

# Integrated HR/Payroll System Project

# **ResourceLink User Guide**

# **Employee MyView – Viewing Payslips**

1

**Document:** Employee MyView – Viewing Payslips

Last Updated: 30/01/2015

**Version:** 1.3

Status: Approval

Author:



## 1 Employee MyView – Change MyDetails

### **Document Control**

### 1.1 Table of Contents

1	Employee MyView – Change MyDetails	2
Г	ocument Control	2
1	1 Table of Contents	2
1	2 Change History	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 Help & Support	5
2	Logging into MyView	6
3	Viewing MyPayslips – using Internet Explorer	7
4	Print Payslip – using Internet Explorer	8
5	Save Payslip to Desktop – using Internet Explorer	10
6	View Historical Payslips – using Internet Explorer	12
7	Viewing MyPayslips – using Chrome	14
8	Print Payslip – using Chrome	15
9	Save Payslip to Desktop – using Chrome	18
10	View Historical Payslips	21
11	Logging Out	23

### 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 displaving

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.

#### <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





#### Logging into MyView 2

This first step is to show how you log into MyView

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

#### ñ



#### MyView – Dashboard will appear

Corporate Improvement Project Manager  Payslips  Dashboard  View My Personal Details  View My Personal Details	Corporate Improvement Project Manager Dashboard View My Personal Details View My Pay Documents View My Pay Do	Corporate Improvement Project Manager		
Dashboard	Dashboard     Image: Constraint of the second		Pay Documents A ×	Birthdays
View My Pay Documents		Dashboard View My Personal Details View My Pay Documents		I'v vala is avanaure für tills wüglet

forgotten your password?



### **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

	☆ → Dashboard	
Head Teacher (Secondary)	A X	🛗 Absence 🔌 🔺 🗴
Dashboard 4 My Personal Details •	Payslips	Sickness Holiday Training Other
My Payslips	283 dm 31 Jul 26 Jun	

#### Payslip will appear

ñ				Welcome	e, <b>minister</b> Account 👻	Sign C
		Documents				
Head Teacher (Secondary)	Online Employee Pa	yslips				
Dashboard 4	č.					
My Personal Details	Employer The Highland Cour	ncil		Pay Date 28/08/2014	Week/Month No. 05	
My Payslips 🗸 🔻	. Namo			N.I. Number	Tax Code 1002L	1
	Payroll 3805/	Pay Method PAYE BACS	Ref.	N.I. Code D	Term Time Weeks	1
	Main Post Annual	Main Post Contract	Hours	Main Post Hourly Rate		1
	PAYMENTS	HOURS/UNITS RATE	AMOUNT	DEDUCTIONS	AMOUNT	
	Basic Pay		5,801.50	Tax Paid NI C/O Pension	1,200,12 345,38 838,17	
		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 Taxable Gross Tax Paid	29,688.50 26,428.36 6,244.18	



### 4 Print Payslip – using Internet Explorer

Assumption - Employee can view payslip on screen



#### > 4.1 Click on [Print]

Microsoft Print Option box will appear

Select Printer	
🔚 Add Printer	🖶 Microsoft XP
🚔 Fax	🖶 Send To One
icrosoft Office Live Meetin	ng 2007 Document Writer 🚋 SHARP MX-2
•	۴. ا
Status: Ready	Print to file Preferences
Status: Ready Location:	Print to file Preferences

➢ 4.2 Highlight selected Printer



ieneral	Options		
Selec	t Printer		
	Microsoft XPS Docu	ment Writer	Xerox WorkC
-	Courd To Ourshipte 20	10	

> 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
ort Code	Account No. Building Society I	Roll	NET PAYMENT	
				3,617.83
Nessage			CUMULATIVES	
			Total Gross	29,688.50
			Tax Paid	6,244.18
			Employees NI	1,740.52
			Pens'able Gross	41,291.50
			Ees Pension	3,260.14
	Galulleanachu			
	Private	& Confide	ential	

#### > 5.1 Click on [Print]

#### Microsoft Print Option box will appear

Select Printer	
🔚 Add Printer	🖶 Microsoft XP
🚔 Fax	🖶 Send To One
Microsoft Office Live Meeting 2007 Do	ocument Writer 🚋 SHARP MX-2
۰ III	۰.
Status: Ready	Print to file Preferences
Location:	
Comment:	Fin <u>d</u> Printer
Page Range	
Ali	Number of copies: 1
Selection	
Selection Current Page	Collate
Selection     Current Page       Pages:     1       Enter either a single page number or a single page range. For example, 5-12	11 22 33



