

Integrated HR/Payroll System Project

ResourceLink User Guide

Employee MyView – Changing Personal Details

Document: Employee MyView – Changing Personal Details

Last Updated: 30/01/2015

Version: 1.3

Status: Approved

Author:



1 Employee MyView – Change Personal Details

Document Control

1.1 Table of Contents

1	Em	ployee MyView – Change Personal Details	2
	Docum	nent Control	2
	1.1	Table of Contents	2
	1.2	Change History Document Approval Introduction	2
	1.3	Document Approval	3
	1.4	Introduction	4
	1.5	Purpose of Document	4
	1.6	Assumptions	4
	1.7	User Guide overview	4
	1.8	MyView Navigation	4
	1.9	MyView Navigation Help & Support	5
2		ing into MyView	
3	Му	Personal Details	7
	3.1	Reviewing My Personal Details	7
	3.2	Editing your Personal Details (Known As or Other Forename)	9
4	Loa	ıging Out	12
	5		

1.2 Change History

VERSION	STATUS	DATE	AUTHOR	SUMMARY OF CHANGES
1.1	DRAFT	20/11/14		Initial Draft
1.2	DRAFT	12/01/15		Updated screens
1.3	FINAL	30/01/15		Updated Screens



1.3 Document Approval

Document Issued By:
Name:
Position:
Company:

Document Approved By:	
Name:	Project Manager
Position:	
Company:	
Date:	
Version:	



1.4 Introduction

Welcome to the Highland Council's Self-Service Portal. A standalone portal has been created for Highland Council employees to review their (historical) payslips online. There is also an opportunity for a Highland Council employee to review and change details to the following:

- Contact Details
- Personal Details
- Bank Details
- Emergency Contact Details
- Equal Opportunities Details
- Doctors Details

Additional modules such as web expenses and holiday requests will be introduced over the next few months

1.5 Purpose of Document

This document is to be used as a User Guide for this process in MyView Self Service

1.6 Assumptions

The following assumptions are made and are considered essential.

- The Operator is an employee of the Highland Council.
- The Operator has a Highland Council email address.
- The Operator has received an introductory email with a link to the self-service portal.

1.7 User Guide overview

- Logging into MyView
- Viewing My Personal Details
- Updating My Personal Details

1.8 MyView Navigation

MyView navigation includes the following buttons:

[Back]	will take you back to the previous screen
[Close]	will close the current window
[home]	will take you back to the MyView homepage (Top right hand side)
[Print]	will print a copy of the relevant documentation
[Save]	will only save a draft of the item you are working on – this will not submit the information to the database.
[Submit]	will send your details/request to the system.
[View]	will take you through to another screen to view the relevant information



1.9 Help & Support

Miscellaneous Error Messages

You may get an error message advising

"STOP" "MyView : Session Ended - Your request cannot processed at this time".

Click on the [**Return to home page**] button on the bottom right hand side of the screen to log back into your MyView session.



Please report this error to your Self-Service SUPER USER advising what task you were trying to perform during your MyView session.

Page not displaying

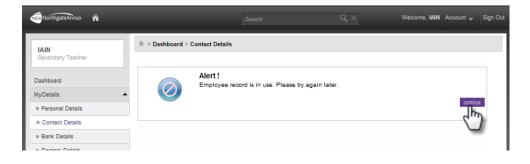
If you click on a module and you get the following message

Me My People		
JOHN -	Internet Explorer cannot display the webpage	
Dashboard My Personal Details	What you can try: It appears you are connected to the Internet, but you might want to try to reconnect to the Internet.	
My Pay Documents		
My Expenses		
Create an Expense		
Historical Expense Claims		

Please report this error to your Self-Service SUPER USER advising what task you were trying to perform during your MyView session. They will contact FSAT for an update.

