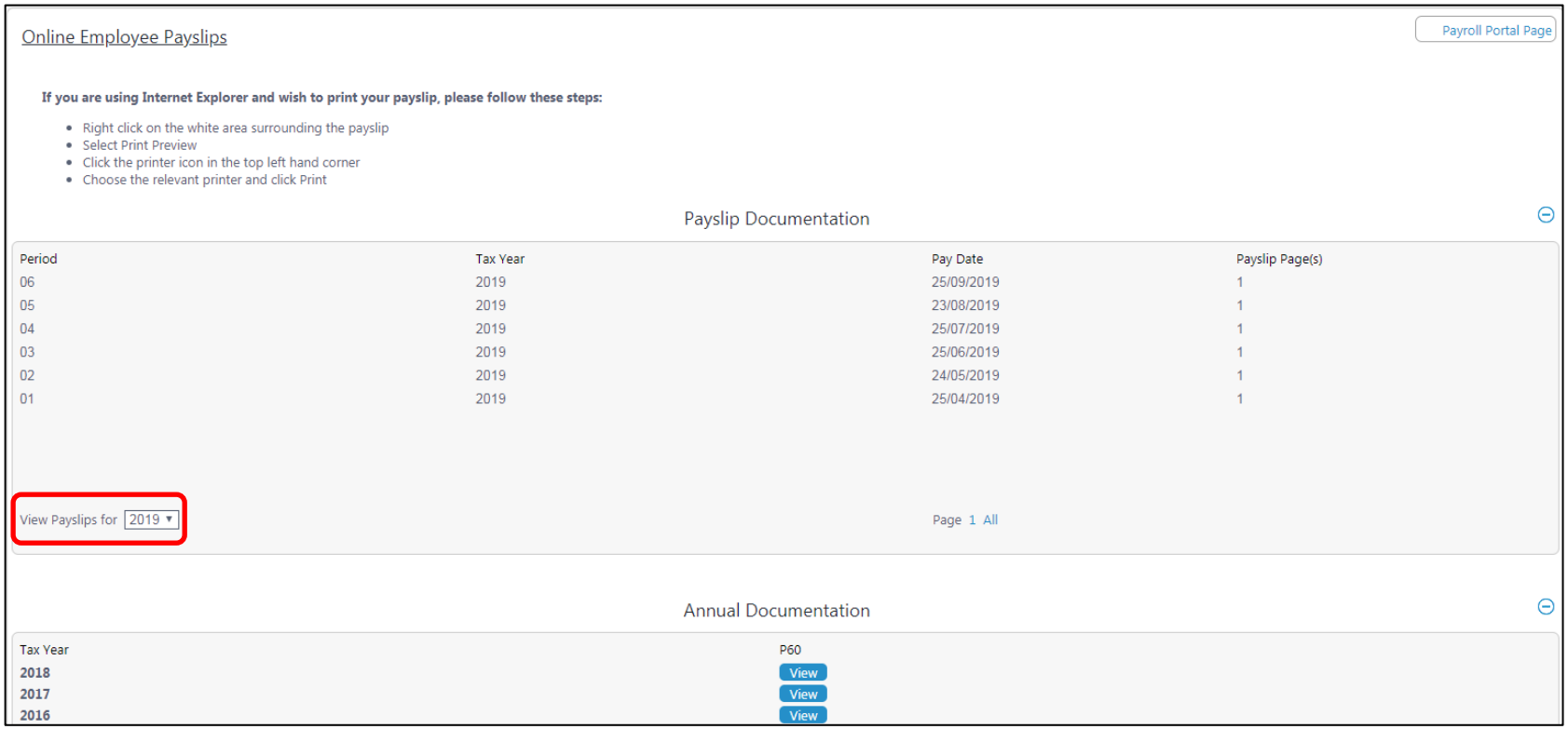
MESSAGE

CUMULATIVES	
Total Gross	8,481.24
Taxable Gross	7,989.31
Tax Paid	555.40
Employees NI	602.95
Employers NI	674.30
Pens'able Gross	8,481.24
Ees Pension	491.93
Ers Pension	2,145.72
NET PAYMENT	1,382.32

Reduction of pay and/or refunds of deductions indicated by a minus sign - Non taxable payments indicated by *

