

Integrated HR/Payroll System Project

ResourceLink User Guide

Employee MyView – Viewing Payslips

Document: Employee MyView – Viewing Payslips

Last Updated: 30/01/2015

Version: 1.3

Status: Approval

Author:

1 Employee MyView – Change MyDetails

Document Control

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1.2 Change History

VERSION	STATUS	DATE	AUTHOR	SUMMARY OF CHANGES
1.1	DRAFT	08/01/15		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 PaySlips
- Printing My Payslips

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

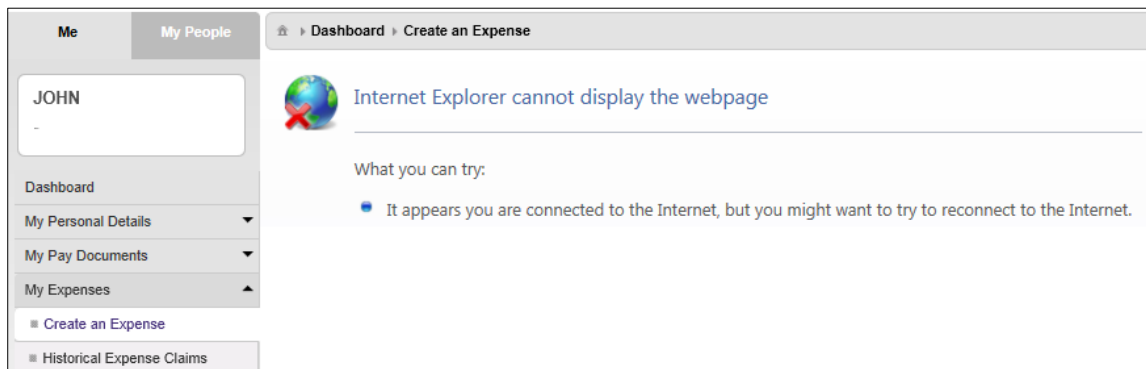
“STOP” “MyView : Session Ended – Your request cannot processed at this time”.

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

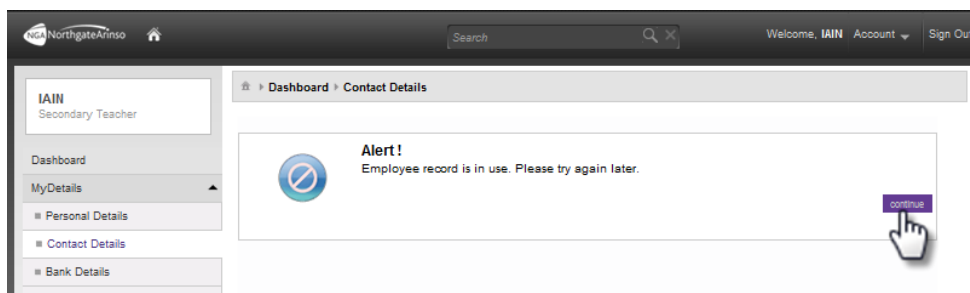
If you click on a module and you get the following message



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.

Alerts

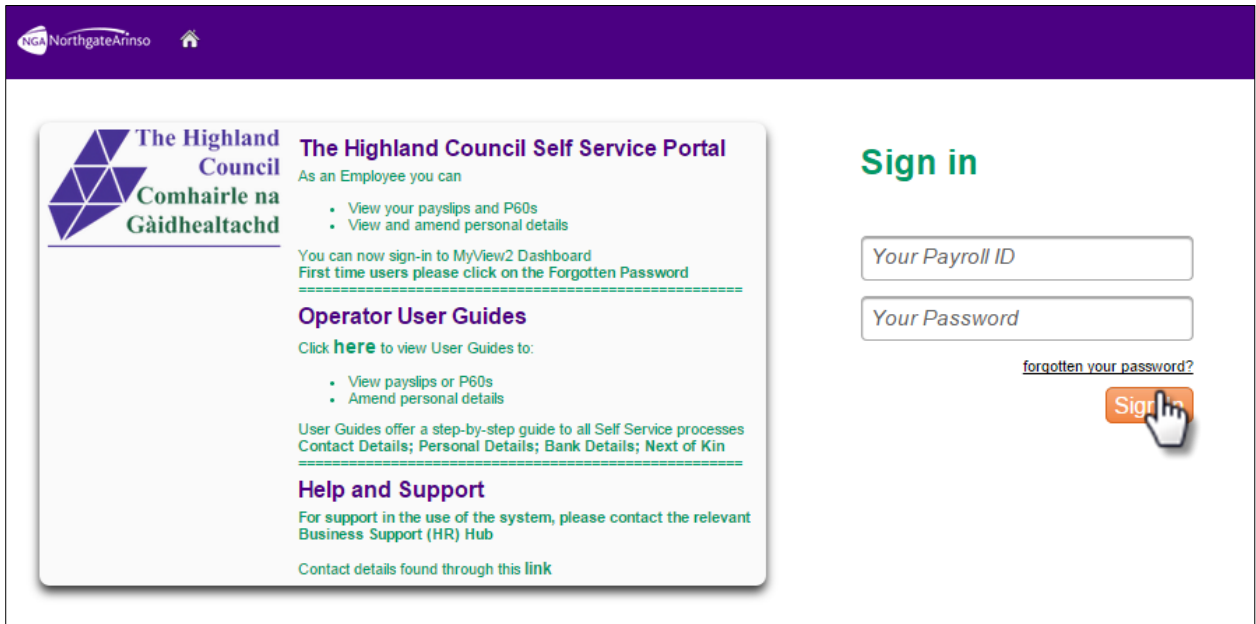
Please be advised that the following message is only an Alert – we ask that you have some patience and try again later to amend your existing details



2 Logging into MyView

This first step is to show how you log into MyView

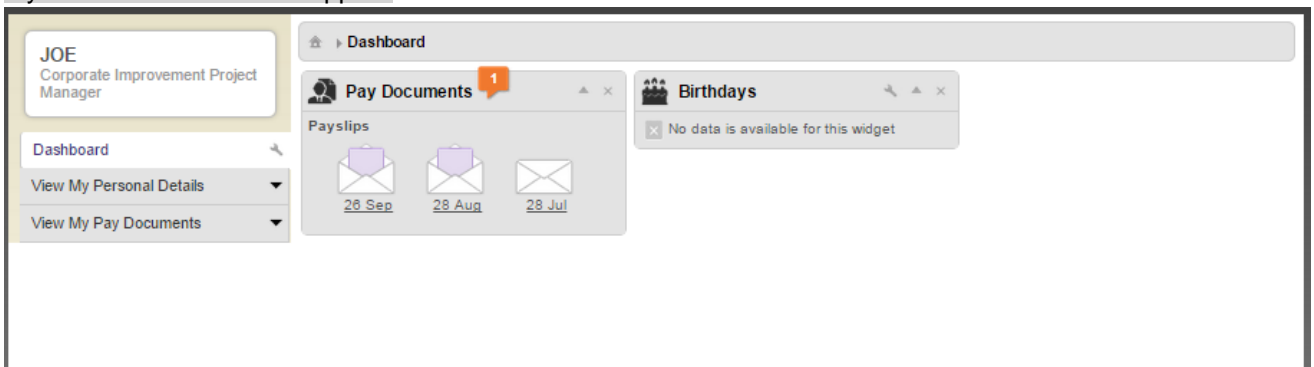
- 2.1 Open Internet Browser
- 2.2 Enter - <https://myview.highland.gov.uk/dashboard/>



The screenshot shows the login page for the Highland Council Self Service Portal. On the left, there is a navigation menu with the Highland Council logo and text: "The Highland Council Comhairle na Gàidhealtachd". The main content area is titled "The Highland Council Self Service Portal" and includes instructions for employees, such as "View your payslips and P60s" and "View and amend personal details". There are also sections for "Operator User Guides" and "Help and Support". On the right side, there is a "Sign in" section with two input fields: "Your Payroll ID" and "Your Password". Below these fields is a link for "forgotten your password?" and a "Sign In" button with a hand cursor icon.

- 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



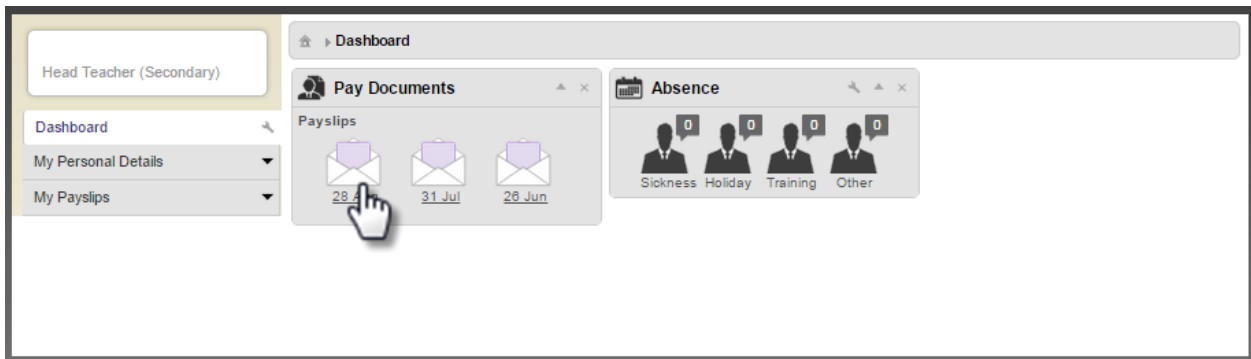
The screenshot shows the MyView Dashboard for a user named JOE, Corporate Improvement Project Manager. The dashboard includes a navigation menu on the left with options like "Dashboard", "View My Personal Details", and "View My Pay Documents". The main content area features a "Pay Documents" widget with a notification icon and three pay documents listed: "26 Sep", "28 Aug", and "28 Jul". There is also a "Birthdays" widget with a message: "No data is available for this widget".