<u>Alerts</u>

Please be advised that the following message is only an Alert – we ask that you have some patience and try again later to amend your existing details





2 Logging into MyView

This first step is to show how you log into MyView

- > 2.1 Open Internet Browser
- > 2.2 Enter https://myview.highland.gov.uk/dashboard/

The Highland Council Comhairle na Gàidhealtachd	The Highland Council Self Service Portal As an Employee you can • View your payslips and P60s • View and amend personal details	Sign in
/	You can now sign-in to MyView2 Dashboard First time users please click on the Forgotten Password	Your Payroll ID
	Operator User Guides	Your Password
	Click here to view User Guides to:	· · ·
	View payslips or P60s Amend personal details	forgotten your password
	User Guides offer a step-by-step guide to all Self Service processes Contact Details; Personal Details; Bank Details; Next of Kin	2h
	Help and Support	
	For support in the use of the system, please contact the relevant Business Support (HR) Hub	
	Contact details found through this link	

- > 2.3 At [Your Password ID], enter Payroll Number
- > 2.4 At [Your Password], enter Password
- > 2.5 Click on [Sign In]

MyView – Dashboard will appear

NorthgateArinso 🎢		Welcome, JOSEPH	Account 👻	Sign Out
JOSEPH Corporate Improvement Project Manager Dashboard View My Personal Details View My Pay Documents	Payslips 28 Aug 28 Jul 2006			



Employees can review their existing personal details through MyView.

3.1 Reviewing My Personal Details

From Dashboard Main Menu

> 3.1.1 At [View My Personal Details], manoeuvre mouse and click on bar

NGA NorthgateArinso		Welcome, JOSEPH	Account 👻 Sign Out
JOSEPH Corporate Improvement Project Manager Dashboard View My Personal Details View My Pay Documents	Payslips 28 Aug 2008		

My Personal Details menu will appear

JOSEPH Corporate Improvement Project Manager		
Dashboard	٩	
View My Personal Details	٠	
My Personal Details		
My Contact Details		
My Bank Details		
My Doctors Details		
My Emergency Details		
My Equal Opps Details		
View My Pay Documents	•	

> 3.1.2 Click on [My Personal Details]



My Personal Details will appear

Personal Details		
To change your Known as name or Other Forename(s), look	at the following instructions	
Click on [edit these details] Amend details Arend details At [Change Reason], enter reason for change of details Click [Save] to go back later or [Submit] to submit changes to details Message from webpage will appear, click [OK] to submit Confirmation Message will appear		
If you need to change any of your other personal details shown below, please email Payroll.		
	edit these details	
Surname	MCBRIDE	
Forename	JOSEPH	
Title	Mr	

Review details accordingly. The only changes an employee can make to Personal Details through the self-service portal are "Known As" or "Other Forenames"

If your Personal Details are incorrect – Surname, Forename, Date of Birth, NI Number, please follow the instructions on screen to have them amended by Payroll

_	6. Confirmation Message will appear
_	If you need to change any of your other personal details shown below, please email Payroll.
-	Surname MCRRIDE

By clicking on [email Payroll], an Microsoft Outlook email will automatically be created

Please enter your query and email and click [Send]

🗐 🔒 🤊 😈 🔺 🗸	Personal Details amendment - Message (HTML)		
File Message	Insert Options Format Text Review		۵ 😮
Cut Paste ↓ Cut Paste ↓ Format Pain	Calibri (Bod) $\stackrel{11}{\sim}$ A $\stackrel{1}{\sim}$ $\stackrel{1}{=}$ $\stackrel{1}{\sim}$ $\stackrel{1}{=}$ $\stackrel{1}{\sim}$	Pigh Importance	Q
Clipboard	🕫 Basic Text 🕫 Names Include	Tags 🗔 Zo	pom
From ~ From ~ Send Cc Subject: Personal Details amendment			



3.2 Editing your Personal Details (Known As or Other Forename)

From Dashboard Main Menu

> 3.2.1 At [View My Personal Details], manoeuvre mouse and click on bar

NorthgateAnnso		Welcome, JOSEPH	Account 👻	Sign Out
JOSEPH Corporate Improvement Project Manager Dashboard View My Personal Details View My Pay Documents	A pay bost and a second se			

My Personal Details menu will appear

JOSEPH Corporate Improvement Project Manager		
Dashboard	4	
View My Personal Details	•	
My Personal Details		
III My Contact Details		
My Bank Details		
My Doctors Details		
My Emergency Details		
My Equal Opps Details		
View My Pay Documents	•	

> 3.2.1 Click on [My Personal Details]

