
Integrated HR/Payroll System Project

ResourceLink User Guide

Employee MyView – Viewing Payslips

Document: Employee MyView – Viewing Payslips

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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

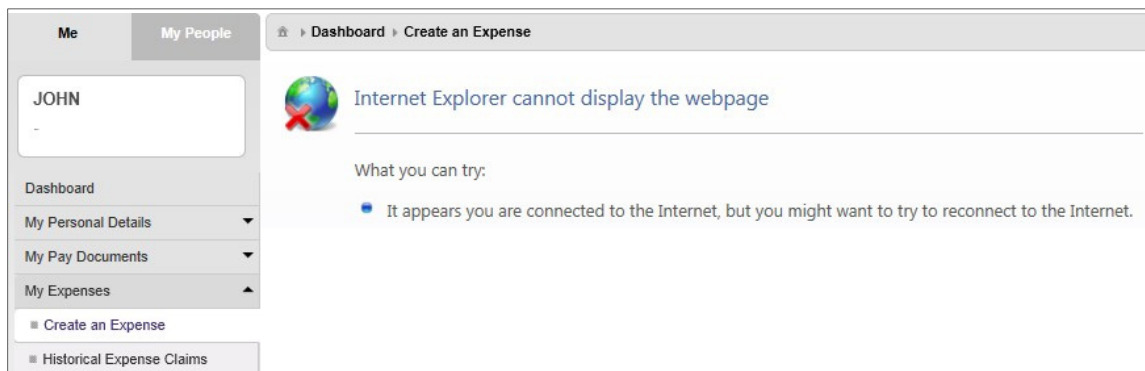
“STOP” “MyView : Session Ended – Your request cannot processed at this time”.

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

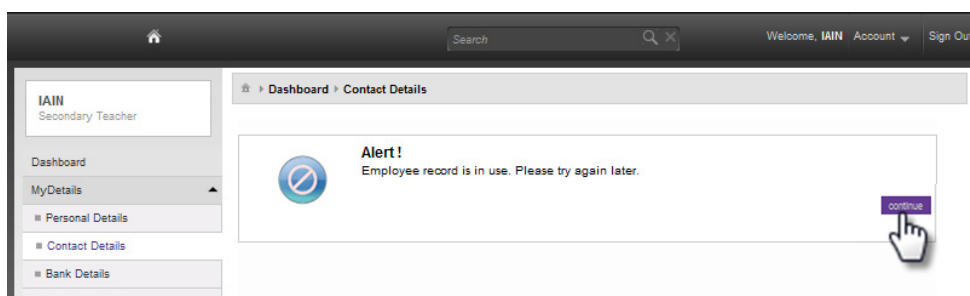
If you click on a module and you get the following message



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

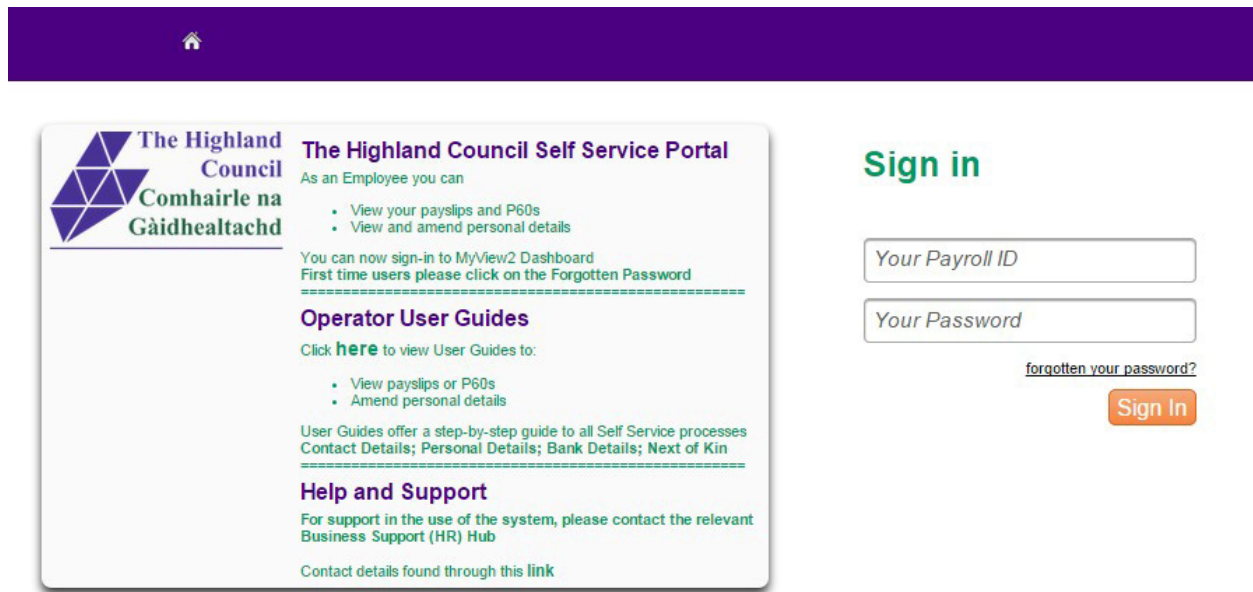
Please be advised that the following message is only an Alert – we ask that you have some patience and try again later to amend your existing details