3 Viewing MyPayslips – using Internet Explorer

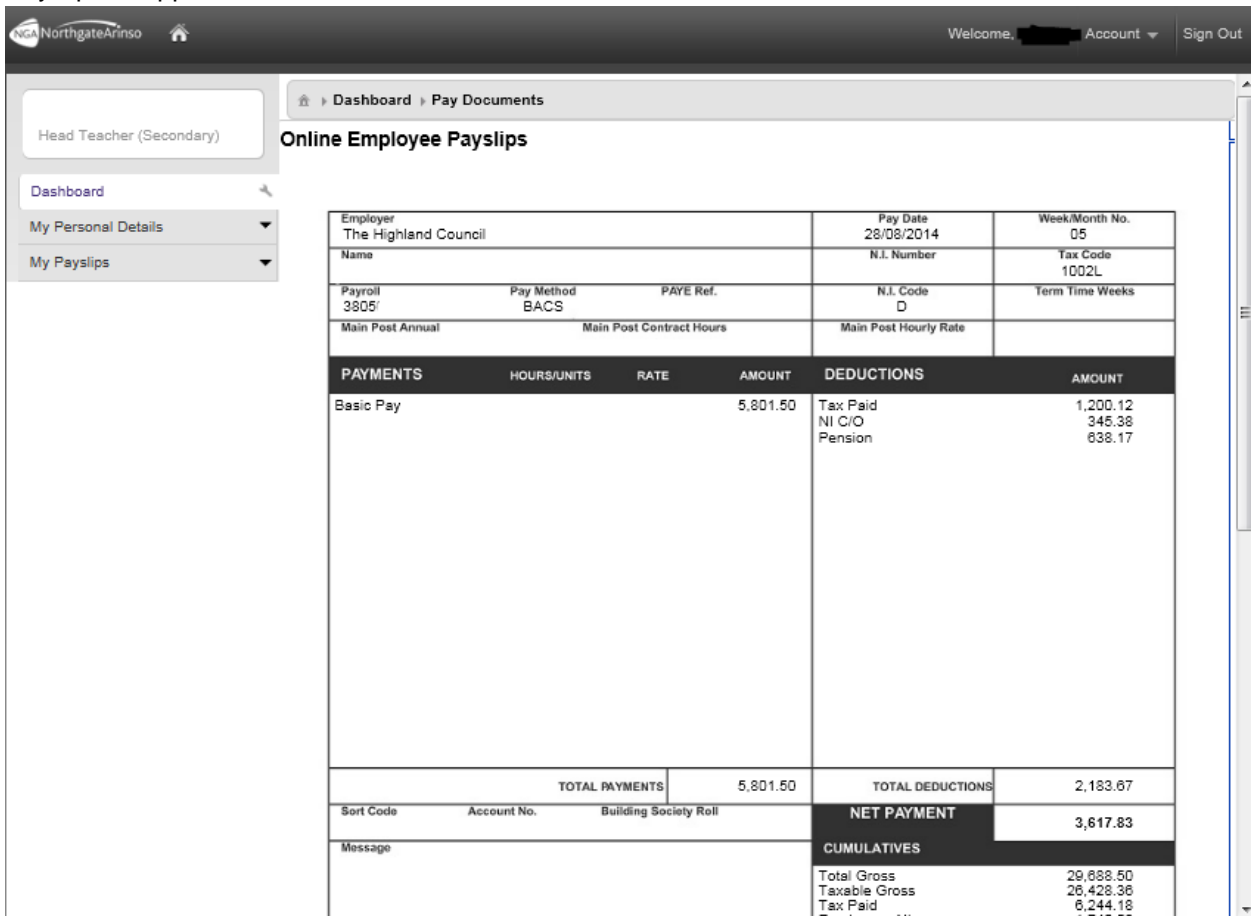
Payslips can be accessed from the Dashboard Main Menu

From Dashboard Main Menu

- 3.1 At [Pay Documents], manoeuvre mouse and click on Payslip icon



Payslip will appear




The screenshot shows the 'Online Employee Payslips' page. The page header includes 'NorthgateArinso' and 'Welcome, [Name] Account Sign Out'. The left navigation menu is the same as in the previous screenshot. The main content area displays a detailed payslip table for 'The Highland Council'.

PAYMENTS		HOURS/UNITS	RATE	AMOUNT	DEDUCTIONS		AMOUNT
Basic Pay				5,801.50	Tax Paid		1,200.12
					NI C/O		345.38
					Pension		638.17
				TOTAL PAYMENTS	5,801.50	TOTAL DEDUCTIONS	2,183.67
				NET PAYMENT		3,617.83	
				CUMULATIVES			
				Total Gross	29,888.50		
				Taxable Gross	26,428.36		
				Tax Paid	6,244.18		
				Employee NI	1,740.50		

4 Print Payslip – using Internet Explorer

Assumption – Employee can view payslip on screen

TOTAL PAYMENTS		5,801.50	TOTAL DEDUCTIONS		2,183.67
Sort Code	Account No.	Building Society Roll	NET PAYMENT		3,617.83
Message			CUMULATIVES		
			Total Gross	29,888.50	
			Taxable Gross	26,428.36	
			Tax Paid	6,244.18	
			Employees NI	1,740.52	
			Employers NI	3,154.03	
			Pens able Gross	41,291.50	
			Ees Pension	3,280.14	



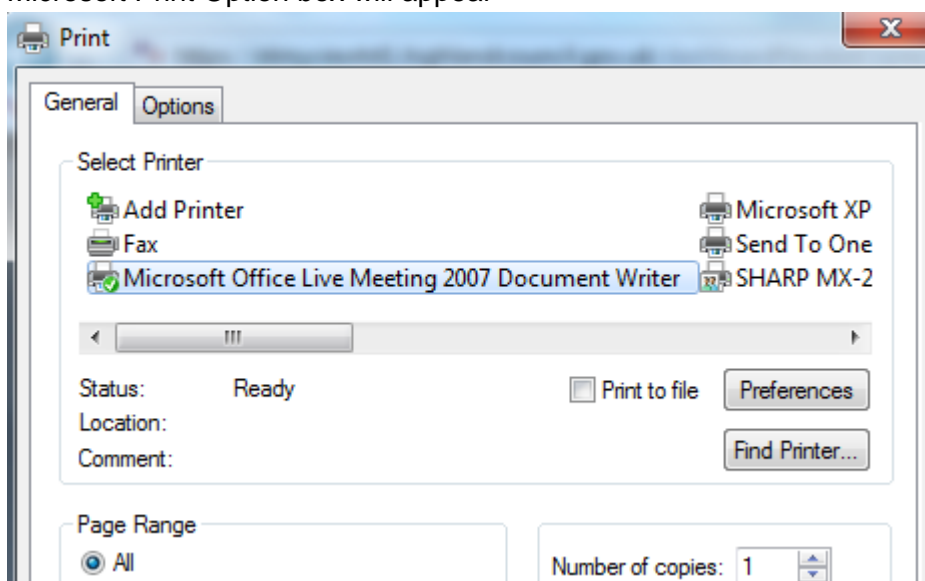
Private & Confidential

Page 01 of 1

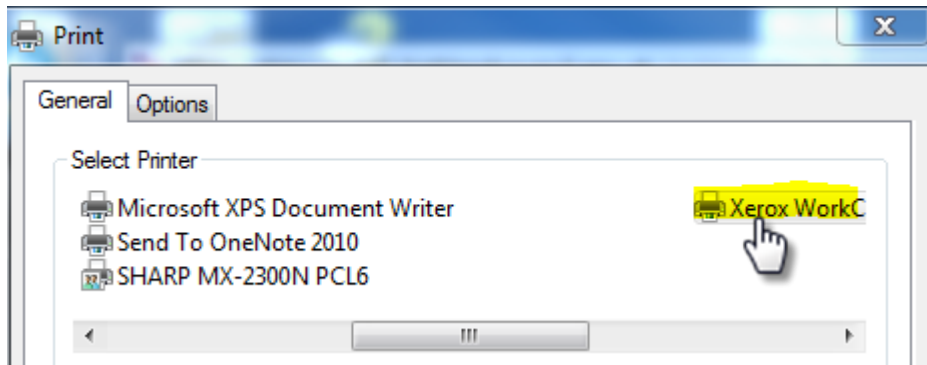
[Print](#)