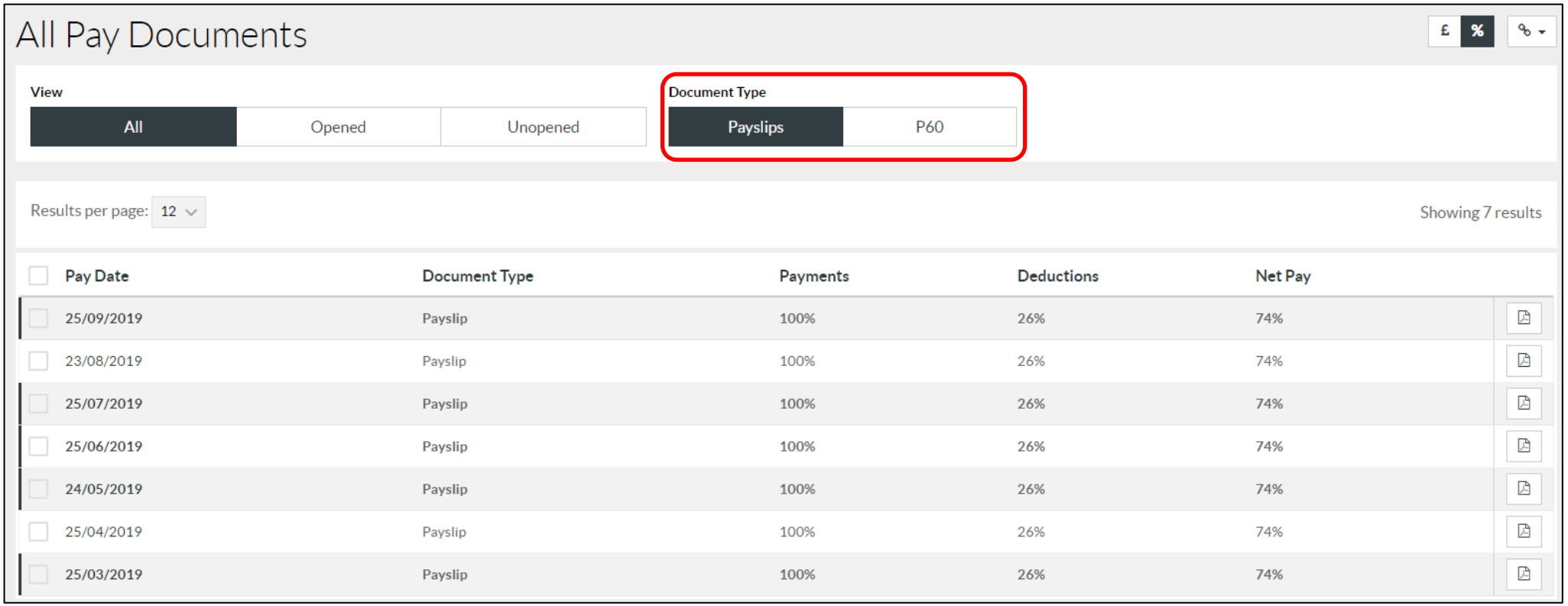
PLEASE KEEP THIS PAY ADVICE IN A SAFE PLACE. IT MAY BE REQUIRED FOR THE PURPOSE OF SELF ASSESSMENT.

By clicking on ‘My Pay Documents’ on the left-hand side you will see the following.



Here you can view payslips for different years. To change the year you want to look at, simply select the relevant one from the drop down highlighted above in red. Once you have selected the payslip you want to view, it will display the same as the previous payslip example.