2 Logging into MyView

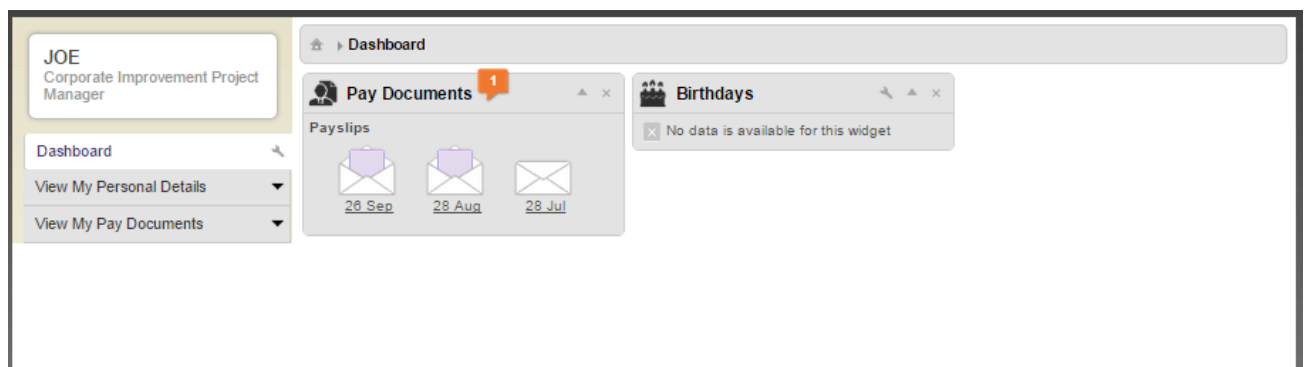
This first step is to show how you log into MyView

- 2.1 Open Internet Browser
- 2.2 Enter - <https://myview.highland.gov.uk/dashboard/>
- 2.3 At [Your Password ID], enter Payroll Number
- 2.4 At [Your Password], enter Password
- 2.5 Click on [Sign In]



The screenshot shows the login page for The Highland Council Self Service Portal. On the left is a sidebar with the council's logo and navigation links. The main content area includes a 'Sign in' section with two input fields: 'Your Payroll ID' and 'Your Password'. Below these fields is a 'Sign In' button and a link for 'forgotten your password?'. To the left of the login fields, there is a section titled 'Operator User Guides' with links to view user guides and a 'Help and Support' section with contact information for Business Support (HR) Hub.

MyView – Dashboard will appear



The screenshot shows the MyView Dashboard for a user named JOE, Corporate Improvement Project Manager. The dashboard has a sidebar with a 'Dashboard' link and two dropdown menus: 'View My Personal Details' and 'View My Pay Documents'. The main content area features a 'Pay Documents' widget with a notification badge showing '1' and three document icons dated '26 Sep', '28 Aug', and '28 Jul'. To the right is a 'Birthdays' widget with a message: 'No data is available for this widget'.

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			29,688.50
			Taxable Gross			26,428.38
			Tax Paid			6,244.18
			Employees NI			1,740.52
			Employers NI			3,154.03
			Pensionable Gross			41,291.50
Ees Pension			3,280.14			



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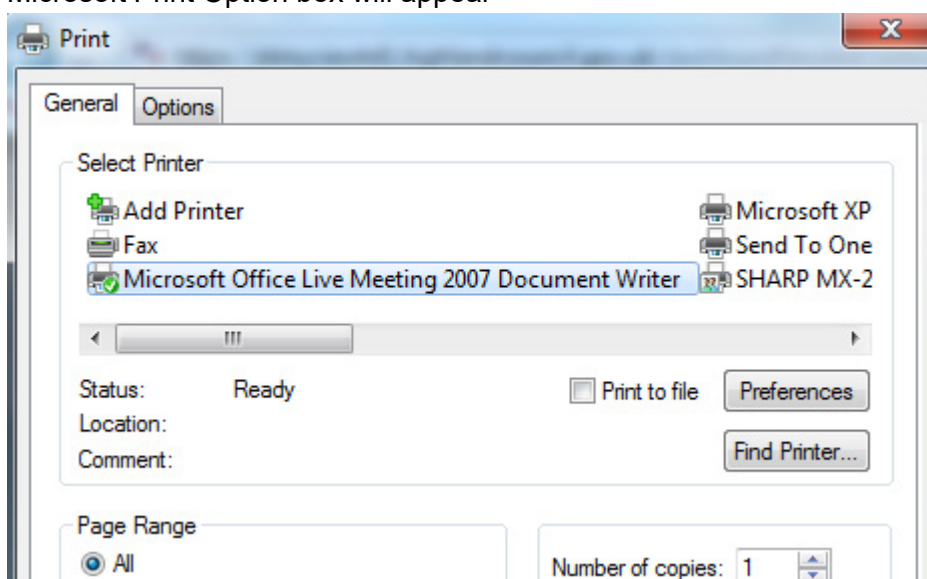
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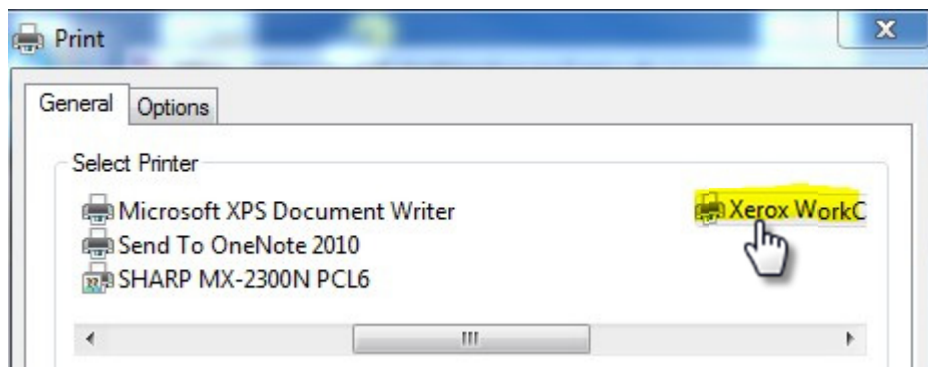
Print