- 4.1 Click on [Print]

Microsoft Print Option box will appear



- 4.2 Highlight selected Printer




- 4.3 Click [Print]

5 Save Payslip to Desktop – using Internet Explorer

Assumption – Employee can view payslip on screen


TOTAL PAYMENTS		5,801.50	TOTAL DEDUCTIONS		2,183.67
Sort Code	Account No.	Building Society Roll	NET PAYMENT		3,617.83
Message			CUMULATIVES		
			Total Gross	29,688.50	
			Taxable Gross	26,428.36	
			Tax Paid	6,244.18	
			Employees NI	1,740.52	
			Employers NI	3,154.03	
			Pens'able Gross	41,291.50	
			Ees Pension	3,280.14	



The Highland Council
Comhairle na Gàidhealtachd

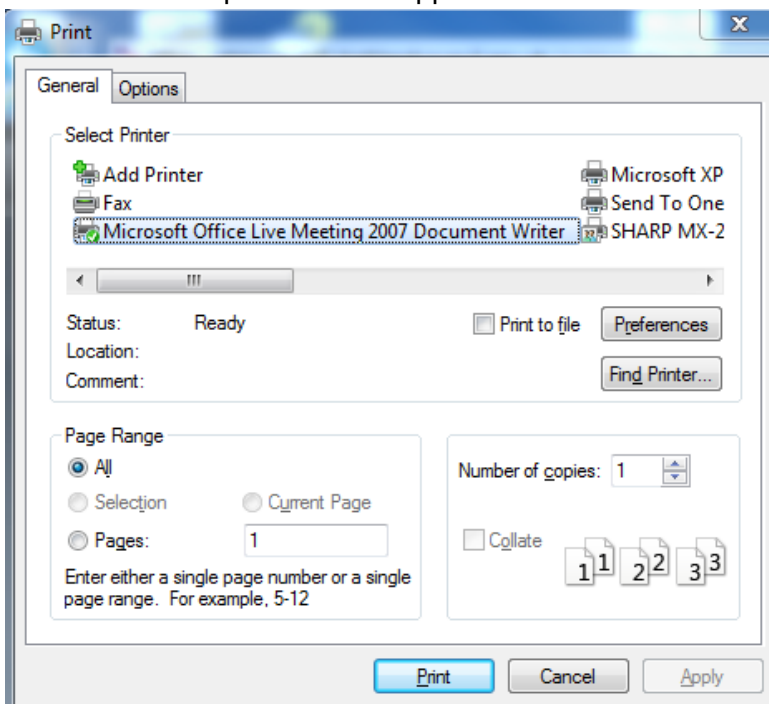
Private & Confidential

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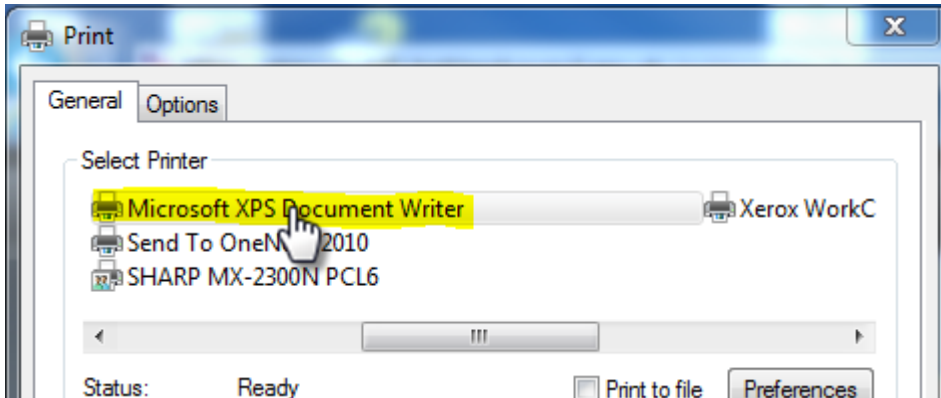


- 5.1 Click on [Print]

Microsoft Print Option box will appear

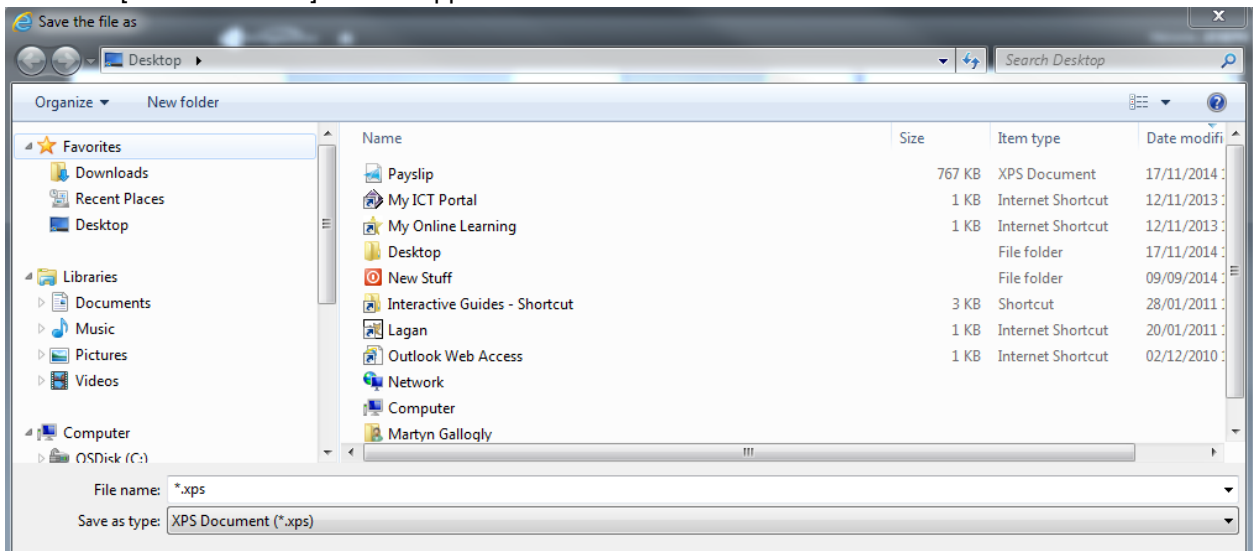


- 5.2 Highlight [Microsoft XPS Document Writer]

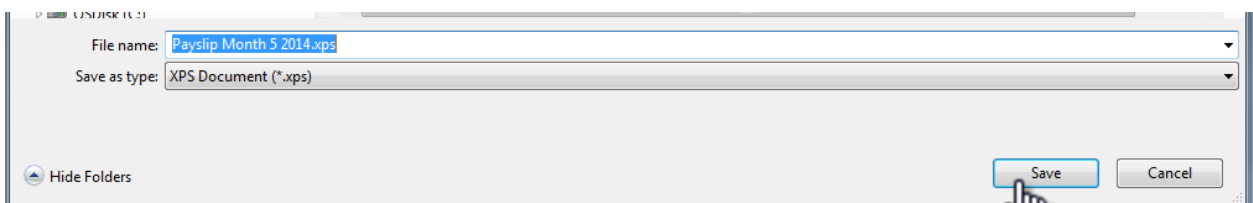


- 5.3 Click [Print]

Microsoft [Save the file as] box will appear



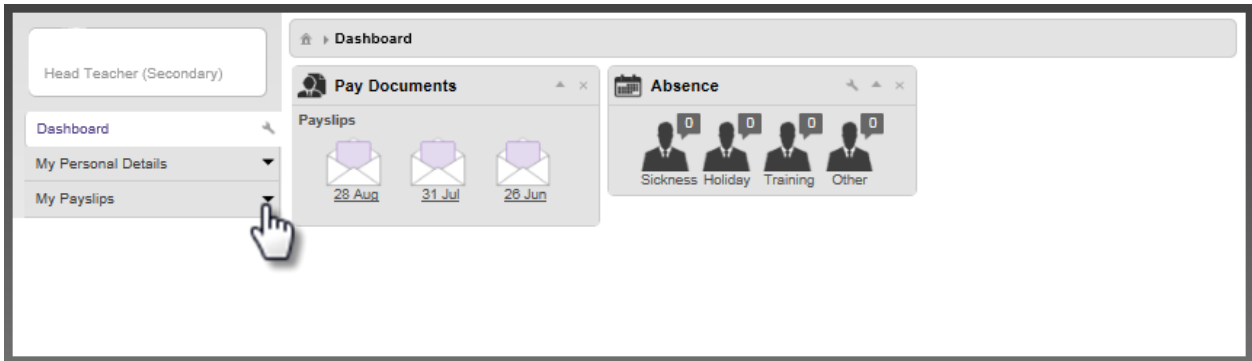
- 5.4 At [File Name], type Payslip Month 5 2014
- 5.5 Delete the * so that the file name will be [Payslip Month 5 2014.xps]
- 5.6 Click [Save]