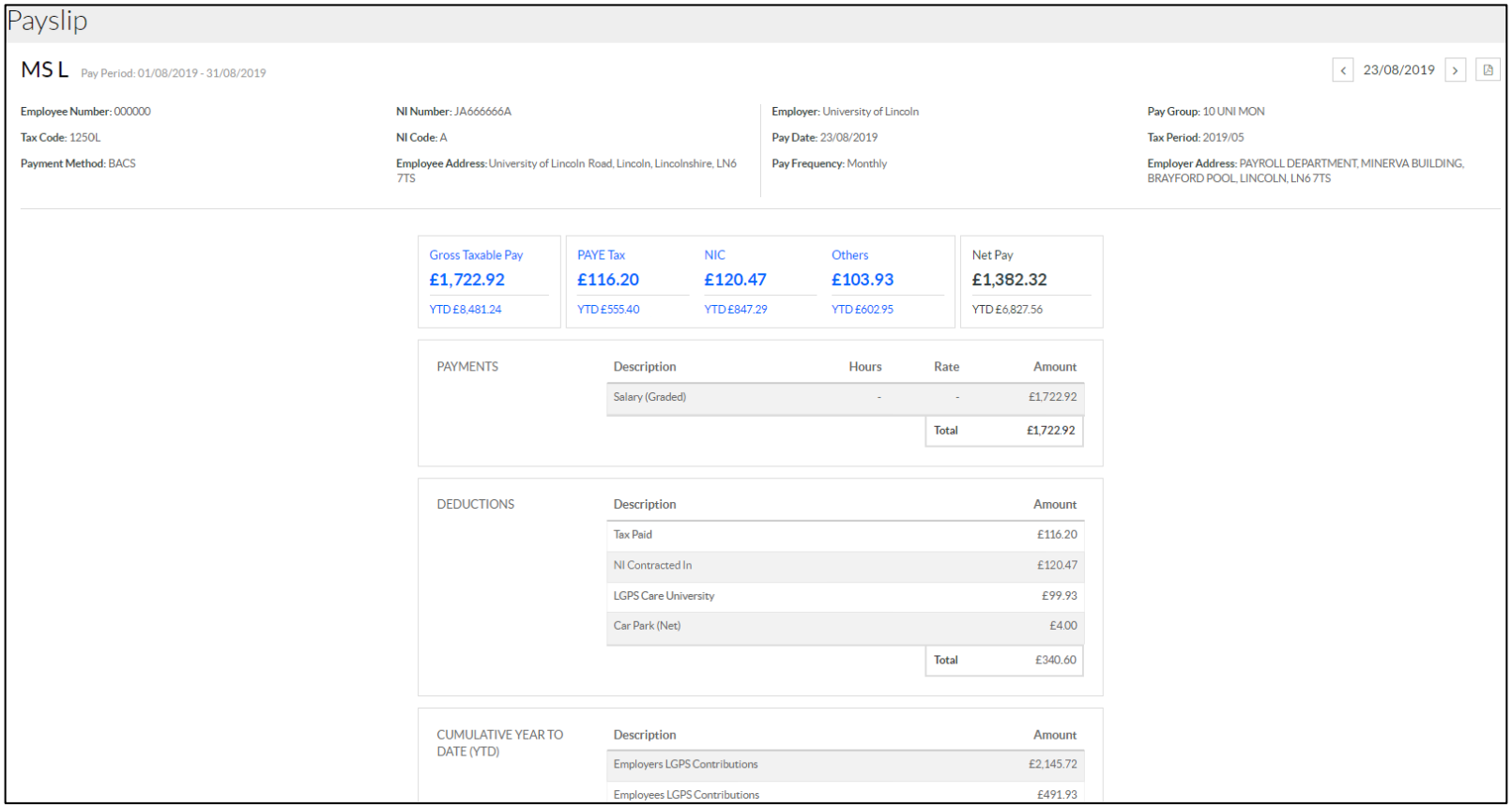
The ’My Pay’ section allows you to view your payslips in a more interactive way.



Here you can see a brief overview of what percentage of your pay has been deducted, and your ‘Net Pay’ percentage. If you would like to see the ‘Payments’, ‘Deductions’ and ‘Net Pay’ as a monetary figure, you can do so by selecting the ‘£’ from the buttons at the top of the screen

You can change the ‘Document Type’ from the default ‘Payslips’ to ‘P60’ by clicking on the desired option (highlighted above in red).

To select a payslip, click on the relevant ‘Pay Date’. If you would like to open the payslip as a pdf, you can do so by selecting to the right-hand side of the required month. When opening a payslip on the ‘My Pay’ screen, it will display as shown below.



