The Highland Council
Comhairle na Gàidhealtachd

Integrated HR/Payroll System Project

ResourceLink User Guide

Employee MyView – Viewing Payslips

Document:	Employee MyView – Viewing Payslips
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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

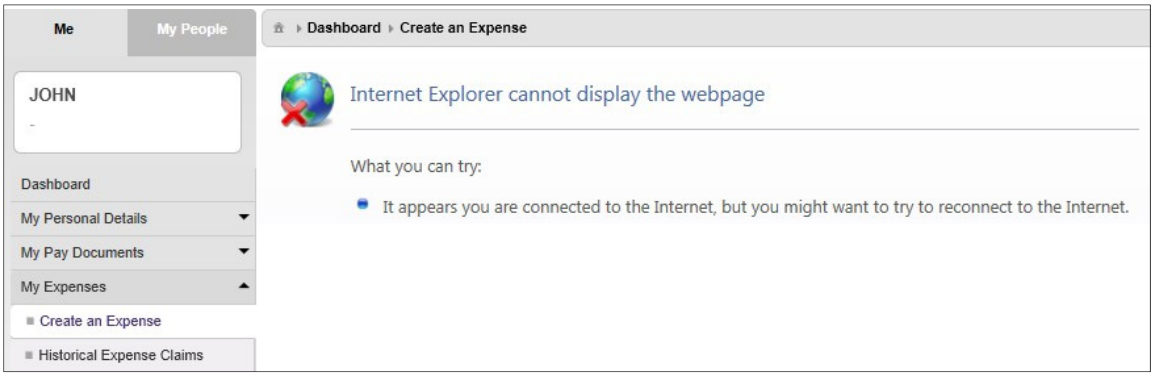
“STOP” “MyView : Session Ended – Your request cannot processed at this time”.

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

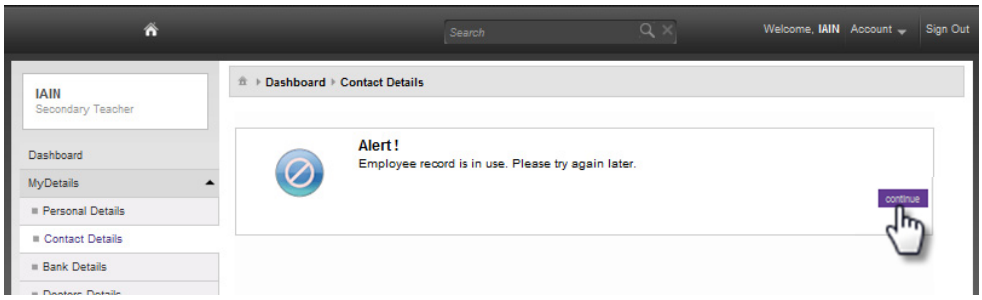
If you click on a module and you get the following message