- 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	
			Pensionable Gross	41,291.50	
			Ees Pension	3,280.14	



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Print

- 5.1 Click on [Print]

Microsoft Print Option box will appear

Print

General Options

Select Printer

Add Printer Fax Microsoft XP Send To One SHARP MX-2

Microsoft Office Live Meeting 2007 Document Writer

Status: Ready ☐ Print to file Preferences

Location: Find Printer...

Comment:

Page Range

☒ All ☐ Selection ☐ Current Page

☐ Pages: 1

Enter either a single page number or a single page range. For example, 5-12

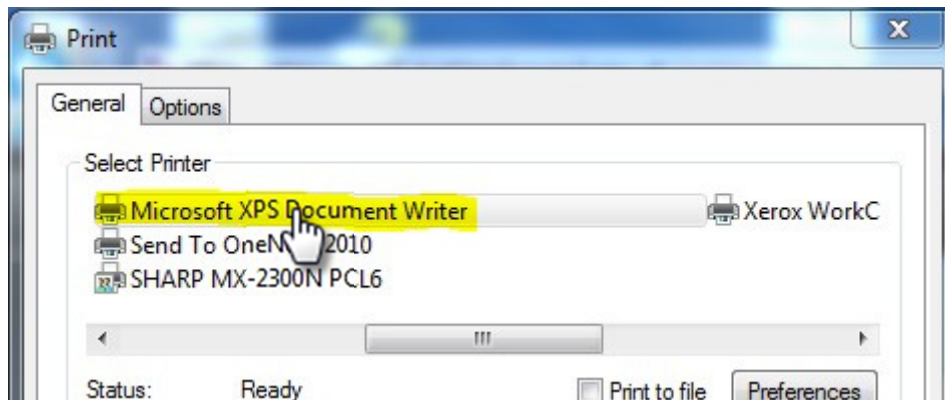
Number of copies: 1

☐ Collate

1 1 2 2 3 3

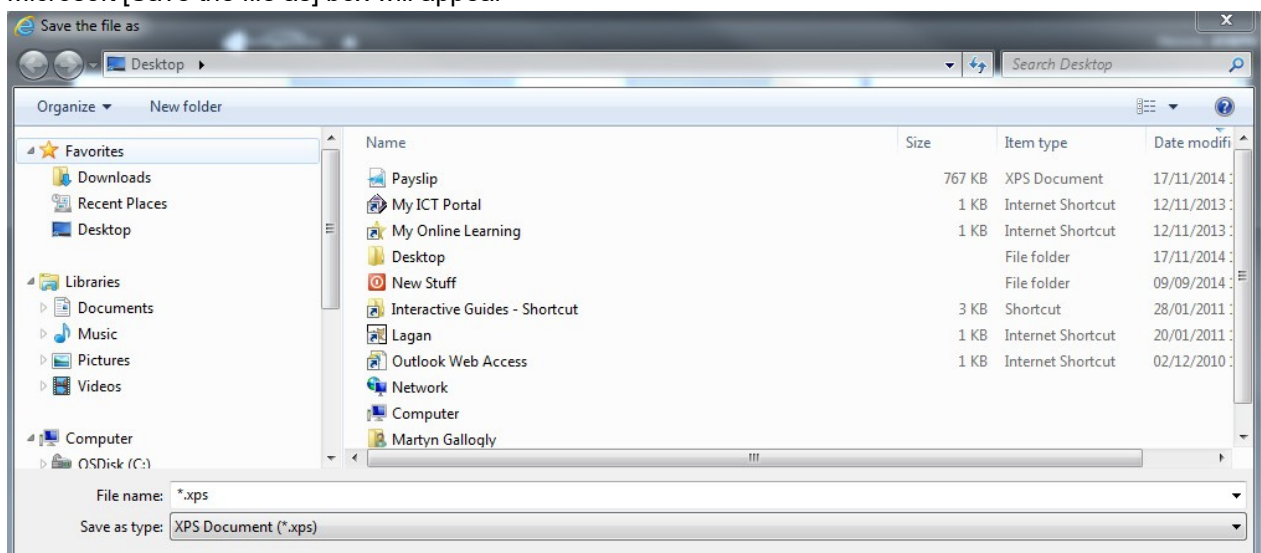
Print Cancel Apply

- 5.2 Highlight [Microsoft XPS Document Writer]

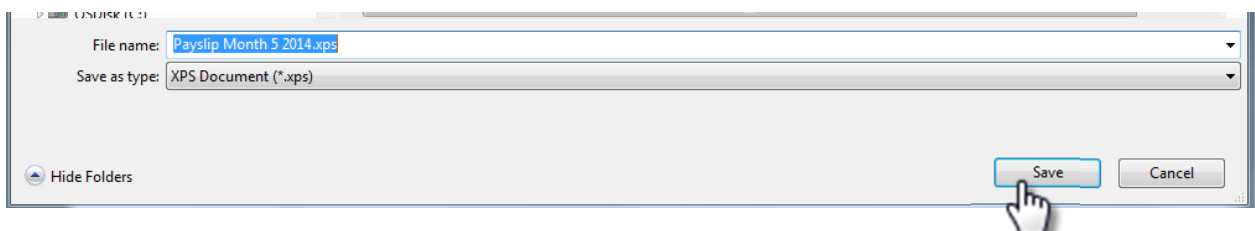


- 5.3 Click [Print]