Payslip will save to location

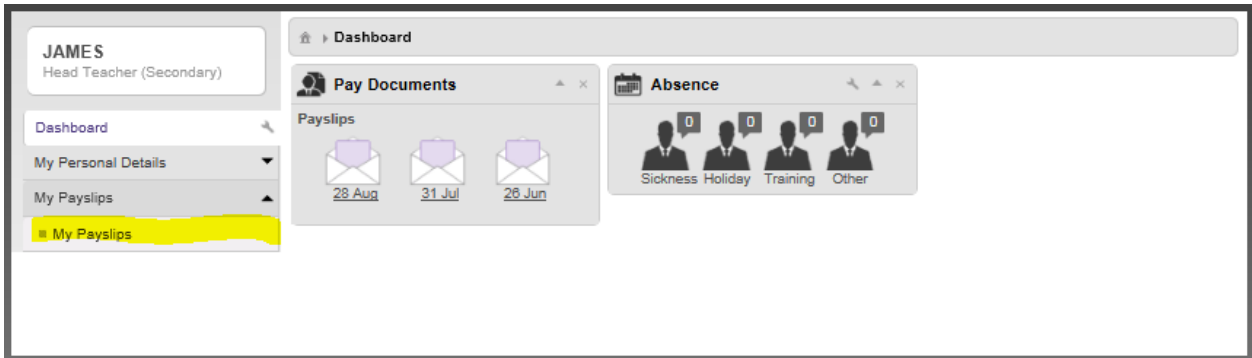
6 View Historical Payslips – using Internet Explorer

From Dashboard Main Menu



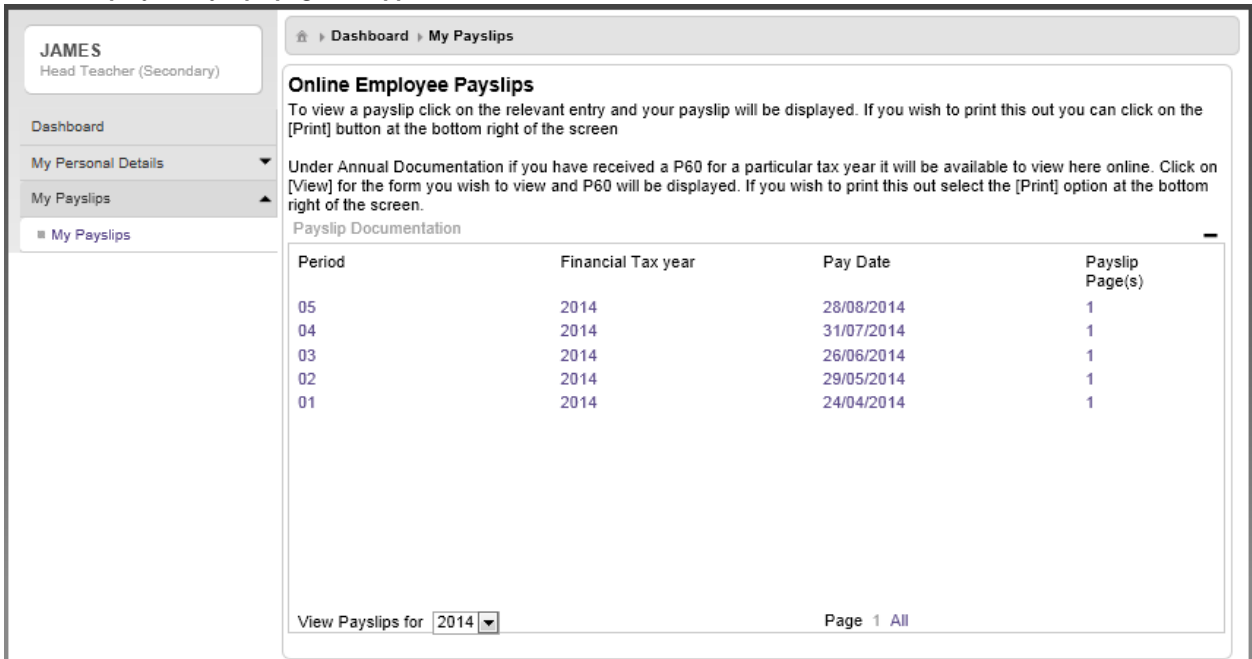
- 3.2 Click on [My Payslips]

My Pay Documents menu will appear



- 3.3 Click on [My Pay Documents]

Online Employee Payslips page will appear



Online Employee Payslips

To view a payslip click on the relevant entry and your payslip will be displayed. If you wish to print this out you can click on the [Print] button at the bottom right of the screen

Under Annual Documentation if you have received a P60 for a particular tax year it will be available to view here online. Click on [View] for the form you wish to view and P60 will be displayed. If you wish to print this out select the [Print] option at the bottom right of the screen.

Payslip Documentation

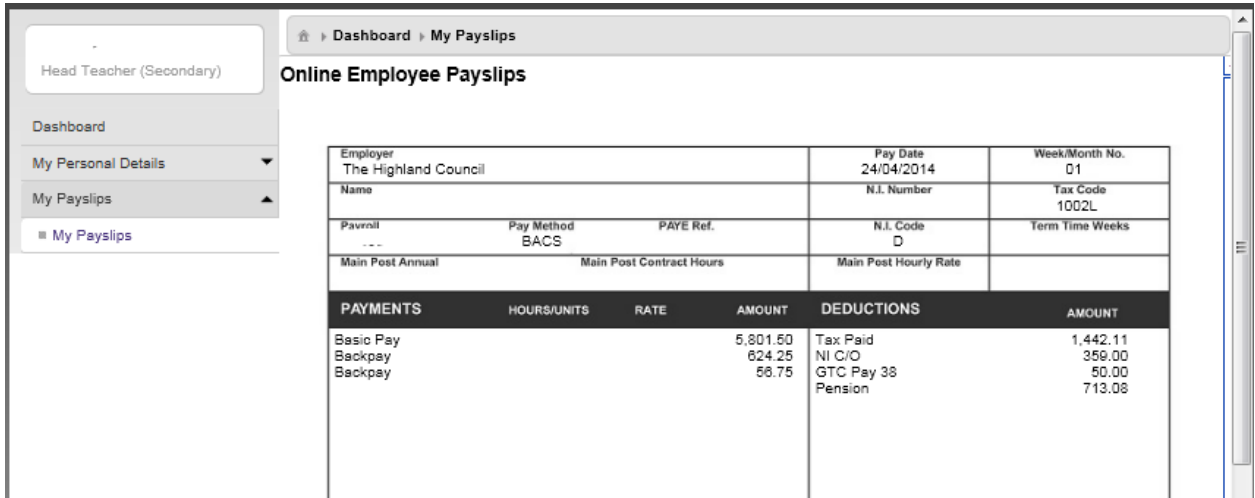
Period	Financial Tax year	Pay Date	Payslip Page(s)
05	2014	28/08/2014	1
04	2014	31/07/2014	1
03	2014	26/06/2014	1
02	2014	29/05/2014	1
01	2014	24/04/2014	1

View Payslips for

Page 1 All

- 3.4 Click on [Period] or [Pay Date]

Payslip will appear



Online Employee Payslips

Employer The Highland Council	Pay Date 24/04/2014	Week/Month No. 01
Name	N.I. Number	Tax Code 1002L
Pavroll	Pay Method BACS	PAYE Ref.
	N.I. Code D	Term Time Weeks
Main Post Annual	Main Post Contract Hours	Main Post Hourly Rate

PAYMENTS		HOURS/UNITS	RATE	AMOUNT	DEDUCTIONS		AMOUNT
Basic Pay				5,801.60	Tax Paid		1,442.11
Backpay				624.25	NI C/O		359.00
Backpay				56.75	GTC Pay 38		50.00
					Pension		713.08

To review Previous years Payslips, proceed as follows:

From [Online Employee Payslips] page

- 3.5 At [View Payslips for], click on drop down menu and choose respective year



View Payslip for 2014
2014
2013
2012
2011
2010
2009
2008

Page 1 All

Previous years payslips will appear



Payslip Documentation

Period	Financial Tax year	Pay Date	Payslip Page(s)
12	2011	29/03/2012	1
11	2011	23/02/2012	1
10	2011	26/01/2012	1
09	2011	22/12/2011	1
08	2011	24/11/2011	1
07	2011	27/10/2011	1
06	2011	29/09/2011	1
05	2011	25/08/2011	1
04	2011	28/07/2011	1
03	2011	30/06/2011	1
02	2011	26/05/2011	1
01	2011	28/04/2011	1