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

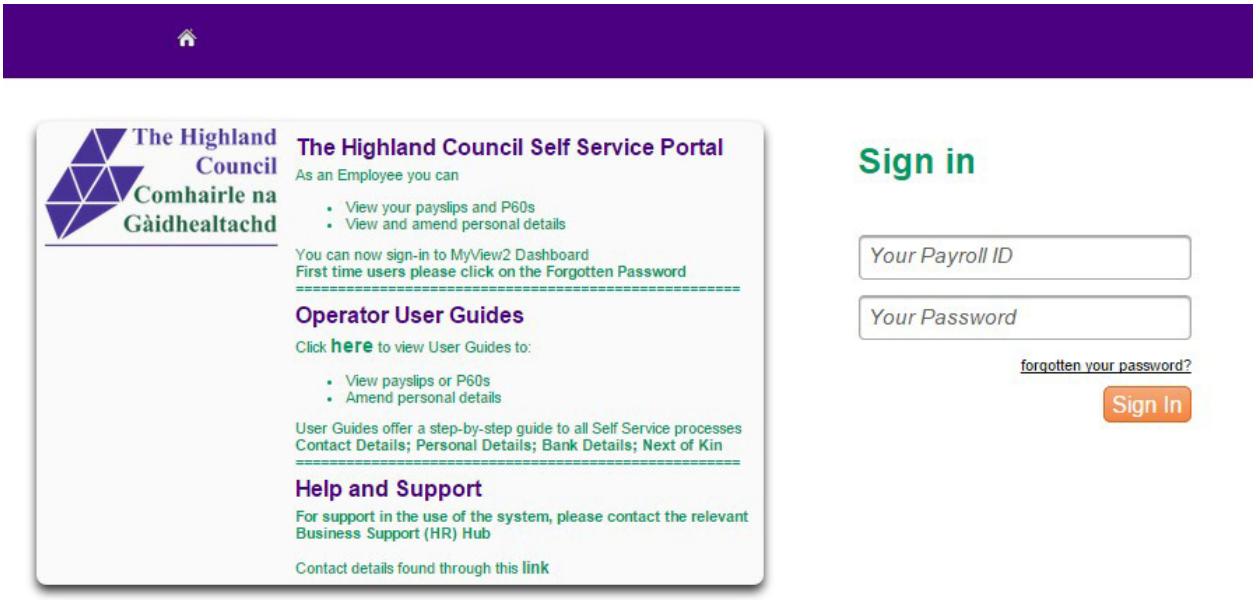


2 Logging into MyView

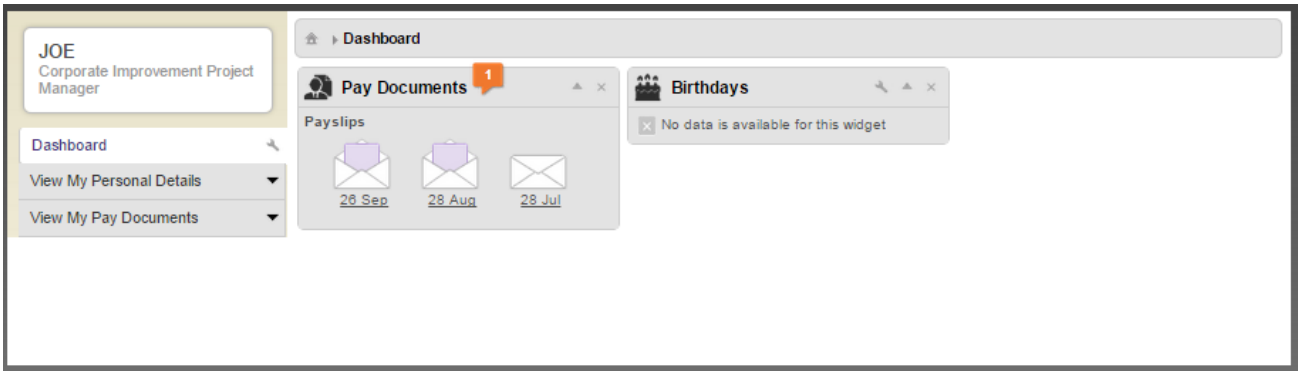
This first step is to show how you log into MyView

- 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]