My Personal Details will appear

To change your Known as name or Other Fo	prename(s), look at the following instructions	
Click on [edit these details] Amend details Aft [Change Reason], enter reason for Click [Save] to go back later or [Submi Message from webpage will appear, clic Confirmation Message will appear If you need to change any of your other person	it] to submit changes to details ick [OK] to submit	edit these details
Surname	MCBRIDE	5 10
Forename	JOSEPH	
Title	Mr	
Other Forename(s)		
Known As		
Previous Surname		
Previous Sumame		
Date of Birth	21/01/1965	
	21/01/1965 Male	



> 3.2.3 Click on [edit these details]

Edit box changes from [edit these details] to [back to view only mode]

5. Message from webpage will appear, click [OK] to submit 6. Confirmation Message will appear			
If you need to change any of your other personal details shown below, please email Payroll. beck to view only mode			
Surname	MCBRIDE	block to view only mode	
	MODAIDE		

- > 3.2.4 At [Known As], enter or amend details (if required)
- > 3.2.5 At [Other Forename], enter or amend details (if required)
- > 3.2.6 At [Change Reason], enter reason for change of details

Personal Details To change your Known as name or Other Forename	(s), look at the following instructions	
Click on [edit these details] Amend details Aft [Change Reason], enter reason for change Click [Save] to go back later or [Submit] to sut Message from webpage will appear, click [OK] Confirmation Message will appear If you need to change any of your other personal deta	mit changes to details to submit	
- ,		back to view only mode
Surname	MCBRIDE	
Forename	JOSEPH	
Title	Mr	
Other Forename(s)	MICHAEL	
Known As	JOE	
Previous Surname		
Date of Birth	21/01/1965	
Gender	Male	
N.I Number	NE415854A	
Change Reason		
	Updated	
		200

> 3.2.7 Click [Save to go back later or [Submit] to submit changes to details

Message from webpage will appear

 Click [Save] to g Message from v 	ason], enter reason for change of details go back later or [Submit] to submit changes to details vebpage will appear, click [OK] to submit essage will appear	
	Message from webpage	
Surname Forename Title Other Forename(s)	Are you sure you want to submit this personal details form for processing?	
Known As Previous Surname Date of Birth Gender N.I Number Change Reason	OK Cancel NE415854A	
change Reason		
	Updated	→



Click [Ok] \triangleright 3.2.8

On screen Confirmation Message will appear

	Confirmation Message ! Your form number 0000002716 has been submitted Confirmation
You have successfu Regards HR System Portal	Ily made a change to your personal details.

Click [Continue] > 3.2.9

Personal Details summary page will appear

The list of forms below allow the following changes to be made:

- Personal Details this will allow you to view your name, date of birth and NI number etc as defined on ResourceLink. If your name changes please send the appropriate certificate to HR for verification. You can change your "Known As" name if you wish
 Contact Details this will allow you to update your home address, phone numbers and email address etc
 Bank This will allow you to update ResourceLink with your new bank/building society details
 Doctor This will allow you to update ResourceLink with your Doctors details
 Emergency this will allow you to update ResourceLink with your next of kin details and a separate emergency contact if you wish it to be a different person
 Equal Opportunities this will allow you ro update ResourceLink with various details
- Bank Details
- Contact Details
 Doctor Details

- Emergency Contact Details
 Equal Opportunities Details
 Personal Details

Authonsed	Autorised .					
Date	Form	Description				

24/11/2014 0000002714 Personal Details

Employee will also receive email confirmation of change

Send	То	Joseph McBride		
	Сс			
	Subject:	RE: Change of Personal Details confirmation		
Please	Please be advised that this is a confirmation email from changes made recently to your Personal Details within MyView.			
Employ	yee ID: 3203	6007		
	ne:MCBRIDE	-		
Forena Title:N	me:JOSEPH			
Other I	Forename(s):1	MICHAEL		
	As:JOE			
	Previous Surname: Date of Birth:01/04/1965			
Gender:M				
	N.I Number: NA415875A			
This message was sent from the HR Systems Portal (please do not reply).				



4 Logging Out

Please remember to log out from MyView when you have finished, please click on the sign out button at the top right hand of the screen.