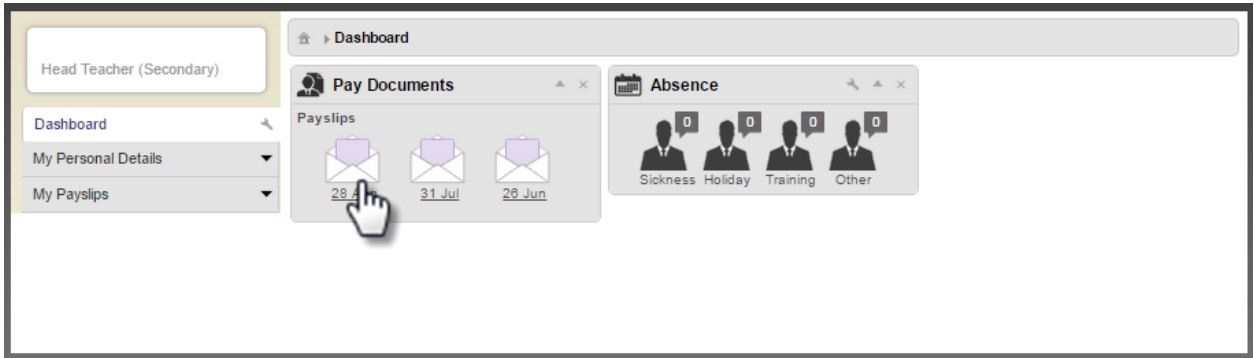
View Payslips for 2011 Page 1 All

7 Viewing MyPayslips – using Chrome

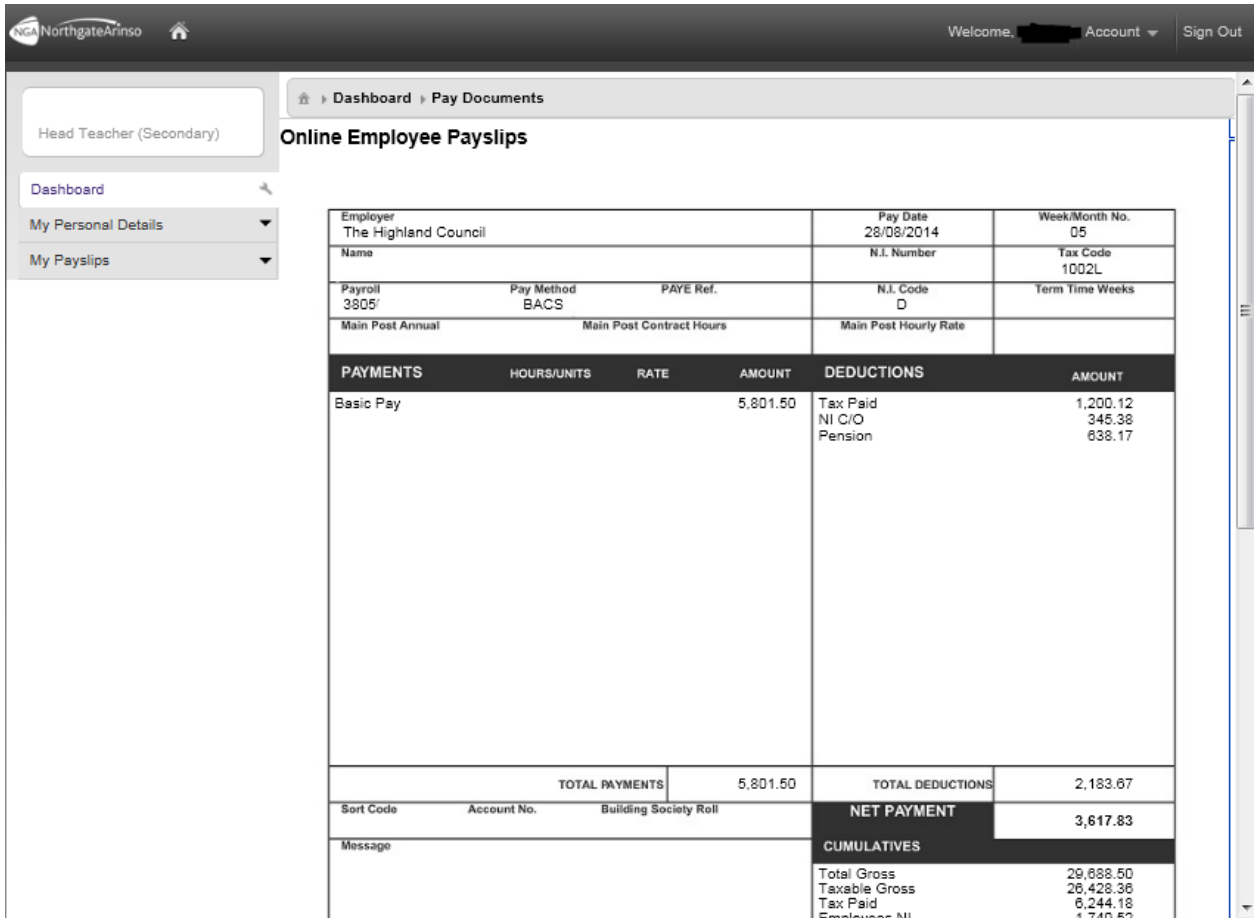
Payslips can be accessed from the Dashboard Main Menu

From Dashboard Main Menu

- 7.1 At [Pay Documents], manoeuvre mouse and click on Payslip icon



Payslip will appear



The screenshot shows the 'Online Employee Payslips' page. The header includes 'NorthgateArinso' and 'Welcome, [Name] Account Sign Out'. The left navigation menu is the same as in the previous screenshot. The main content area displays a table with the following data:

PAYMENTS		HOURS/UNITS	RATE	AMOUNT	DEDUCTIONS		AMOUNT	
Basic Pay				5,801.50	Tax Paid		1,200.12	
					NI C/O		345.38	
					Pension		638.17	
				TOTAL PAYMENTS	5,801.50	TOTAL DEDUCTIONS	2,183.67	
				NET PAYMENT		3,617.83		
				CUMULATIVES				
				Total Gross				29,888.50
				Taxable Gross				26,428.36
				Tax Paid				6,244.18
				Employee NI				1,740.50

Additional information from the table:

- Employer: The Highland Council
- Pay Date: 28/08/2014
- Week/Month No.: 05
- Name: [Redacted]
- N.I. Number: [Redacted]
- Tax Code: 1002L
- Payroll: 3805
- Pay Method: BACS
- PAYE Ref.: [Redacted]
- N.I. Code: D
- Term Time Weeks: [Redacted]
- Main Post Annual: [Redacted]
- Main Post Contract Hours: [Redacted]
- Main Post Hourly Rate: [Redacted]
- Sort Code: [Redacted]
- Account No.: [Redacted]
- Building Society Roll: [Redacted]
- Message: [Redacted]

8 Print Payslip – using Chrome

Assumption – Employee can view payslip on screen

TOTAL PAYMENTS			5,801.50			TOTAL DEDUCTIONS			2,183.67		
Sort Code	Account No.	Building Society Roll			NET PAYMENT			3,617.83			
Message						CUMULATIVES					
						Total Gross	29,688.50				
						Taxable Gross	26,428.36				
						Tax Paid	6,244.18				
						Employees NI	1,740.52				
						Employers NI	3,154.03				
						Pens able Gross	41,291.50				
						Ees Pension	3,260.14				



**The Highland Council
Comhairle na Gàidhealtachd**

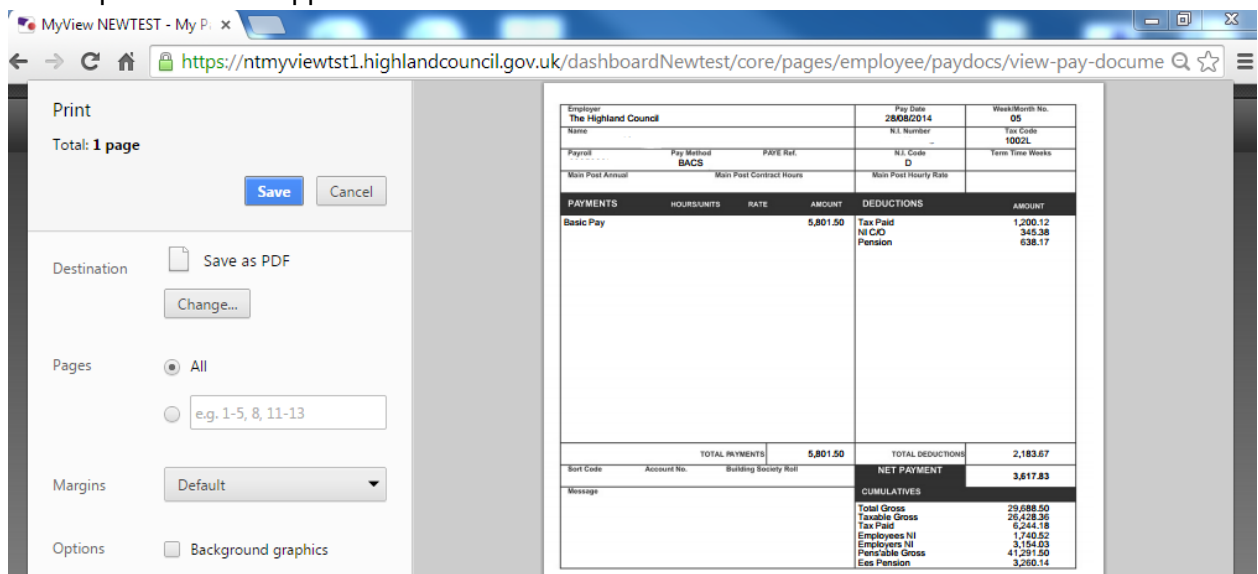
Private & Confidential

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[Print](#)