MyView – Dashboard will appear

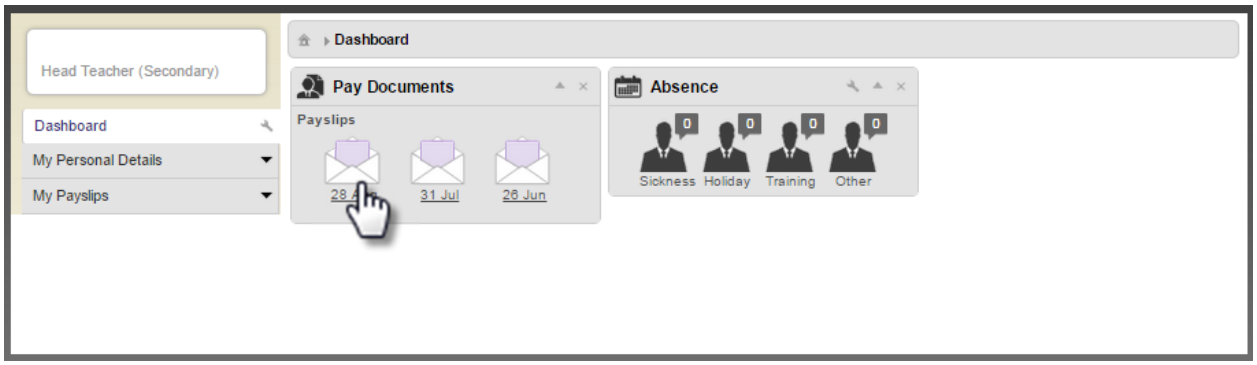


3 Viewing MyPayslips – using Internet Explorer

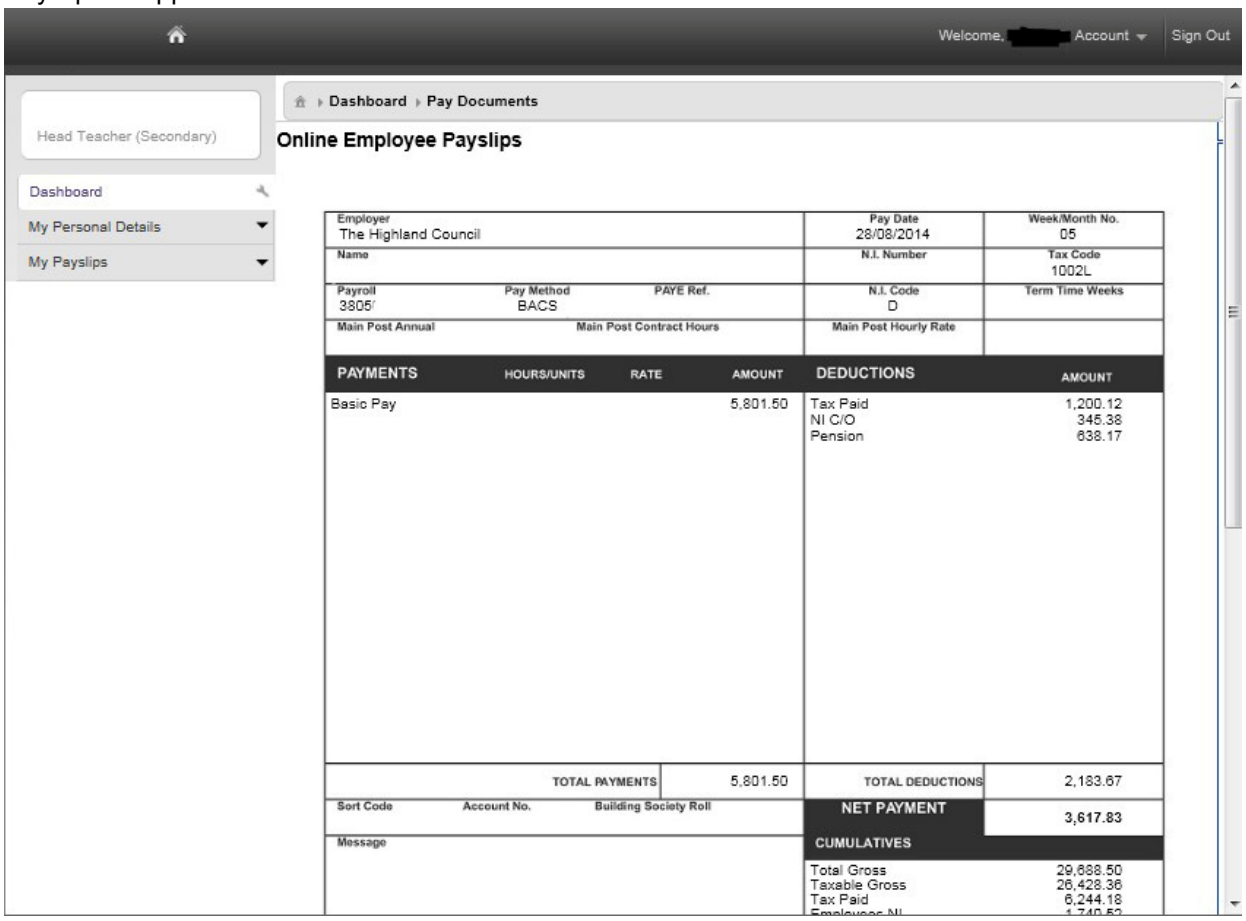
Payslips can be accessed from the Dashboard Main Menu