Microsoft [Save the file as] box will appear



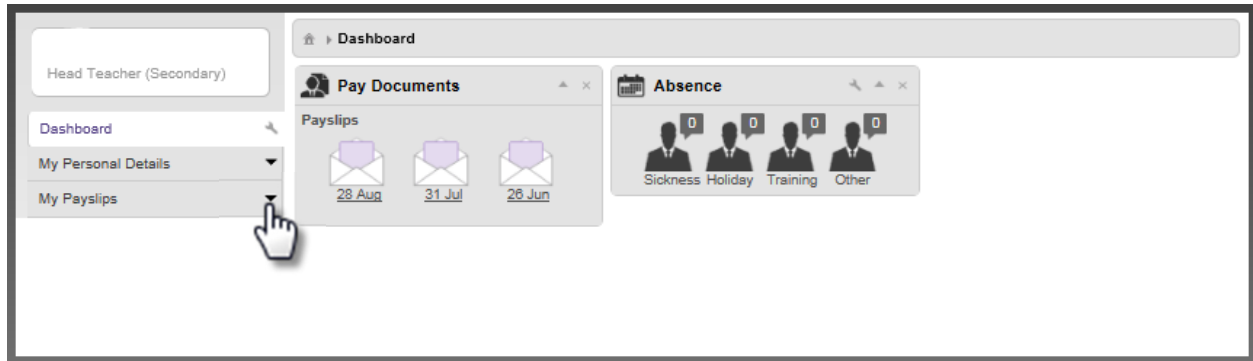
- 5.4 At [File Name], type Payslip Month 5 2014
- 5.5 Delete the * so that the file name will be [Payslip Month 5 2014.xps]
- 5.6 Click [Save]



Payslip will save to location

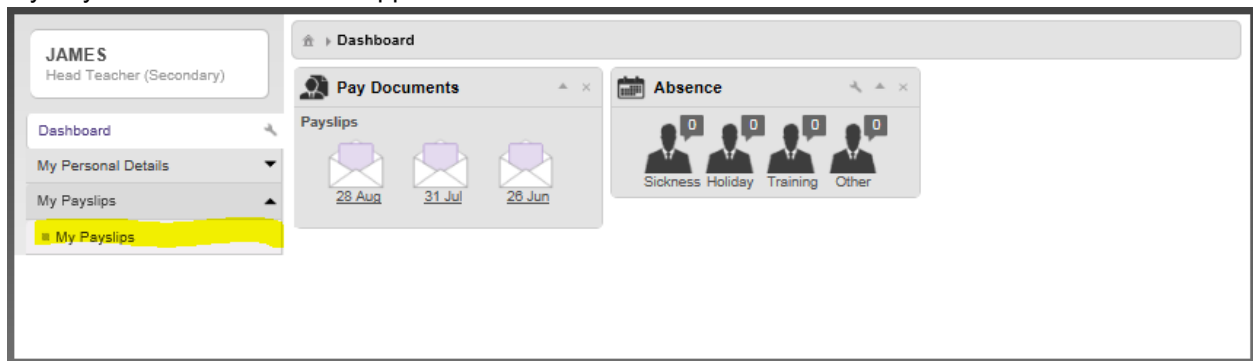
6 View Historical Payslips – using Internet Explorer

From Dashboard Main Menu



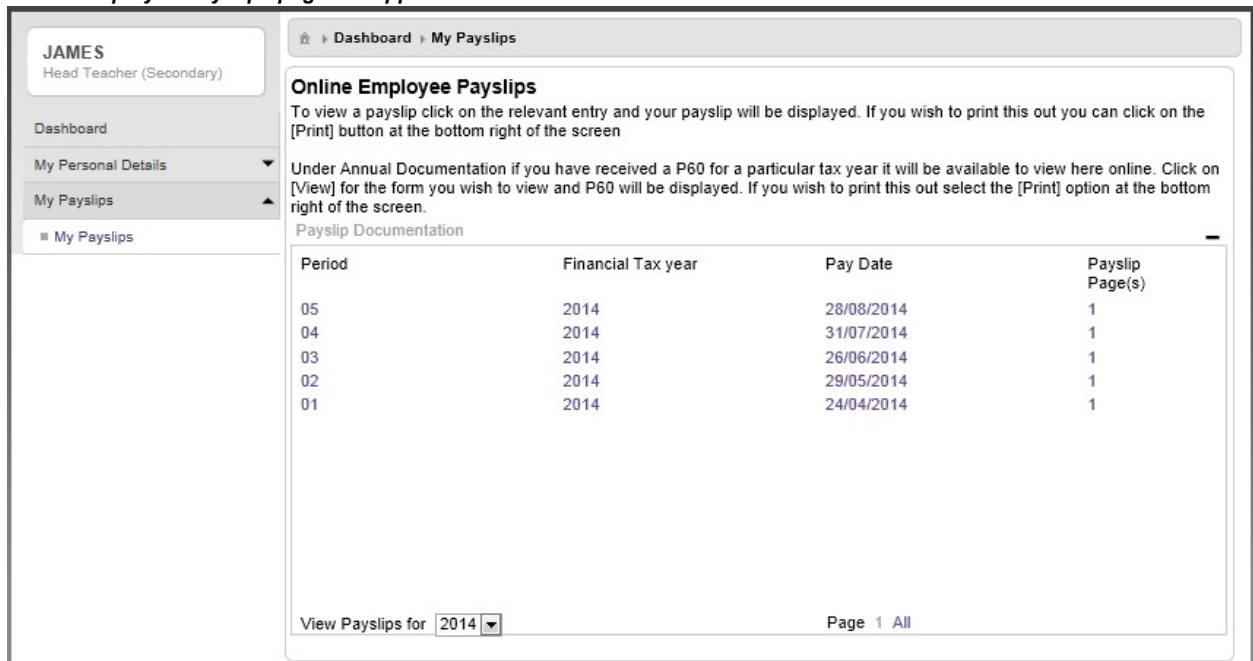
- 3.2 Click on [My Payslips]