- 8.1 Click on [Print]

Print Option box will appear



MyView NEWTEST - My P... x

https://ntmyviewst1.highlandcouncil.gov.uk/dashboardNewtest/core/pages/employee/paydocs/view-pay-docume

Print

Total: 1 page

[Save](#) [Cancel](#)

Destination

Pages All e.g. 1-5, 8, 11-13

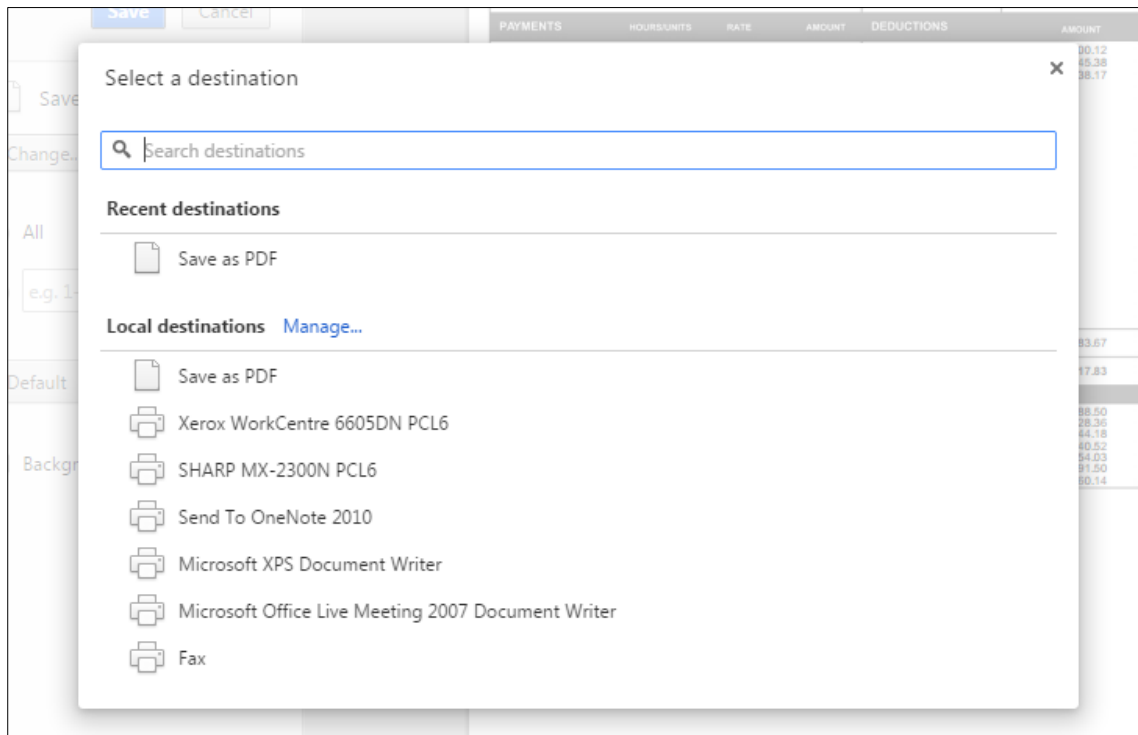
Margins

Options Background graphics

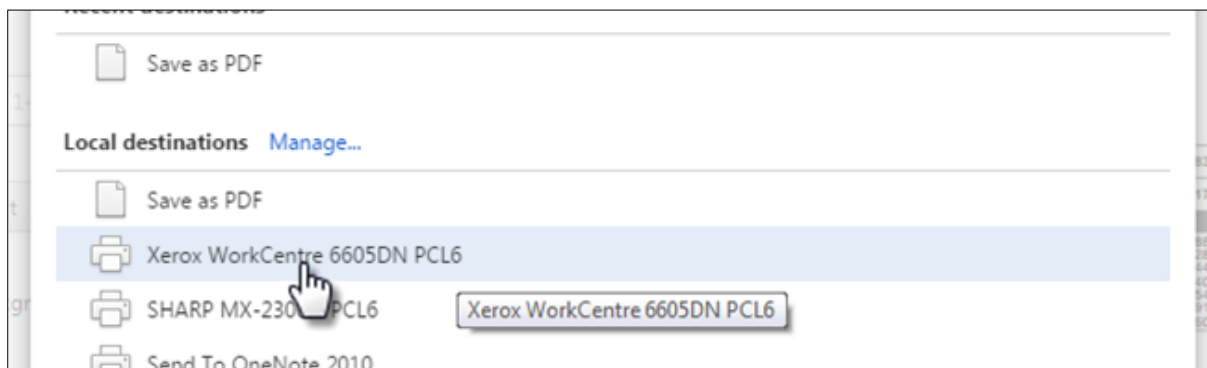
Employer: The Highland Council			Pay Date: 28/08/2014		Week/Month No.: 05						
Name:			N.I. Number:		Tax Code: 1000L						
Payroll: BACS			P.A.D.E. Ref.:		N.I. Code: D						
Main Post Annual:			Main Post Contract Hours:		Main Post Hourly Rate:						
PAYMENTS			DEDUCTIONS								
	HOURS/UNITS	RATE	AMOUNT		AMOUNT						
Basic Pay			5,801.50	Tax Paid	1,200.12						
				NI CD	345.38						
				Pension	638.17						
TOTAL PAYMENTS			5,801.50			TOTAL DEDUCTIONS	2,183.67				
Sort Code	Account No.	Building Society Roll			NET PAYMENT		3,617.83				
Message						CUMULATIVES					
						Total Gross	29,688.50				
						Taxable Gross	26,428.36				
						Tax Paid	6,244.18				
						Employees NI	1,740.52				
						Employers NI	3,154.03				
						Pensable Gross	41,291.50				
						Ees Pension	3,260.14				

- 8.2 Click on [Change]

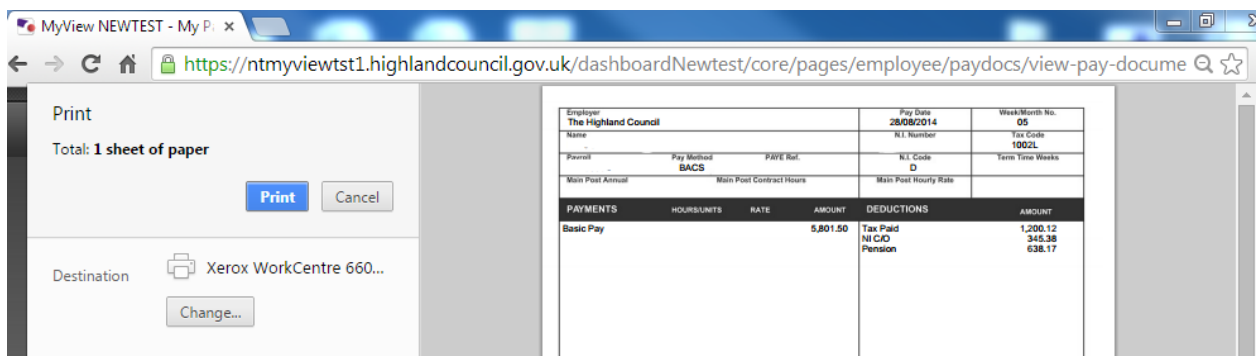
Destination page will appear



➤ 8.3 Select [Printer]



Print option box will appear




➤ 8.4 [Click \[Print\]](#)

9 Save Payslip to Desktop – using Chrome


Assumption – Employee can view payslip on screen

TOTAL PAYMENTS		5,801.50	TOTAL DEDUCTIONS		2,183.67
Sort Code	Account No.	Building Society Roll	NET PAYMENT		3,617.83
Message			CUMULATIVES		
			Total Gross	29,688.50	
			Taxable Gross	26,428.36	
			Tax Paid	6,244.18	
			Employees NI	1,740.52	
			Employers NI	3,154.03	
			Pens'able Gross	41,291.50	
			Ees Pension	3,280.14	



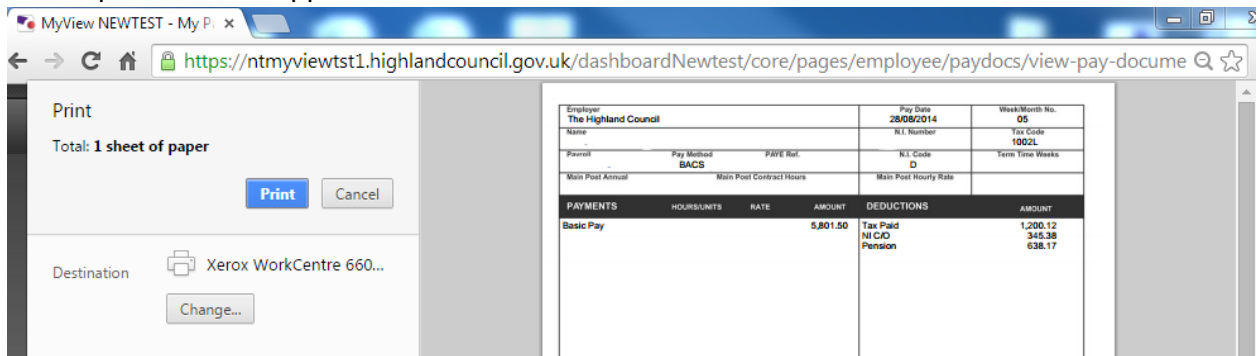
Private & Confidential

Page 01 of 1




- 9.1 Click on [Print]