From Dashboard Main Menu

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

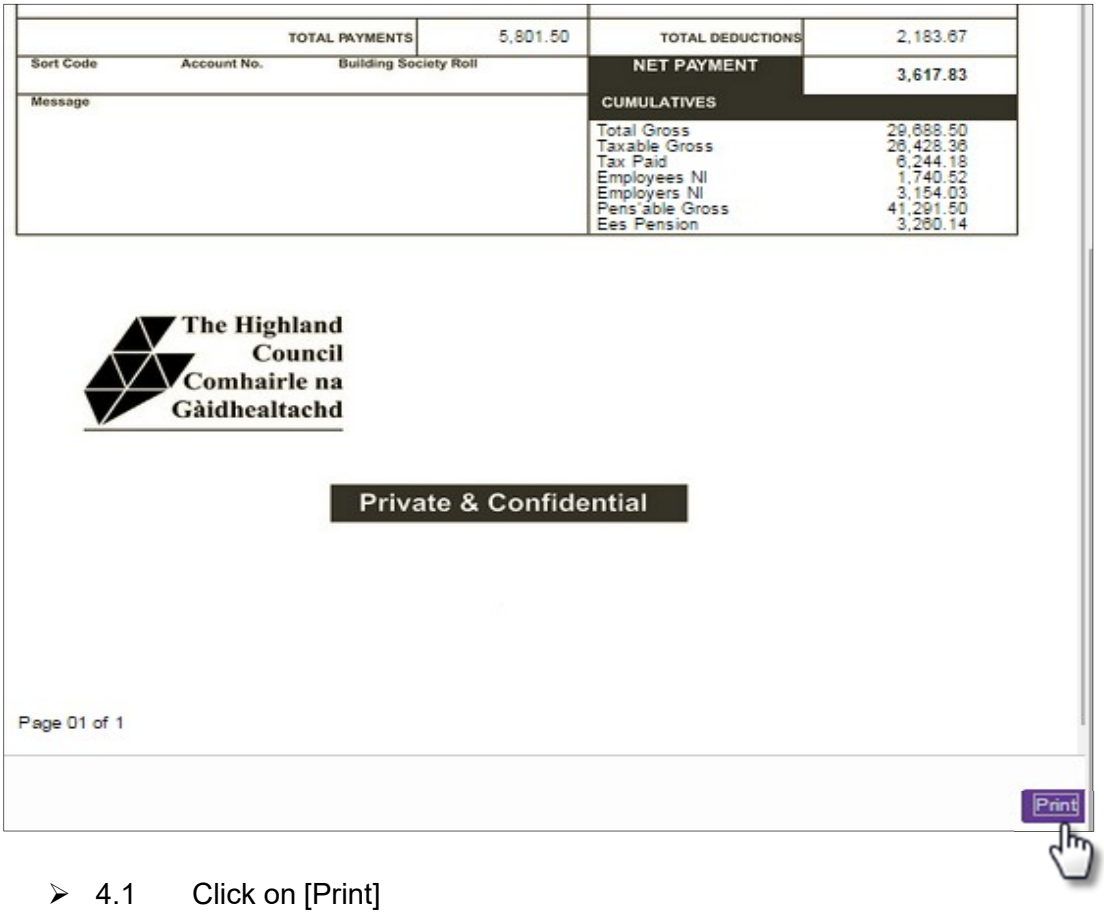


Payslip will appear



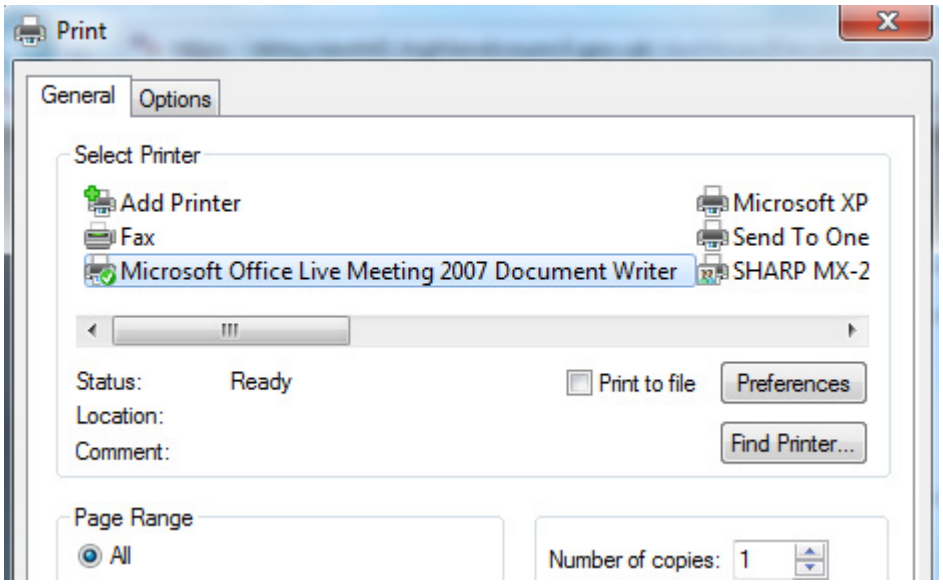
4 Print Payslip – using Internet Explorer

Assumption – Employee can view payslip on screen

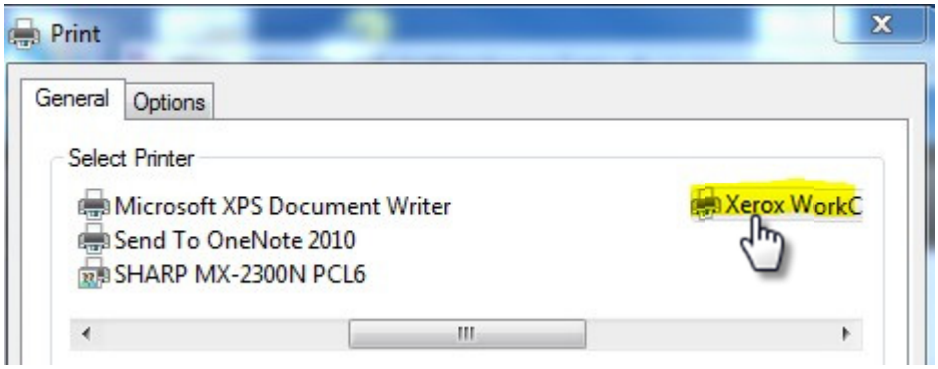


- 4.1 Click on [Print]