My Pay Documents menu will appear



- 3.3 Click on [My Pay Documents]

Online Employee Payslips page will appear



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

Payslip will appear

Head Teacher (Secondary)		Dashboard > My Payslips	
Dashboard		Online Employee Payslips	
My Personal Details			
My Payslips			
My Payslips			
Employer		Pay Date	Week/Month No.
The Highland Council		24/04/2014	01
Name		N.I. Number	Tax Code
			1002L
Pavrol	Pay Method	PAYE Ref.	N.I. Code
---	BACS		D
Main Post Annual	Main Post Contract Hours	Main Post Hourly Rate	Term Time Weeks
PAYMENTS		HOURS/UNITS	RATE
		AMOUNT	DEDUCTIONS
			AMOUNT
Basic Pay		5,801.60	Tax Paid
Backpay		624.25	NI C/O
Backpay		56.75	GTC Pay 38
			Pension
			1,442.11
			359.00
			50.00
			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	Page 1 All
Annual Docu	2014	
	2013	
	2012	
	2011	
	2010	
	2009	
	2008	

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

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	
			Pensionable Gross			41,291.50	
			Ees Pension			3,260.14	



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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 Save as PDF

Change...

Pages ☒ All

☐ e.g. 1-5, 8, 11-13

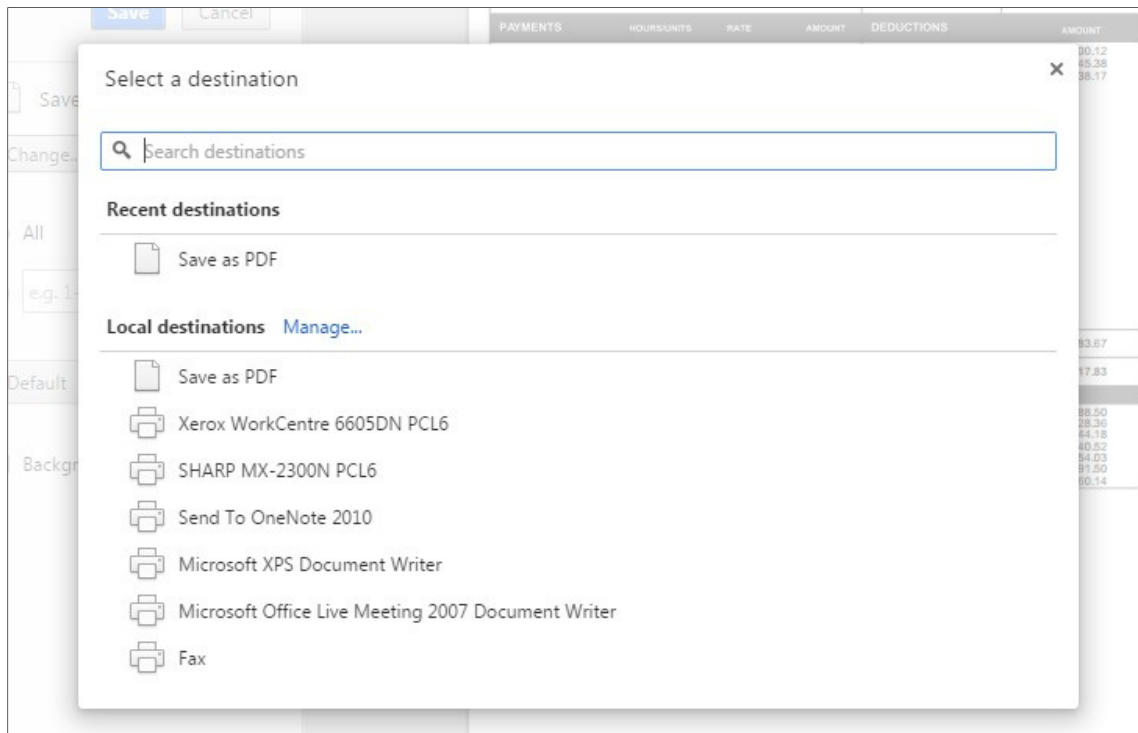
Margins **Default**

Options ☐ Background graphics

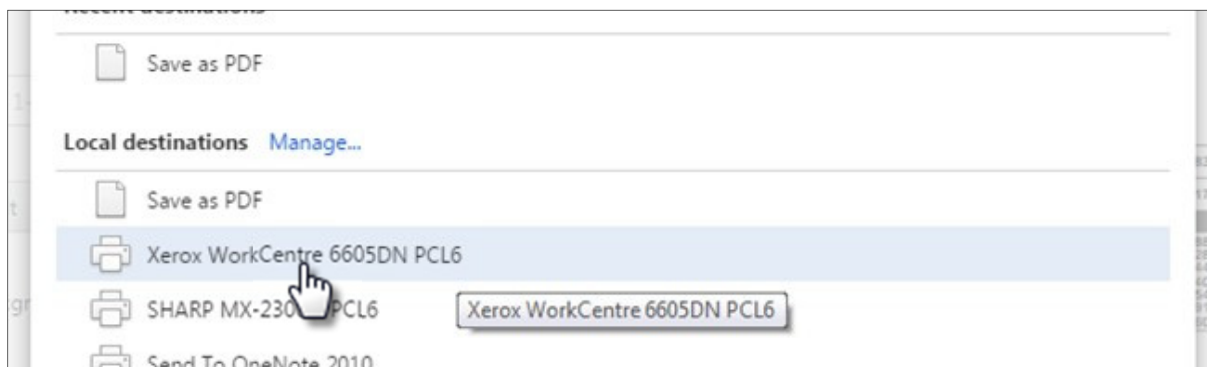
Employer The Highland Council		Pay Date 28/08/2014		Week Month No. 05	
Name		N.I. Number		Tax Code	
Payrol		BACS		1002L	
Main Post Annual		Main Post Contract Hours		Main Post Hourly Rate	
Main Post Hourly Rate		Main Post Contract Hours		Main Post Hourly Rate	
PAYMENTS		HOURS/UNITS		RATE	
Basic Pay		5,801.50		AMOUNT	
DEDUCTIONS		AMOUNT		AMOUNT	
Tax Paid		1,200.12		AMOUNT	
NI CIO		345.38		AMOUNT	
Pension		638.17		AMOUNT	
TOTAL PAYMENTS		5,801.50		TOTAL DEDUCTIONS	
NET PAYMENT		3,617.83		AMOUNT	
Sort Code		Account No.		Building Society Roll	
Message		CUMULATIVES		AMOUNT	
Total Gross		29,688.50		AMOUNT	
Taxable Gross		26,428.36		AMOUNT	
Tax Paid		6,244.18		AMOUNT	
Employees NI		1,740.52		AMOUNT	
Employers NI		3,154.03		AMOUNT	
Pensionable Gross		41,291.50		AMOUNT	
Ees Pension		3,260.14		AMOUNT	

- 8.2 Click on [Change]

Destination page will appear



➤ 8.3 Select [Printer]