Payslip

MS L Pay Period: 01/08/2019 - 31/08/2019

‹ 23/08/2019 ›

Employee Number: 000000
Tax Code: 1250L
Payment Method: BACS

NI Number: JA666666A
NI Code: A
Employee Address: University of Lincoln Road, Lincoln, Lincolnshire, LN6 7TS

Employer: University of Lincoln
Pay Date: 23/08/2019
Pay Frequency: Monthly

Pay Group: 10 UNI MON
Tax Period: 2019/05
Employer Address: PAYROLL DEPARTMENT, MINERVA BUILDING, BRAYFORD POOL, LINCOLN, LN6 7TS

Gross Taxable Pay	PAYE Tax	NIC	Others	Net Pay
£1,722.92	£116.20	£120.47	£103.93	£1,382.32
YTD £8,481.24	YTD £555.40	YTD £847.29	YTD £602.95	YTD £6,827.56

PAYMENTS

Description	Hours	Rate	Amount
Salary (Graded)	-	-	£1,722.92
		Total	£1,722.92

DEDUCTIONS

Description	Amount
Tax Paid	£116.20
NI Contracted In	£120.47
LGPS Care University	£99.93
Car Park (Net)	£4.00
Total	£340.60

CUMULATIVE YEAR TO DATE (YTD)

Description	Amount
Employers LGPS Contributions	£2,145.72
Employees LGPS Contributions	£491.93

You can navigate through your payslips using the arrows at the top of the screen The pay date for the payslip displayed will be shown in between the navigation arrows.

MyView Manager Reports

This part of the guide shows how to access Manager reports within MyView. These reports have been designed to give an overview of a Manager's team, as well as useful information that allows for planning.

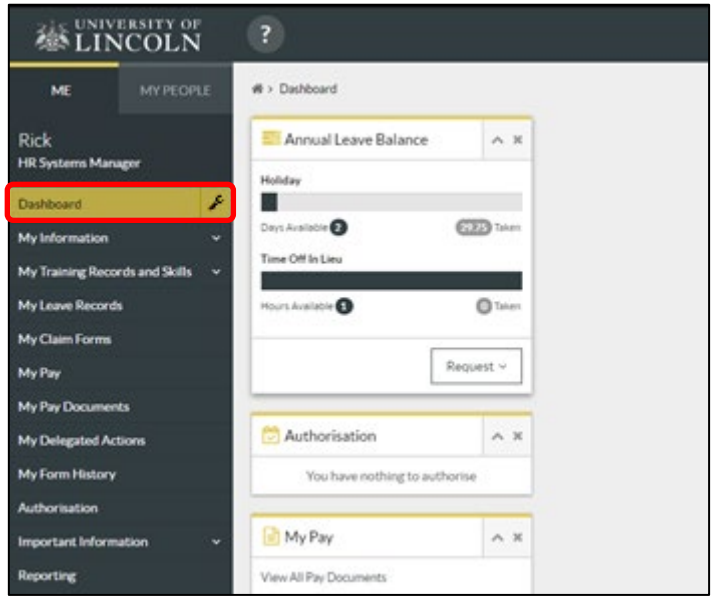
Images and reports available are correct as at 24 July 2019. Please note that menu options and reports may appear differently on your account; this is due to security access rights.

Types of reports

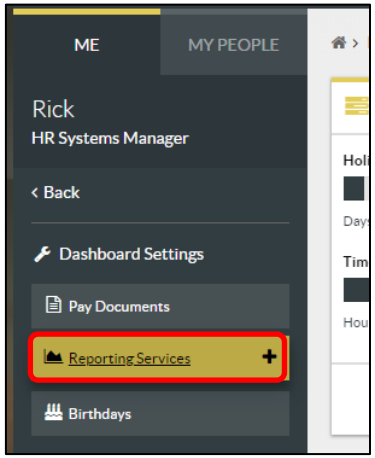
There are two types of reports available to managers within MyView. The first are graphical widgets which display key information pictorially and allow for drilldowns, giving the Manager greater information about what the graph is showing. The others are standard reports in a traditional 'table' format which can be extracted into Excel for further analysis or manipulation.