Microsoft Print Option box will appear



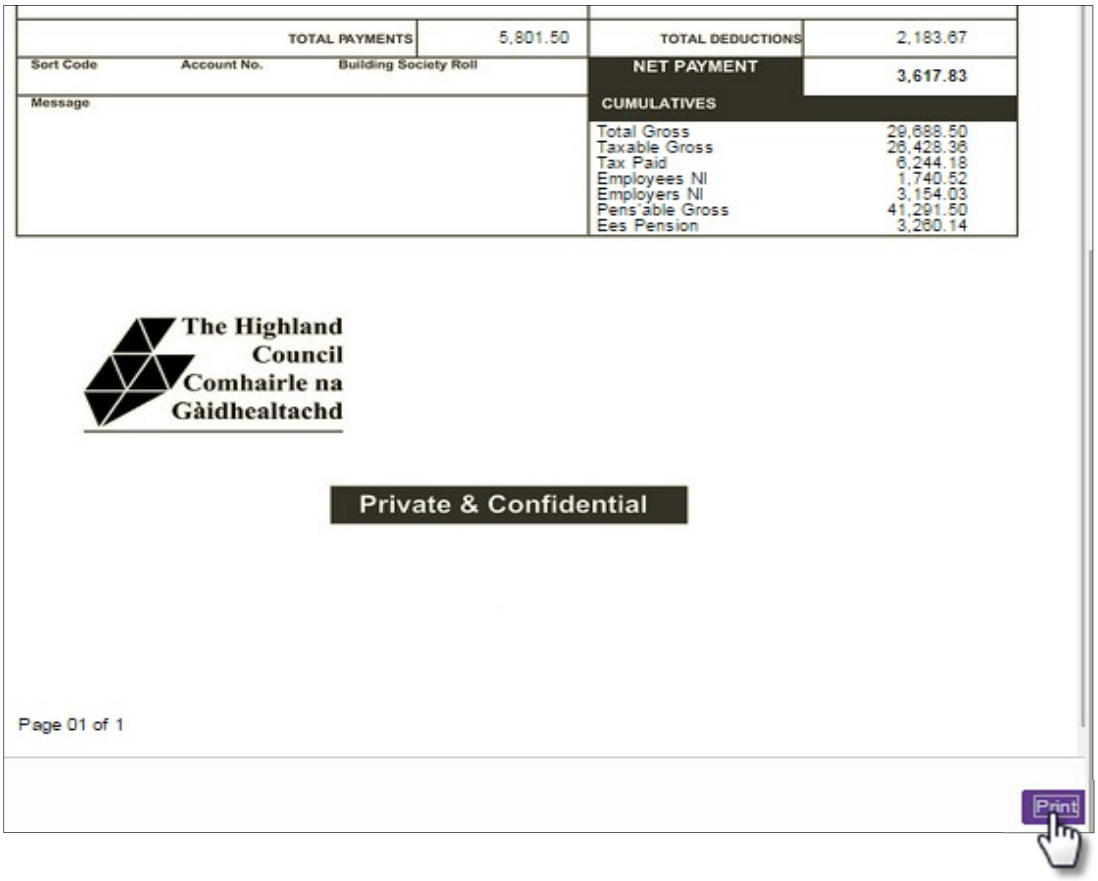
- 4.2 Highlight selected Printer



- 4.3 Click [Print]

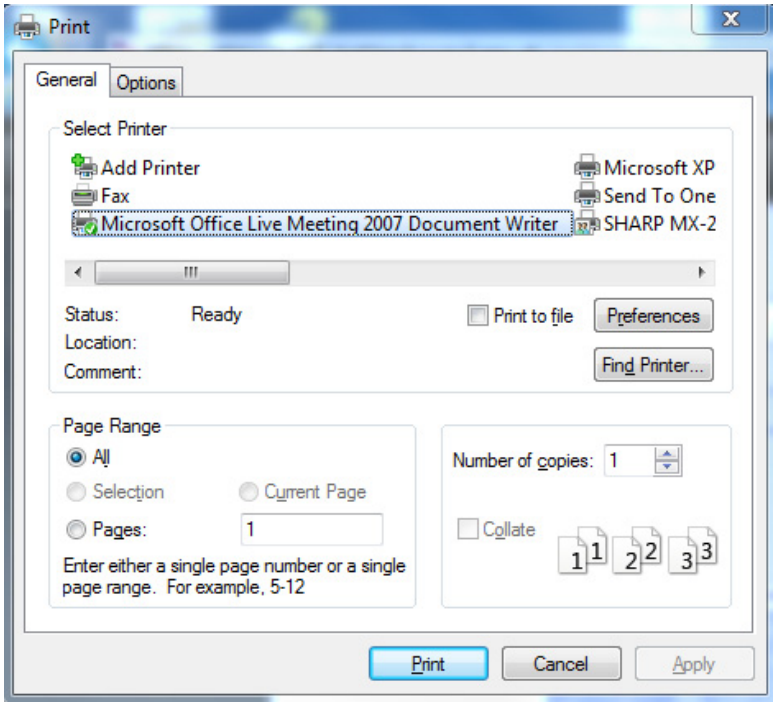
5 Save Payslip to Desktop – using Internet Explorer