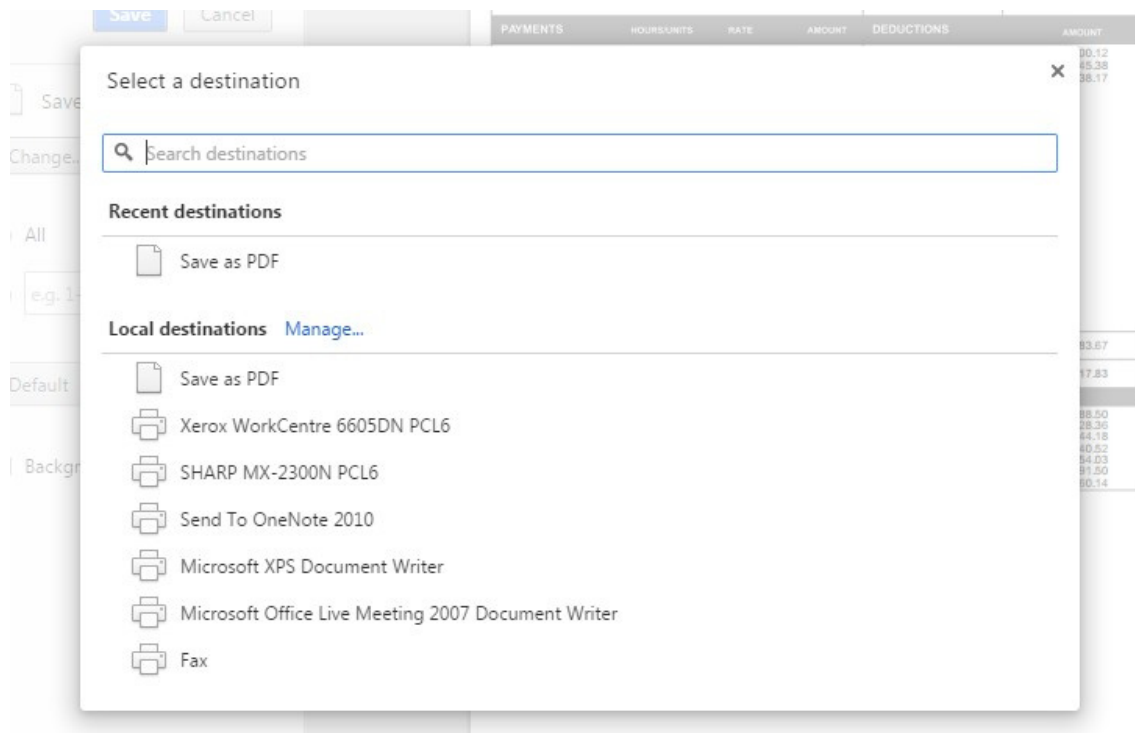


Print option box will appear



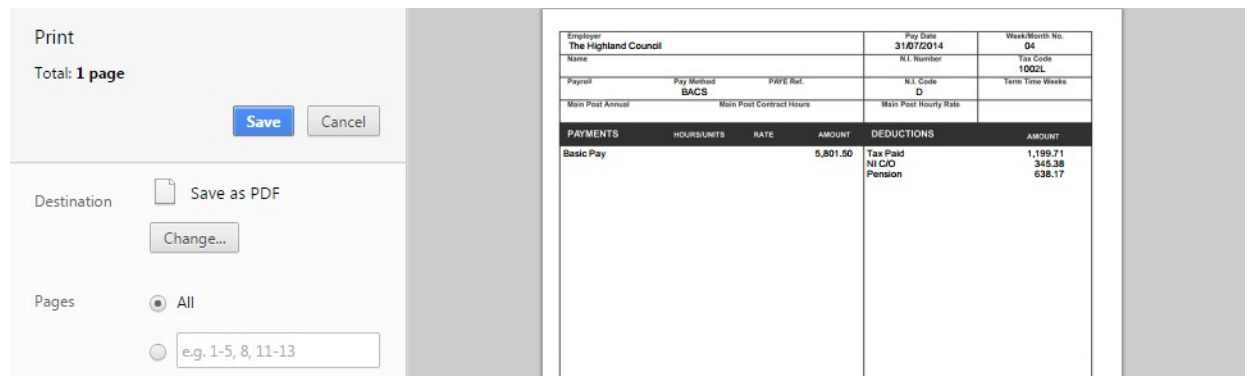
➤ 8.4 Click [Print]

Destination page will appear



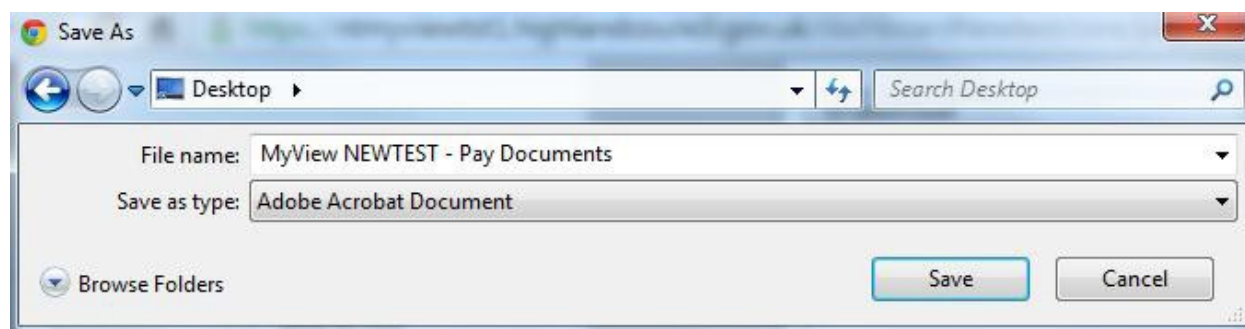
➤ 9.3 Select [Save as PDF]