Dashboard widgets

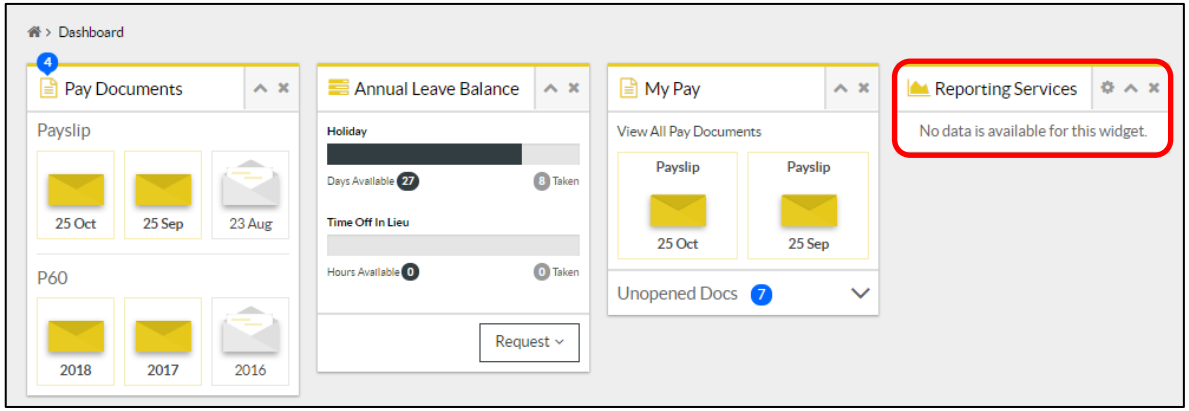
The dashboard widgets are not shown as default on MyView. To enable them you will need to click on the spanner icon on the left-hand side of the page.



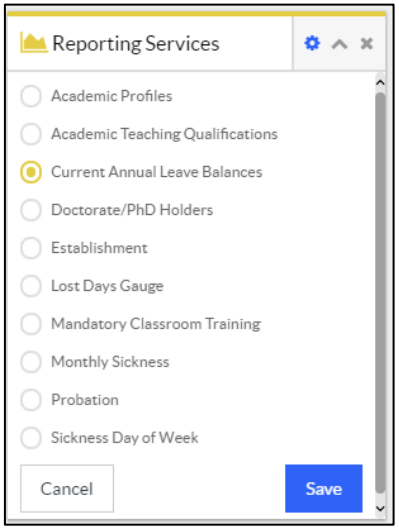
Then click on the plus symbol on the ‘Reporting Services’ button.



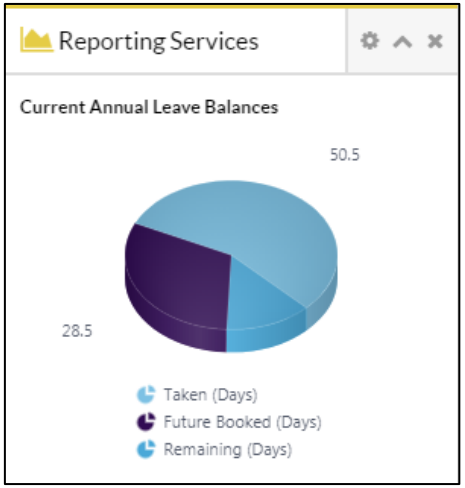
The widget will be displayed on your dashboard.



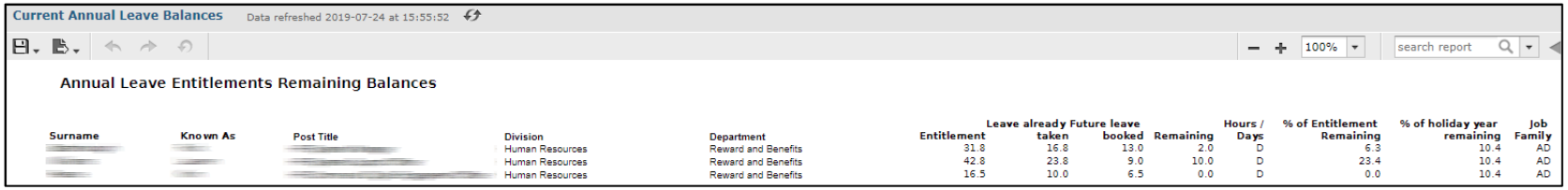
To open up the list of available reports, click on the cog icon within the widget. Select the report you are interested in looking at, and click the ‘Save’ button to action.



The report in this example shows the status of current holiday entitlement for the manager and their team.

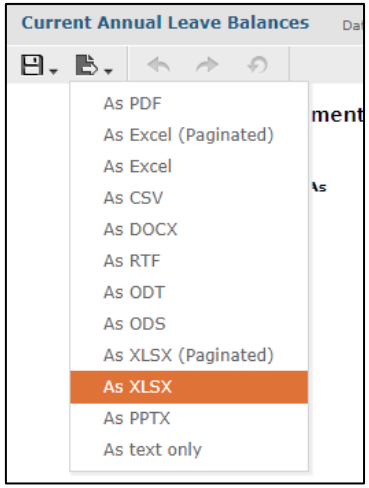


Clicking on the pie chart opens up the drilldown information showing each employee.