Assumption – Employee can view payslip on screen

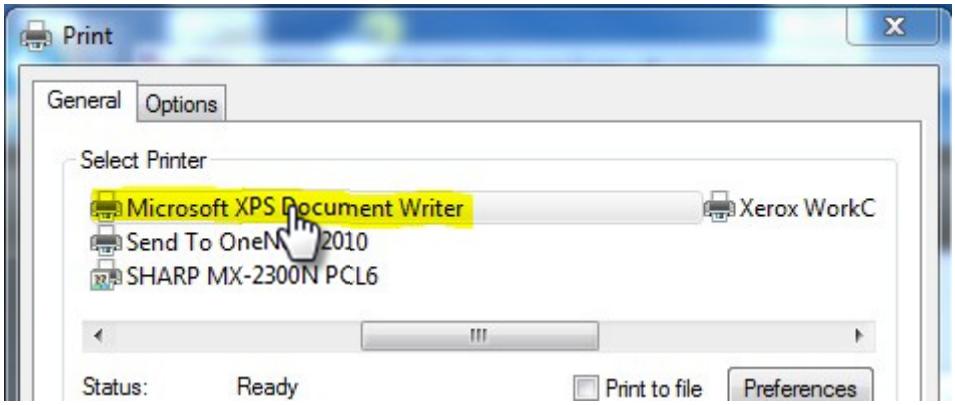


- 5.1 Click on [Print]

Microsoft Print Option box will appear

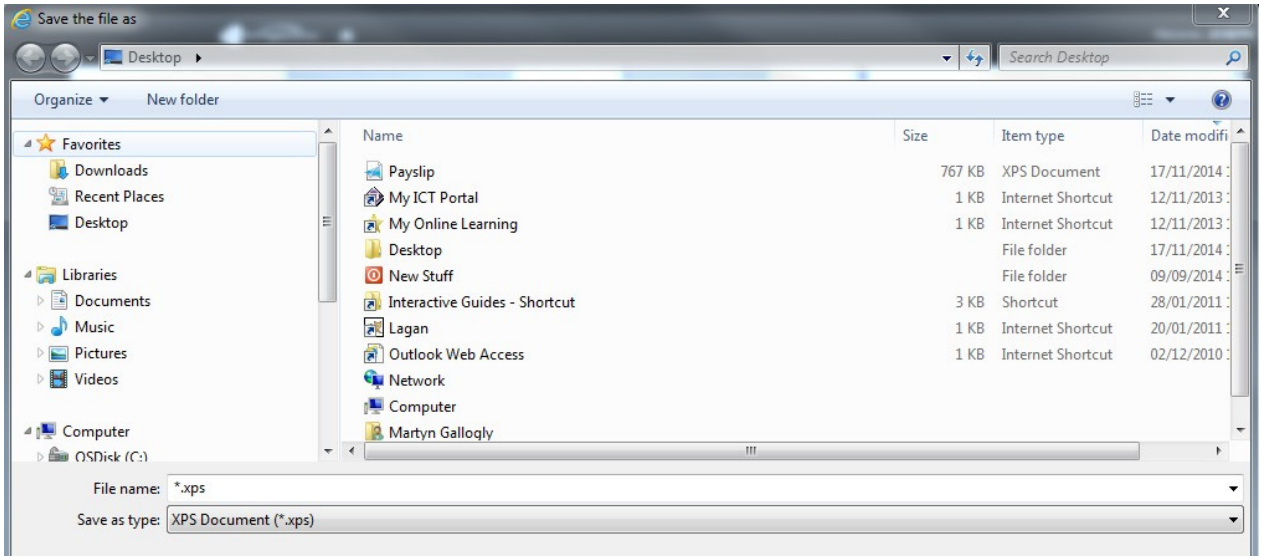


- 5.2 Highlight [Microsoft XPS Document Writer]