Print Option box will appear

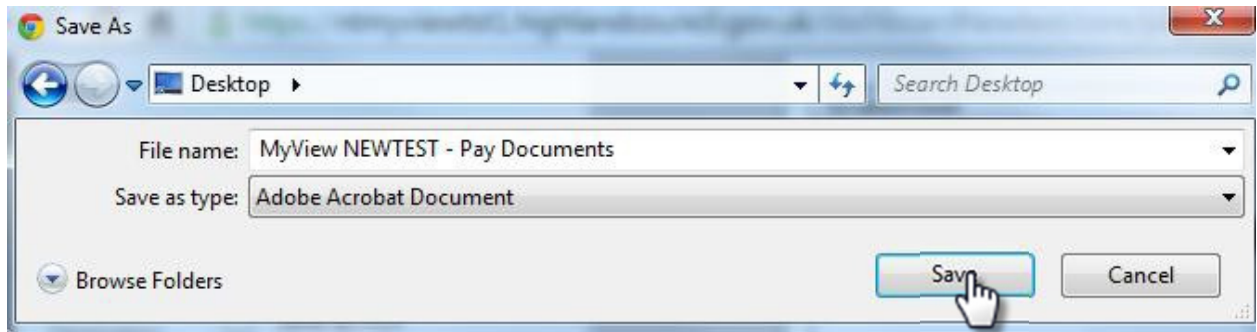


➤ 9.4 Click [Save]

Save As box will appear



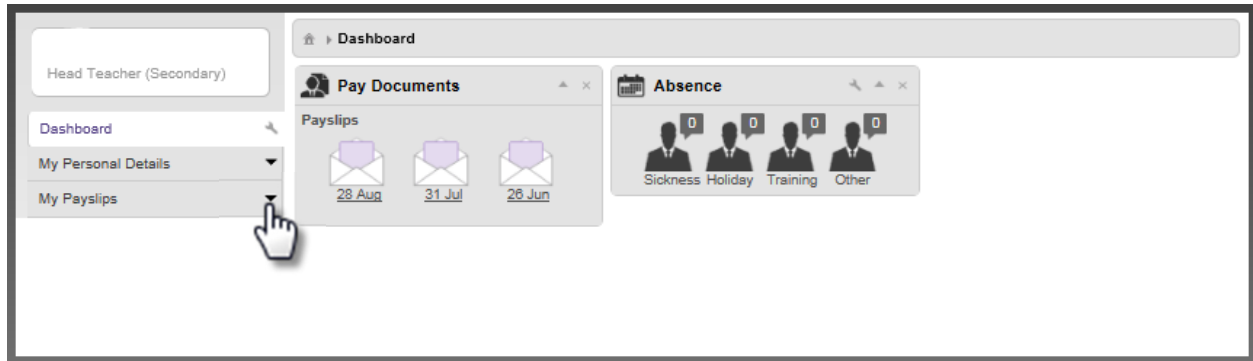
- 9.5 At [File Name], rename
- 9.6 Click [Save]