> 5.2 Highlight [Microsoft XPS Document Writer]

Print	_	
General Options		
Select Printer		
Hicrosoft XPS	2010 D2010 ON PCL6	🖶 Xerox WorkC
•	III	
Status: Read	y	Print to file Preferences

> 5.3 Click [Print]

#### Microsoft [Save the file as] box will appear

Organize  New folder  Favorites  Downloads	Size		•
★ Favorites Name Downloads A Payslip	Size		
🐌 Downloads 🛛 🚽 Payslip		Item type	Date mor
	767 KB	XPS Document	17/11/20
🔚 Recent Places 🔊 🛞 My ICT Portal	1 KB	Internet Shortcut	12/11/20
📃 Desktop 🗧 📩 My Online Learning	1 KB	Internet Shortcut	12/11/20
🔒 Desktop		File folder	17/11/20
🗟 Libraries 🛛 🔯 New Stuff		File folder	09/09/20
🖹 Documents 📃 📄 Interactive Guides - Shortcut	3 KB	Shortcut	28/01/20
🎝 Music 😿 Lagan	1 KB	Internet Shortcut	20/01/20
E Pictures Outlook Web Access	1 KB	Internet Shortcut	02/12/20
🚼 Videos 🔍 🙀 Network			
r Computer			
🖳 Computer 🔋 🧟 Martyn Gallogly			_
SDisk (C)	m		
File name: *.xps			

- > 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]

P IIII USDISK (C3)	
File name:	Payslip Month 5 2014.xps
Save as type:	XPS Document (*.xps)
Hide Folders	Save Cancel
<u>r</u>	()

Payslip will save to location



### 6 View Historical Payslips – using Internet Explorer

From Dashboard Main Menu

Head Teacher (Secondary)	Pay Documents	≜ ×	Absence	4 ≜ ×
Dashboard My Personal Details	Payslips 28 Aug 31 Jul	26 Jun	Sickness Holiday Training	Other

> 3.2 Click on [My Payslips]

My Pay Documents menu will appear

JAMES						
Head Teacher (Secondary)	J	Pay Documents	* ×	Absence		4, ≜ ×
Dashboard	4	Payslips				
My Personal Details	•			Sickness Holiday	Training	Other
My Payslips	•	28 Aug 31 Jul	<u>26 Jun</u>	,		
My Payslips						

> 3.3 Click on [My Pay Documents]

#### Online Employee Payslips page will appear

Head Teacher (Secondary)	Online Employee P	ayslips		
Dashboard	To view a payslip click o [Print] button at the botto	n the relevant entry and your payslip will om right of the screen	be displayed. If you wish to print	this out you can click on the
My Personal Details	<ul> <li>Under Annual Document</li> </ul>	tation if you have received a P60 for a pa	articular tax year it will be availab	le to view here online. Click o
/ly Payslips	<ul> <li>[View] for the form you w right of the screen.</li> </ul>	vish to view and P60 will be displayed. If	you wish to print this out select the	ne [Print] option at the bottom
■ My Payslips	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
			_	



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

#### Payslip will appear

Head Teacher (Secondary)	Onl	ine Employee Pa	yslips				
Dashboard							
My Personal Details	•	Employer The Highland Coun-	cil			Pay Date 24/04/2014	Week/Month No. D1
My Payslips	•	Name				N.I. Number	Tax Code 1002L
■ My Payslips		Pavroll	Pay Method BACS	PAYE R	đ.	N.I. Code D	Term Time Weeks
		Main Post Annual	Main	Post Contract Ho	urs	Main Post Hourly Rate	
		PAYMENTS	HOURS/UNITS	RATE	AMOUNT	DEDUCTIONS	AMOUNT
		Basic Pay Backpay Backpay			5,801.50 624.25 58.75	Tax Paid NI C/O 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 2013 2012 2011		
2010 2009 2008		

#### Previous years payslips will appear

. . .