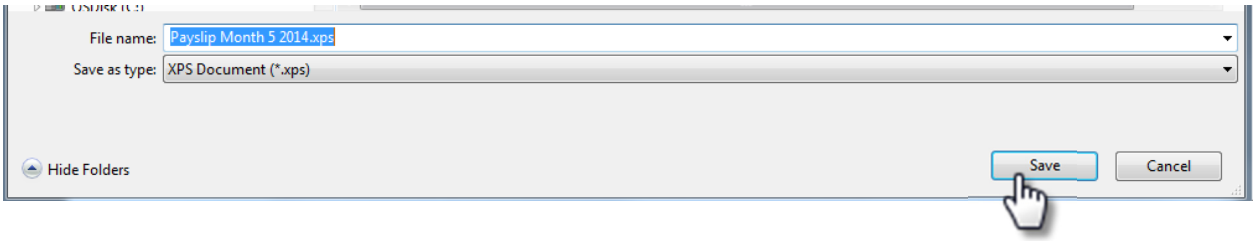


- 5.3 Click [Print]

Microsoft [Save the file as] box will appear



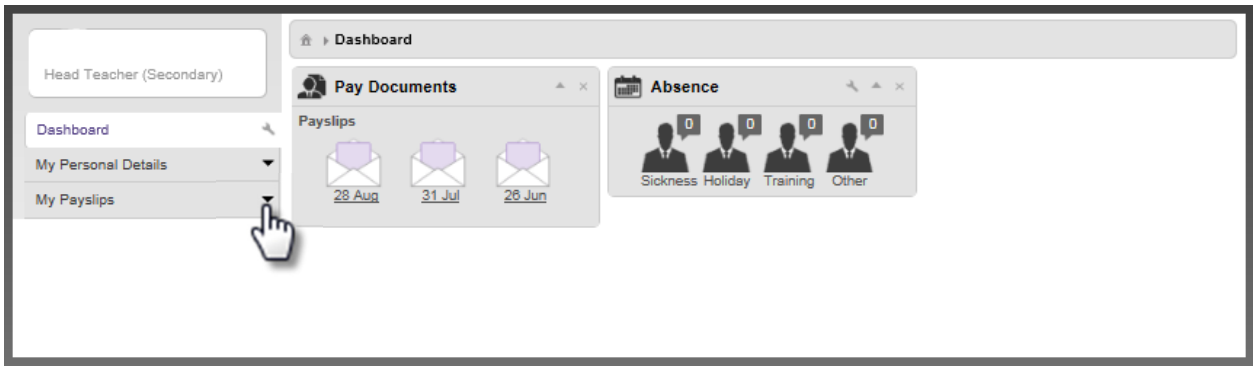
- 5.4 At [File Name], type Payslip Month 5 2014
- 5.5 Delete the * so that the file name will be [Payslip Month 5 2014.xps]
- 5.6 Click [Save]



Payslip will save to location

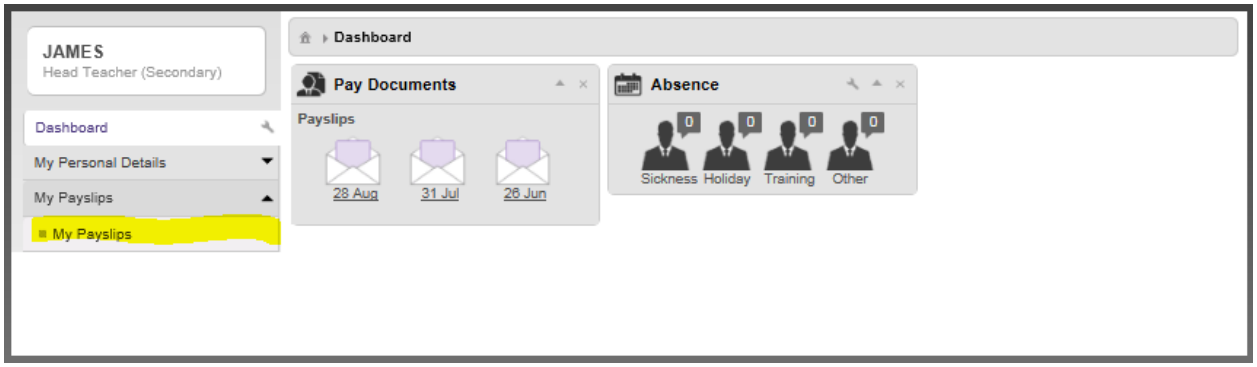
6 View Historical Payslips – using Internet Explorer