Payslip will save to location

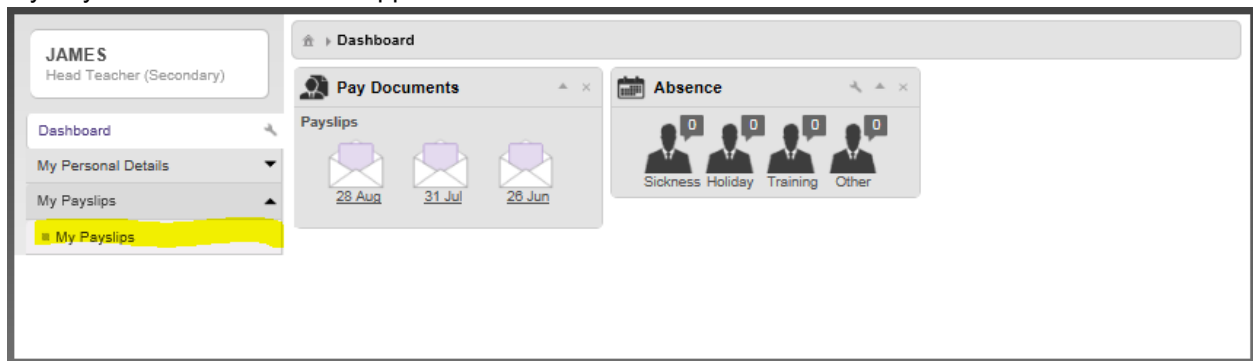
10 View Historical Payslips – using Chrome

From Dashboard Main Menu



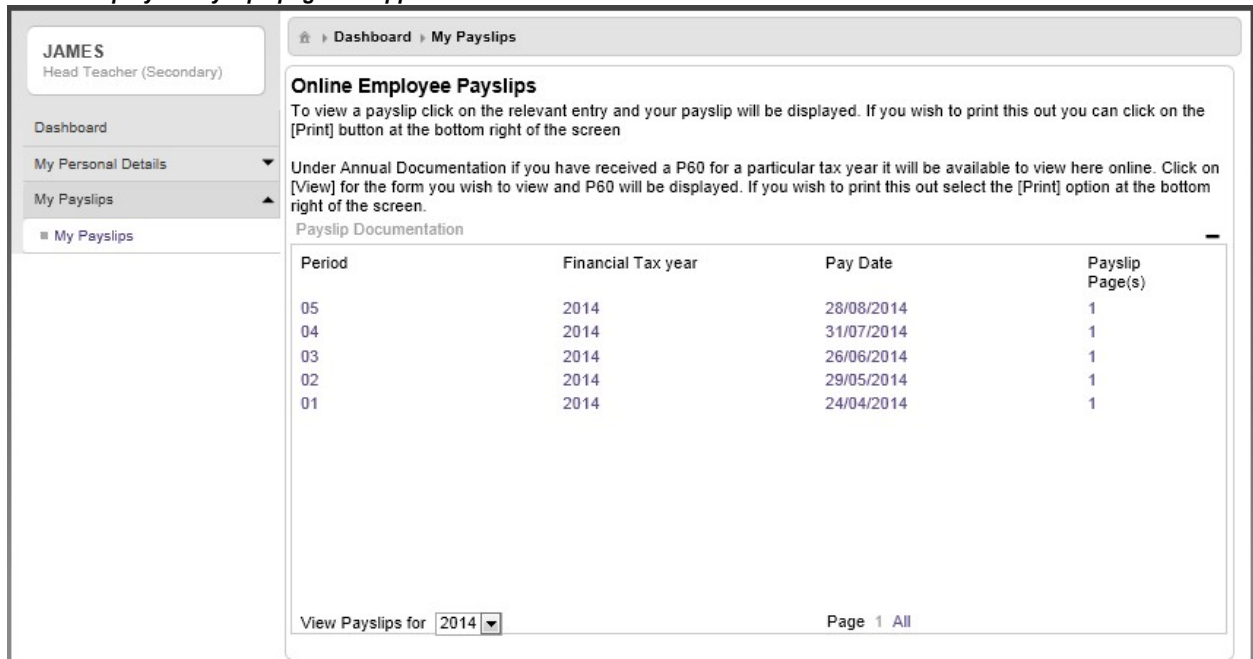
- 3.2 Click on [My Payslips]

My Pay Documents menu will appear



- 3.3 Click on [My Pay Documents]

Online Employee Payslips page will appear



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

Payslip will appear

Head Teacher (Secondary)		Dashboard > My Payslips	
Dashboard		Online Employee Payslips	
My Personal Details			
My Payslips			
My Payslips			
Employer		Pay Date	Week/Month No.
The Highland Council		24/04/2014	01
Name		N.I. Number	Tax Code
			1002L
Pavrol	Pay Method	PAYE Ref.	N.I. Code
---	BACS		D
Main Post Annual	Main Post Contract Hours	Main Post Hourly Rate	
PAYMENTS		HOURS/UNITS	AMOUNT
Basic Pay			5,801.60
Backpay			624.25
Backpay			56.75
DEDUCTIONS		AMOUNT	
Tax Paid			1,442.11
NI C/O			359.00
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	Page 1 All
Annual Docu	2014	
	2013	
	2012	
	2011	
	2010	
	2009	
	2008	

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.