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 20	11 👻	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

ń			_			Welcome	Account 🗸	Sign Ou
	1	ti → Dashboard → Pay I	Documents					
Head Teacher (Secondary	Or	nline Employee Pa	ayslips					ŀ
Dashboard	4							
My Personal Details	-	Employer The Highland Cour	ncil			Pay Date 28/08/2014	Week/Month No. 05	1
My Payslips	-	Namo				N.I. Number	Tax Code 1002L	1
		Payroll 3805/	Pay Method BACS	PAYE Ref.		N.I. Code D	Term Time Weeks	1
		Main Post Annual	Main Pos	t Contract Hours		Main Post Hourly Rate		
		PAYMENTS	HOURS/UNITS	RATE A	MOUNT	DEDUCTIONS	AMOUNT	
		Basic Pay		5.	801.50	Tax Paid NI C/O Pension	1,200,12 345,38 838,17	
		Sort Code	TOTAL PAYM Account No. Duildi	ENTS 5. ng Society Roll	801.50	TOTAL DEDUCTIONS NET PAYMENT	2,183.67 3,617.83	-
		wessage				Total Gross Taxable Gross Tax Paid	29,688.50 26,428.36 6,244.18 1,740.52	



### 8 Print Payslip – using Chrome

Assumption - Employee can view payslip on screen



#### > 8.1 Click on [Print]

#### Print Option box will appear

MyView NEWTE	ST - My P. ×				Ð
⇒ C' fi	https://ntmyviewtst1.highlandcoun	<b>cil.gov.uk</b> /dashboardNewtest/core/page	s/employee/payo	locs/view-pay-docume G	28
Print		Employer The Highland Council	Pay Date 28/08/2014	Week/Month No. 05	
Total: 1 page		Name Payrol Pay Mathod PAYE Ref. Dance	N.I. Number	Tax Code 1002L Term Time Weeks	
	Save	Main Post Annual Main Post Contract Hours	Main Post Hourty Rate		
		PAYMENTS HOURSUNITS RATE AMO Basic Pay 5,80	1.50 Tax Paid NI C/D	AMOUNT 1,200.12 345.38	
Destination	Save as PDF		Pension	638.17	
	Change				
Pages	<ul> <li>All</li> </ul>				
	e.g. 1-5, 8, 11-13				
		TOTAL PAYMENTS 5,80	1.50 TOTAL DEDUCTIONS	2,183.67	
Margins	Default	Sort Code Account No. Building Society Roll Message	NET PAYMENT CUMULATIVES	3,617.83	
Options	Background graphics		Total Gross Taxable Gross Tax Paid Employees NI Employees NI Pens'able Gross Ees Pension	29,688.50 26,428.36 6,244.18 1,740.52 3,154.03 41,291.50 3,260.14	

> 8.2 Click on [Change]



#### Destination page will appear

Select a destination				
<b>Q</b> Search destinations				
Recent destinations				
Save as PDF				
Local destinations Manage				
Save as PDF				
L Xerox WorkCentre 6605DN PC	CL6			
SHARP MX-2300N PCL6				
Send To OneNote 2010				
Hicrosoft XPS Document Writ	ter			
Microsoft Office Live Meeting	2007 Document Wr	iter		

#### > 8.3 Select [Printer]

	Save as PDF	
	Local destinations Manage	83.
t.	Save as PDF	57.
	Xerox WorkCentre 6605DN PCL6	22. 44.
gr	SHARP MX-23 CL6 Xerox WorkCentre 6605DN PCL6	84. 81. 80
	Send To OneNote 2010	

#### Print option box will appear

fyView NEWTEST - My Pr ×				-	
C 🔒 https://ntmyviewtst1.highlandcound	<b>:il.gov.uk</b> /dashboardNewtest/co	ore/pages/e	mployee/pay	ydocs/view-p	oay-docume G
Print	Employer The Highland Council		Pay Date 28/08/2014	Waek/Month No. 05	
	Name		N.I. Number	Tax Code 10021	
lota: 1 sneet of paper	Payrol Pay Method BACS	PAYE Ref.	N.L. Code	Term Time Weeks	
	Main Post Annual Nain Post Con	tract Hours	Main Post Hourty Rate		
Print Cancel	PAYMENTS HOURSIUNITS RATE	E AMOUNT	DEDUCTIONS	AMOUNT	
Xerox WorkCentre 660	Basic Pay	5,801.50	Tax Paid NI C/O Pension	1,200.12 345.38 638.17	
Change					

> 8.4 Click [Print]



### **9** Save Payslip to Desktop – using Chrome

Assumption - Employee can view payslip on screen



#### > 9.1 Click on [Print]

#### Print Option box will appear

MyView NEWTEST - My P. ×				
C 🕯 https://ntmyviewtst1.highlandcour	n <mark>cil.gov.uk</mark> /dashboardNewtest/co	pre/pages/employee	e/paydocs/view-p	ay-docume Q
Print	Employer The Highland Council	Pay Date 28/08/2014	Week/Month No. 05	
Total 1 short of source	Name	N.I. Number	Tax Code 1002L	
Total: 1 sneet of paper	Parrol Pay Method BACS	PAYE Ref. N.L. Code	Term Time Wasks	
	Main Post Annual Main Post Co	tract Hours Main Post Hourly	Rate	
Print Cancel	PAYMENTS HOURSUNITS RAT	E AMOUNT DEDUCTIONS	AMOUNT	
Destination T Xerox WorkCentre 660	Basic Pay	5,801.50 Tax Paid NI C/O Pension	1,200.12 345.38 638.17	
Change				

