

Integrated HR/Payroll System Project

MyView - User Guide

Manager MyView – Other Absence

View – Other Absence

Last Updated: 22/09/2015

Version: 1.1

Status: APPROVED

Author: CIP Team



1 Manager MyView – Other Absence

Document Control

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1.2 Change History

VERSION	STATUS	DATE	AUTHOR	SUMMARY OF CHANGES
1.1	DRAFT	23/09/15	CIP Team MG	Initial Draft



1.3 Document Approval

Document Issued By:				
Name:	CIP Team			
Position:	ResourceLink Consultant			
Company:	Highland Council			

Document Approved By:	
Name:	Payroll Department
Position:	On behalf of the Payroll Manager
Company:	Highland Council
Date:	24/09/2015
Version:	



1.4 Introduction

As per the requirements document, Highland Council requires to manage the security accesses to HC employees within ResourceLink.

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 has access to MyView.
- The Operator has been provided with login ID and password for ResourceLink login ID and password for ResourceLink

1.7 User Guide overview

- Logging into MyView
- Submitting an Other Absence Notification

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



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/

NGA NorthgateArinso		
The Highland Council Comhairle na	The Highland Council Self Service Portal As an Employee you can • View your payslips and P60s	Sign in
Gàidhealtachd	View and amend personal details You can now sign-in to MyView2 Dashboard First time users please click on the Forgotten Password	Your Payroll ID
	Operator User Guides Click here to view User Guides to:	Your Password forgotten your password?
	View payslips or P60s Amend personal details User Guides offer a step-by-step guide to all Self Service processes Contact Details; Personal Details; Bank Details; Next of Kin	Sign In

- > 2.3 Enter Payroll Number
- ➢ 2.4 Enter Password
- > 2.7 Click [Verify]

MyView – Dashboard will appear

		Welcome, ARCHIBALD Account 👻 Sign Out
Me My People	★ > Dashboard	
ARCHIBALD Highland Council Programme Manager Dashboard View My Personal Details	Pay Documents Payslips 26 Jun 28 May 28 Apr P60 Absence Absence Sickness Holiday Training Comparison	Cother
View My Pay Documents		



3 Submitting an Other Absence Notification

There are absences that require recording other than Sickness in ResourceLink. Absences that include Jury Duty, Paternity Leave, Bereavement etc. The reasons usually indicate whether an employee's absence is PAID or UNPAID leave.

> 3.1 From MyView Dashboard (Main Menu) click on [MyPeople]

Feam Selecto	or page w	ill appear				
Human Resources	Â			Welcome, ARCHIBALD	Account 🗸	Sign Out
Me	My People					
Not Selected		Search Filters Direct Reports Search by fears member same			E	
Team Selector		Search by team member name				
Manager Reports		All A B C D E Showing 21 results	FGHIJKLMNOPQR	S T U V W X	Y Z	
		JENNY DALGLISH HC Project Manager 1463216681 1607875101874	32062873 S		Select	
		RICHARD DIXON Research Assistant/Intern	32063533 💌 (CE9GRAD		Select	

> 3.2 Select the absentee employee by clicking on the [Select] button

Manager drop down menu will appear and button will change colou

NGA Human Resources			Welcome, ARCH	IIBALD Account 👻 Sign Out
Me My People				
RICHARD DIXON Research Assistant/Intern	Search Filters Direct Reports Search by learn pumber name	• •		8
Team Selector		EGHLJKIMNOPO	RSTUV	W X Y Z
Employee Sickness Notifcation 🔹	8 showing 21 results	FONTOR LINNOP Q		
Paid / Unpaid Absence 🔹			Select A	U Deselect All
Employee Holiday Request		I4 <4 1 >> >I		
My Team Planner	JENNY DALGLISH C HC Project Manager 1463216681 207875101874	32062873 (CE9CIPMB		Select +
	RICHARD DIXON Research Assistant/Intern 7514245902	32063533 ₪ (CE9GRAD		Select -

> 3.3 Click on [Paid / Unpaid Leave]



Paid / Unpaid Leave menu will appear

Ме	My People	
RICHARD DIXON Research Assistant/Intern		
Team Selector		
Employee Sickness Notifcation 🔹		
Paid / Unpaid Absence		
⊮ Historical Absence Reporting		

> 3.4 Click on [Paid/Unpaid Absence Reporting]

Sickness Summary page will appear



> 3.5 Click on [Notify Sickness]

Other Absence [Basic Deetails] page will appear

Me	My People	
RICHARD D Research Assis Team Selector Employee Sickm Paid / Unpaid Ab	xon tant/Intern ess Notifcation ← sence ← ence Reporting	Other Absence [Basic Details] Please enter the type of absence Type - Select - Start Date End Date Image: Comparison of the type
Employee Holida	y Request	Back Next

- > 3.6 At [Type] click on drop down menu and select [Absence]
- > 3.7 At [Start Date], click on on screen calendar and select start date of absence
- > 3.8 At [End Date], click on screen calendar and select end date of absence
- > 3.9 Click [Next]



New fields will appear on screen

Enter Absence Details Please enter the details for this absence
Туре
Absence
Start Date
22/09/2015
Start Time 08:00
End Date
22/09/2015
End Time
18:00
Absence Type
- Select - 💌
Reason
- Select -
Additional Details

- > 3.10 At [Absence Type], click on drop menu and select either [PAID] or [UNPAID]
- > 3.11 At [Reason], click on drop down menu and select [Absence Reason]
- > 3.12 At [Additional Details], enter free text any additional information
- ➢ 3.13 Click [Submit] button

Message will appear

ubanit this sisters	
ubmit this sickne	ss notification?
0*	Const
	ОК

> 3.14 Click [Ok]

Confirmation Message will appear

☆ → Team Selector	r ♦ Historical Absence Reporting	
	Confirmation Message ! Your Absence notification number 0000003201 has been submitted	
	continue	



An email notification will be sent to the Payroll Absence mailbox for Payroll to review.

																																					_	_
▲	A	\$u	Мо	ти	We	Th	Fr	\$a	Su	Мо	ти	We	Th	Fr	\$8	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	ти	We	Th	Fr	\$a	Su	Mo	ти	We	Th	Fr	\$8	Su	Мо
	June																																					
	July																																					
	August																																					
2015	September																																					
	October																																					
	November																																					
	December																																					_
	January																																					
	February																																					
2016	March																																					
	April																																					
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•	•	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Ти	We	Th	Fr	\$a	Su	Мо	Tu	We	Th	Fr	\$a	Su	Мо	Ти	We	Th	Fr	Sa	Su	Мо	Ти	We	Th	Fr	\$a	Su	Мо
	Absence				7		Sic	kne	ss																													
Other A	bsence Histor	/																																				
From To Form							Type Status																															
14/09/2	14/09/2015 18/09/2015 0000003201 Absence Authorised																																					

Employee's Absence planner screen will appear



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



5 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: FSAT advising what task you were trying to perform during your MyView session.

At the moment you will not be able to access the MyView Self Service outside of the HC network

5.1 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

NorthgateArinso 🎢				Welcome, IAIN	Account 🚽	Sign Out
IAIN Secondary Teacher	$\hat{\varpi} \Rightarrow Dashboard \Rightarrow Contact \; Details$					
Dashboard MyDetails	Alert ! Employee re	cord is in use. Please try again la	ler.		continue	
Personal Details						
= Bank Details						
= Destors Datails						