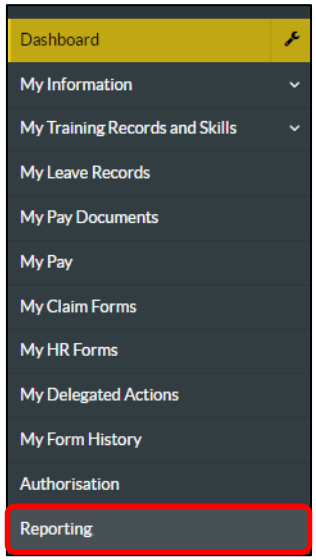
Surname	Known As	Post Title	Division	Department	Entitlement	Leave already taken	Future leave booked	Remaining	Hours / Days	% of Entitlement Remaining	% of holiday year remaining	Job Family
[redacted]	[redacted]	[redacted]	Human Resources	Reward and Benefits	31.8	16.8	13.0	2.0	D	6.3	10.4	AD
[redacted]	[redacted]	[redacted]	Human Resources	Reward and Benefits	42.8	23.8	9.0	10.0	D	23.4	10.4	AD
[redacted]	[redacted]	[redacted]	Human Resources	Reward and Benefits	16.5	10.0	6.5	0.0	D	0.0	10.4	AD

This report can then be exported into a variety of formats by clicking on the 'Export' icon and then selecting the appropriate file format.

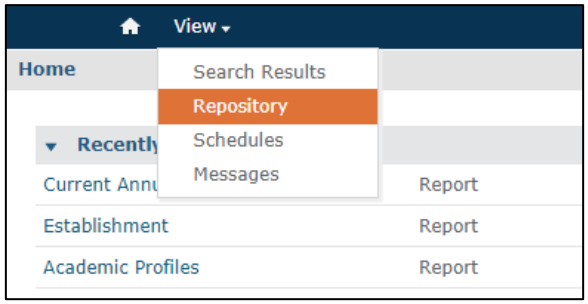


Standard Reports

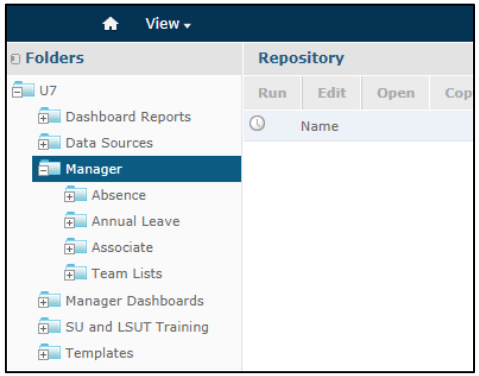
The standard reports can be accessed at the bottom left-hand side menu within MyView.



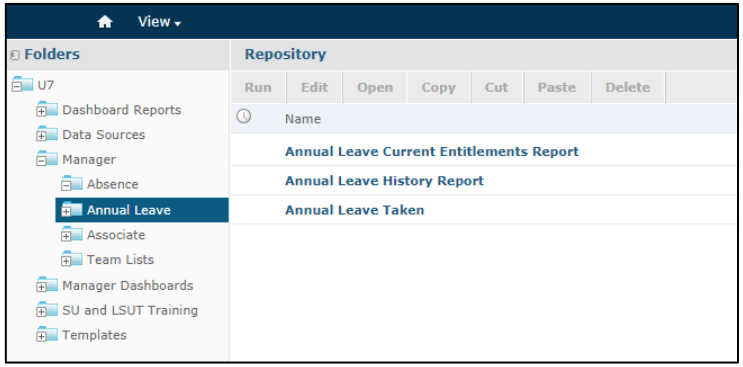
Once you click on the menu option, you will be presented with a screen showing your most recently viewed reports. To access the full suite of reports, click on 'View' then 'Repository'.



The folders displayed on the left-hand side (under the root folder of U7) are dependent on access rights. However, all managers should have access to the 'Manager' folder.



Clicking on a folder under 'Manager' will show you available reports.



Clicking on the relevant name displays the report. This can be exported in the same way as the 'drilldown' reports described earlier.

Summary

There are two ways of accessing manager reports within MyView:

1. Graphical dashboard widgets that allow you to drilldown to further information.
2. Standard reports are available via folders that offer more detailed information.