> 9.2 Click on [Change]



#### Destination page will appear

Select a destination				
<b>Q</b> Search destinations				
Recent destinations				
Save as PDF				
Local destinations Manage				
Save as PDF				
Xerox WorkCentre 660	5DN PCL6			
SHARP MX-2300N PCL	6			
Send To OneNote 2010	D			
G Microsoft XPS Docume	ent Writer			
Microsoft Office Live M	leeting 2007 Document V	Vriter		
F=				

> 9.3 Select [Save as PDF]

#### Print Option box will appear

Print Total: <b>1 page</b>		Employee The Highland Cour Name Paynol Main Post Annual	Pay Method BACS Nain	PAYE Ref. Post Contract Hours		Pay Date 31/07/2014 N.I. Number N.I. Code D Main Post Hourly Rate	Week/Month No. 04 Tax Code 1002L Term Time Weeks
	Cancel	PAYMENTS	HOURSIUNITS	RATE	AMOUNT	DEDUCTIONS	AMOUNT
Destination	Save as PDF	Basic Pay			5,801.50	Tax Paid NI C/O Pension	1,199.71 345.38 638.17
Pages	<ul> <li>All</li> <li>e.g. 1-5, 8, 11-13</li> </ul>						

#### > 9.4 Click [Save]

Save As box will appear

🖉 🗢 🗖 Deskt	ор 🕨	-	44	Search Desktop	
File name:	MyView NEWTEST - Pay Documents				3
Save as type:	Adobe Acrobat Document				
Proute Folders				Save	Cancel



- At [File Name], rename Click [Save] 9.5 ۶
- ≻ 9.6

🔵 🔻 🔜 Deskto	op 🕨	•	49	Search Desktop	۶
File name:	MyView NEWTEST - Pay Documents				÷
Save as type:	Adobe Acrobat Document				•

Payslip will save to location



### **10 View Historical Payslips – using Chrome**

From Dashboard Main Menu

Head Teacher (Secondary)	Pay Documents	≜ ×	Absence	4 ≜ ×
Dashboard My Personal Details	Payslips 28 Aug 31 Jul	26 Jun	Sickness Holiday Training	Other

> 3.2 Click on [My Payslips]

My Pay Documents menu will appear

JAMES						
Head Teacher (Secondary)	J	Pay Documents	* ×	Absence		4, ≜ ×
Dashboard	4	Payslips				
My Personal Details	•			Sickness Holiday	Training	Other
My Payslips	•	28 Aug 31 Jul	<u>26 Jun</u>	,		
My Payslips						

> 3.3 Click on [My Pay Documents]

#### Online Employee Payslips page will appear

Dashboard	To view a payslip click [Print] button at the bot	on the relevant entry and your payslip will tom right of the screen	be displayed. If you wish to print	this out you can click on the
ly Personal Details	<ul> <li>Under Annual Docume</li> </ul>	ntation if you have received a P60 for a pa	articular tax year it will be availab	le to view here online. Click
My Payslips	<ul> <li>[View] for the form you right of the screen.</li> </ul>	wish to view and P60 will be displayed. If	you wish to print this out select th	ne [Print] option at the botton
My Payslips	Payslip Documentation	1		
	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
			David All	



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

#### Payslip will appear

Head Teacher (Secondary)	Onl	ine Employee Pa	yslips				
Dashboard							
My Personal Details	•	Employer The Highland Coun-	cil			Pay Date 24/04/2014	Week/Month No. D1
My Payslips	•	Name				N.I. Number	Tax Code 1002L
■ My Payslips		Pavroll	Pay Method BACS	PAYE R	đ.	N.I. Code D	Term Time Weeks
		Main Post Annual	Main	Post Contract Ho	urs	Main Post Hourly Rate	
		PAYMENTS	HOURS/UNITS	RATE	AMOUNT	DEDUCTIONS	AMOUNT
		Basic Pay Backpay Backpay			5,801.50 624.25 58.75	Tax Paid NI C/O 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 2013 2012 2011		
2010 2009 2008		

#### Previous years payslips will appear

. . .

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
08	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.