Print Option box will appear



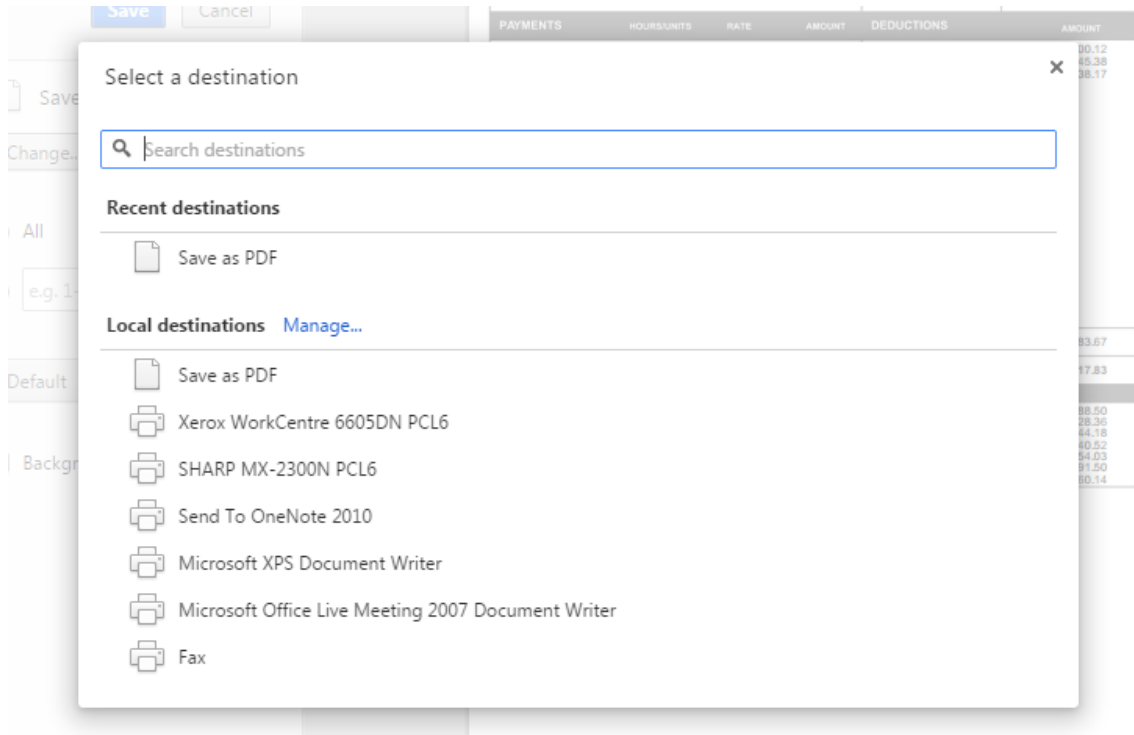
Print
Total: 1 sheet of paper

Destination  Xerox WorkCentre 660...

Employer The Highland Council	Pay Date 28/08/2014	Week/Month No. 05
Name	N.I. Number	Tax Code 1022L
Pay Method BACS	PAVE Ref.	N.I. Code D
Main Post Annual	Main Post Contract Hours	Main Post Hourly Rate
PAYMENTS		DEDUCTIONS
Basic Pay	5,801.50	Tax Paid
		NI C/O
		Pension
		1,200.12
		345.38
		638.17

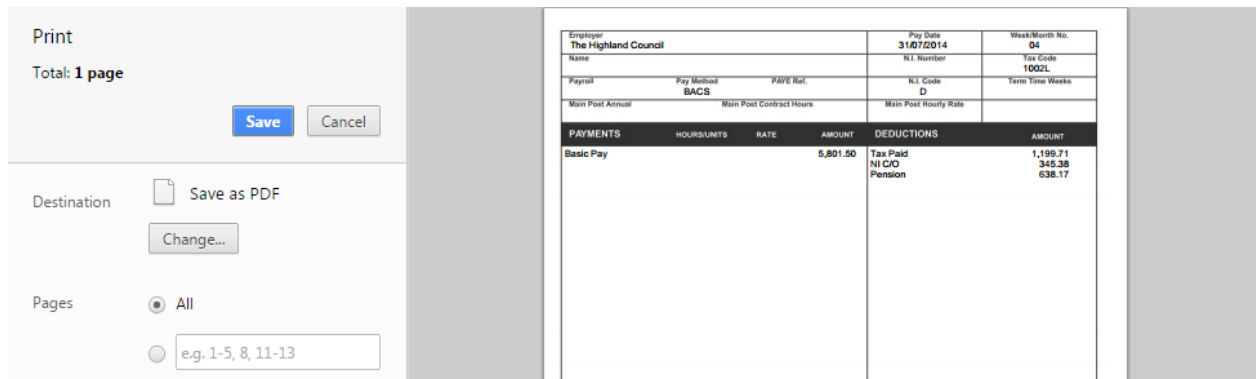
- 9.2 Click on [Change]

Destination page will appear



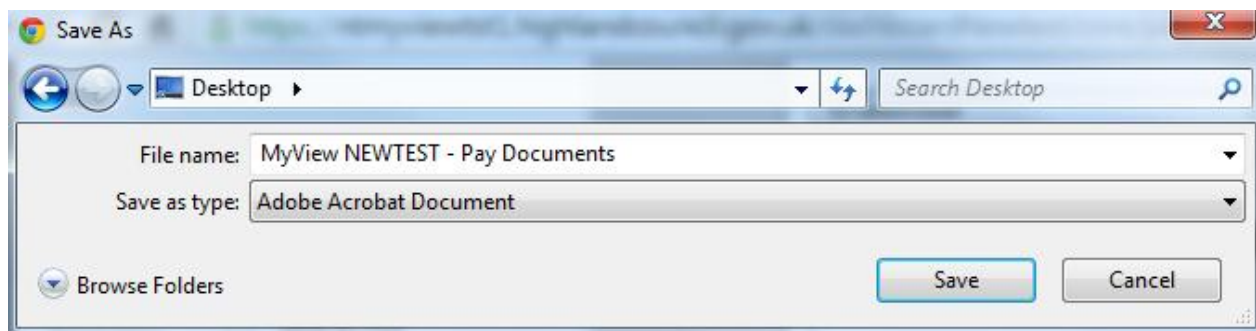
- 9.3 Select [Save as PDF]

Print Option box will appear

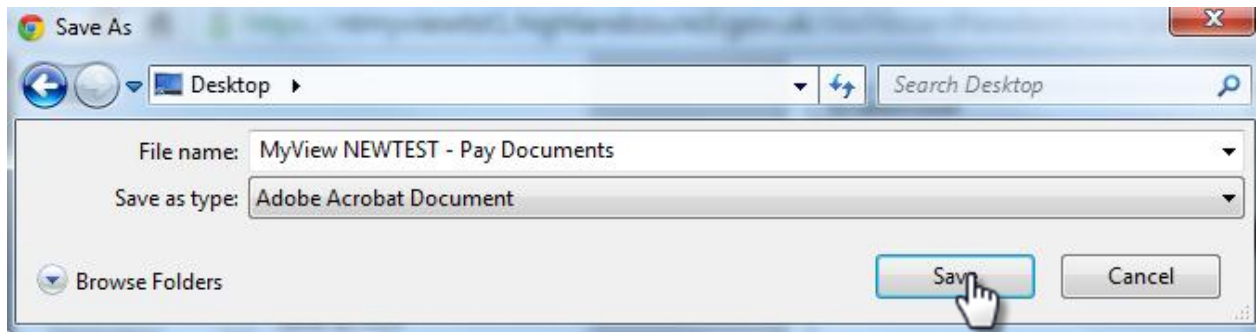


- 9.4 Click [Save]

Save As box will appear



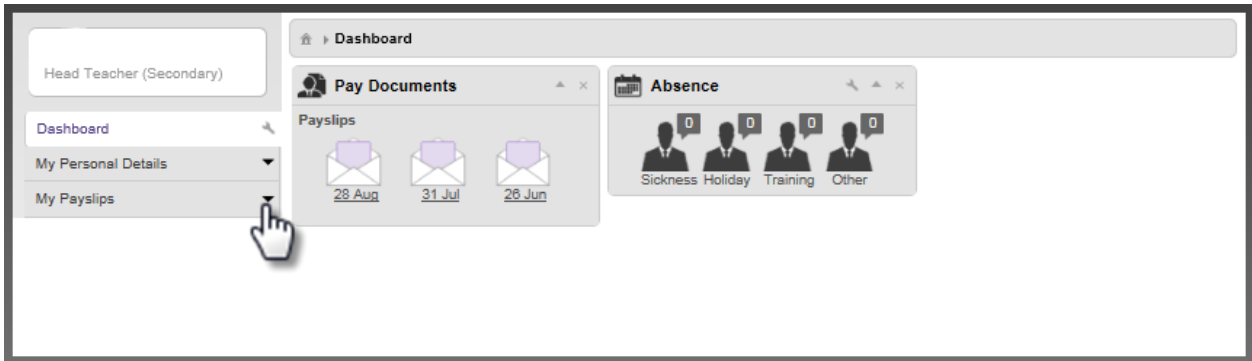
- 9.5 At [File Name], rename
- 9.6 Click [Save]



Payslip will save to location

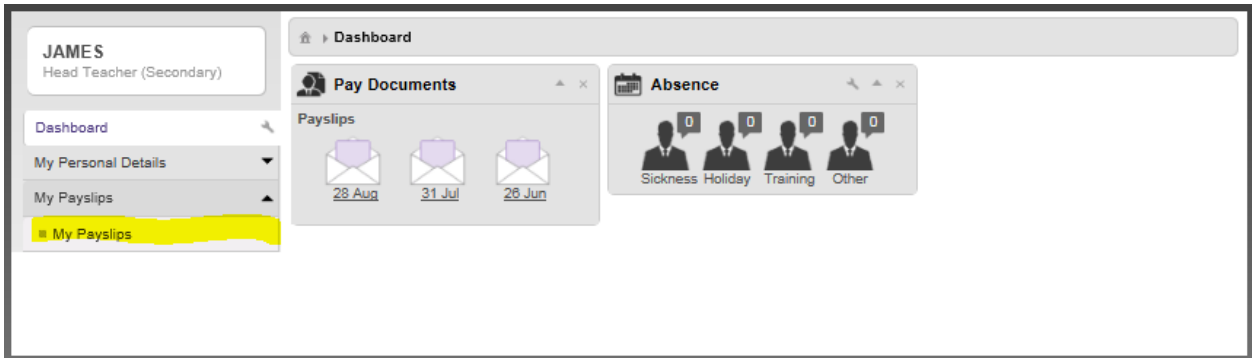
10 View Historical Payslips – using Chrome

From Dashboard Main Menu



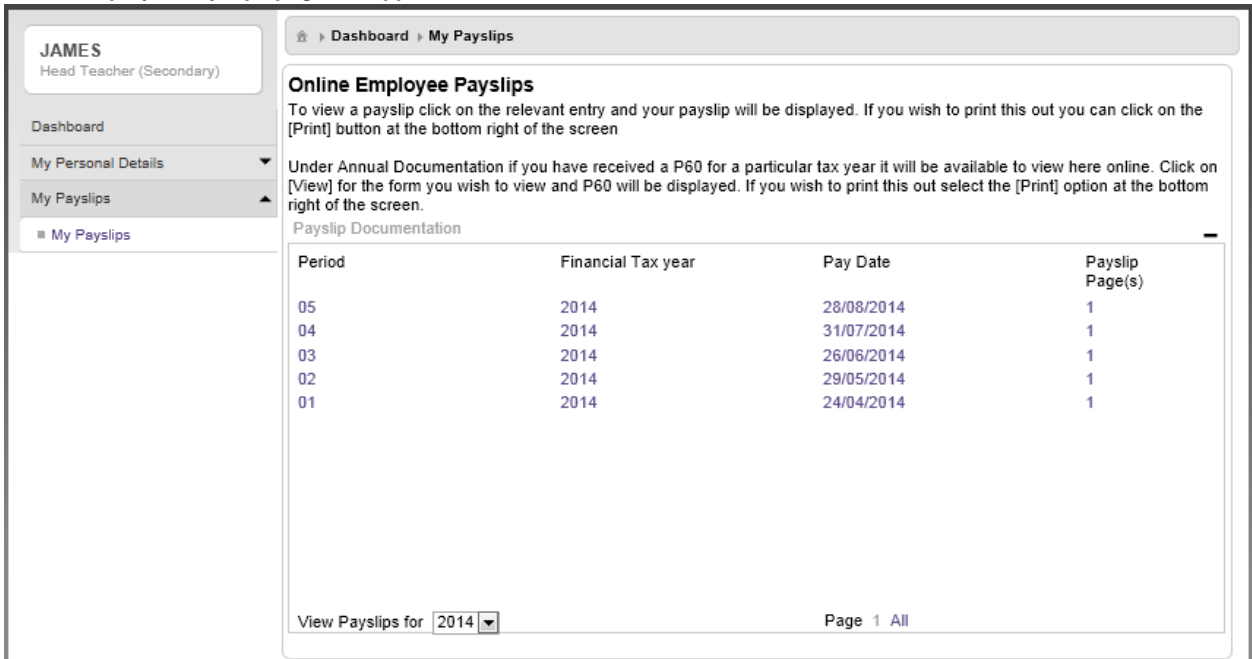
- 3.2 Click on [My Payslips]

My Pay Documents menu will appear



- 3.3 Click on [My Pay Documents]

Online Employee Payslips page will appear



Online Employee Payslips

To view a payslip click on the relevant entry and your payslip will be displayed. If you wish to print this out you can click on the [Print] button at the bottom right of the screen

Under Annual Documentation if you have received a P60 for a particular tax year it will be available to view here online. Click on [View] for the form you wish to view and P60 will be displayed. If you wish to print this out select the [Print] option at the bottom right of the screen.

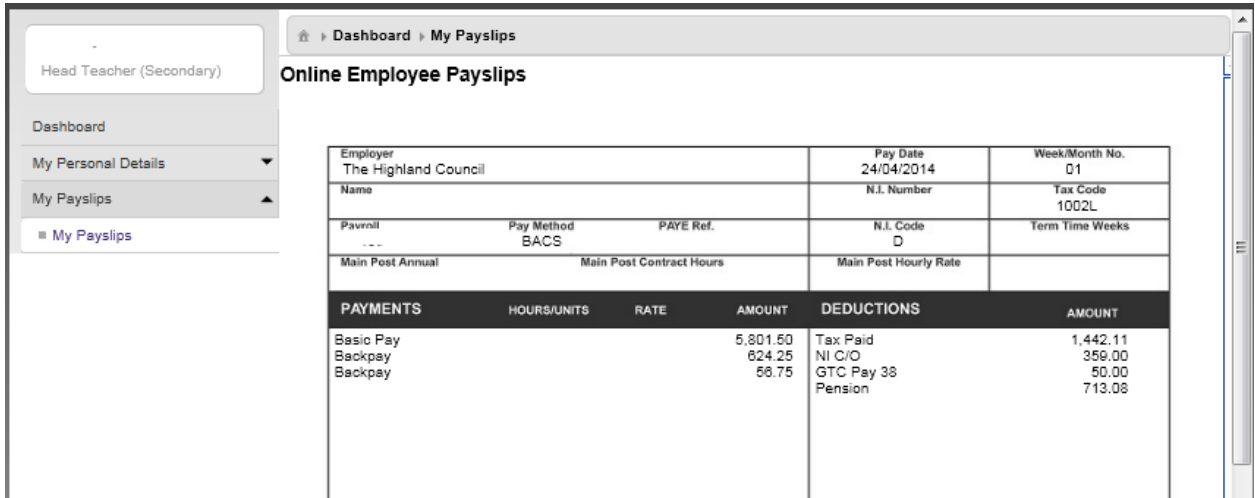
Payslip Documentation

Period	Financial Tax year	Pay Date	Payslip Page(s)
05	2014	28/08/2014	1
04	2014	31/07/2014	1
03	2014	26/06/2014	1
02	2014	29/05/2014	1
01	2014	24/04/2014	1

View Payslips for Page 1 All

- 3.4 Click on [Period] or [Pay Date]

Payslip will appear



PAYMENTS		HOURS/UNITS	RATE	AMOUNT	DEDUCTIONS	AMOUNT
Basic Pay				5,801.60	Tax Paid	1,442.11
Backpay				624.25	NI C/O	359.00
Backpay				56.75	GTC Pay 38	50.00
					Pension	713.08

To review Previous years Payslips, proceed as follows:

From [Online Employee Payslips] page

- 3.5 At [View Payslips for], click on drop down menu and choose respective year



Previous years payslips will appear

Payslip Documentation

Period	Financial Tax year	Pay Date	Payslip Page(s)
12	2011	29/03/2012	1
11	2011	23/02/2012	1
10	2011	26/01/2012	1
09	2011	22/12/2011	1
08	2011	24/11/2011	1
07	2011	27/10/2011	1
06	2011	29/09/2011	1
05	2011	25/08/2011	1
04	2011	28/07/2011	1
03	2011	30/06/2011	1
02	2011	26/05/2011	1
01	2011	28/04/2011	1

View Payslips for 2011 Page 1 All

11 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.