From Dashboard Main Menu



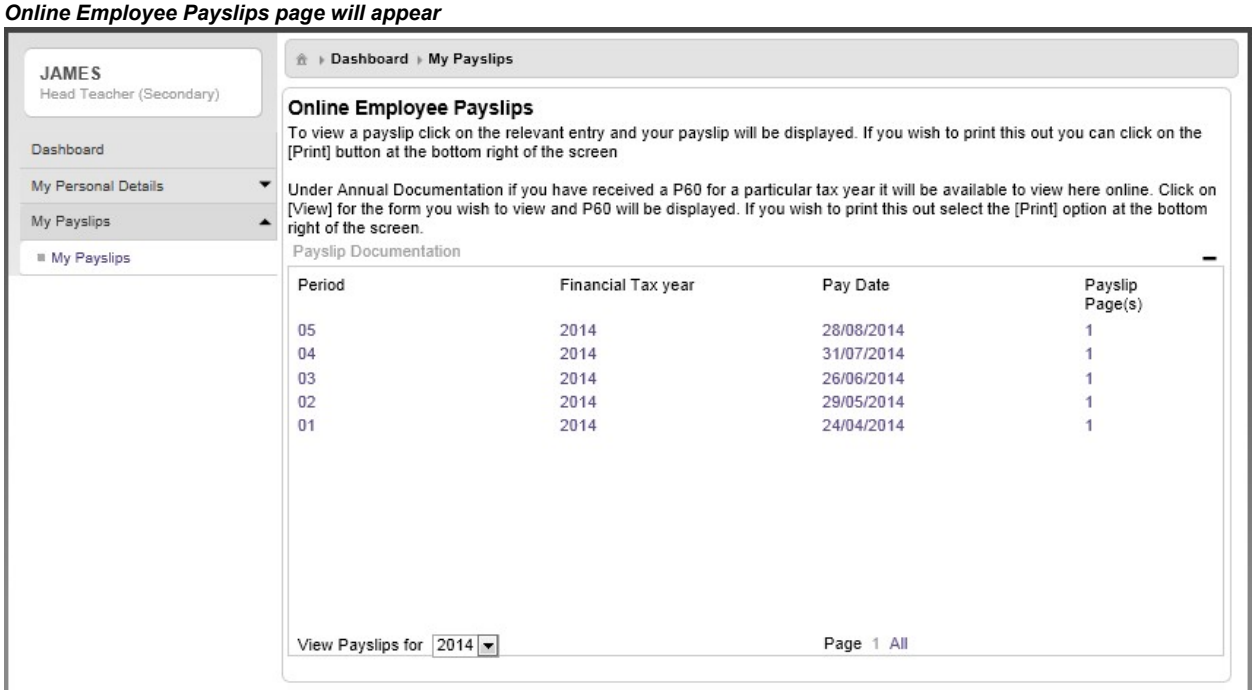
- 3.2 Click on [My Payslips]

My Pay Documents menu will appear



- 3.3 Click on [My Pay Documents]

Online Employee Payslips page will appear



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

Payslip will appear

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

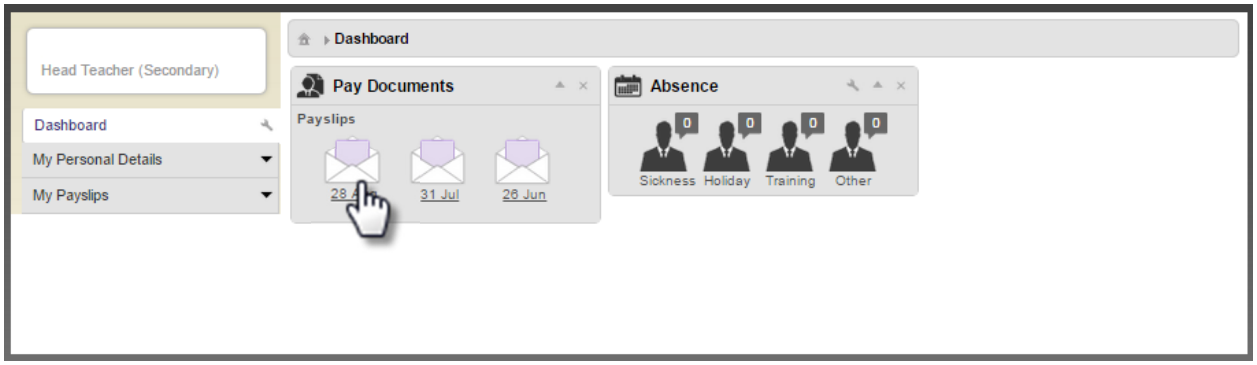
Previous years payslips will appear

7 Viewing MyPayslips – using Chrome

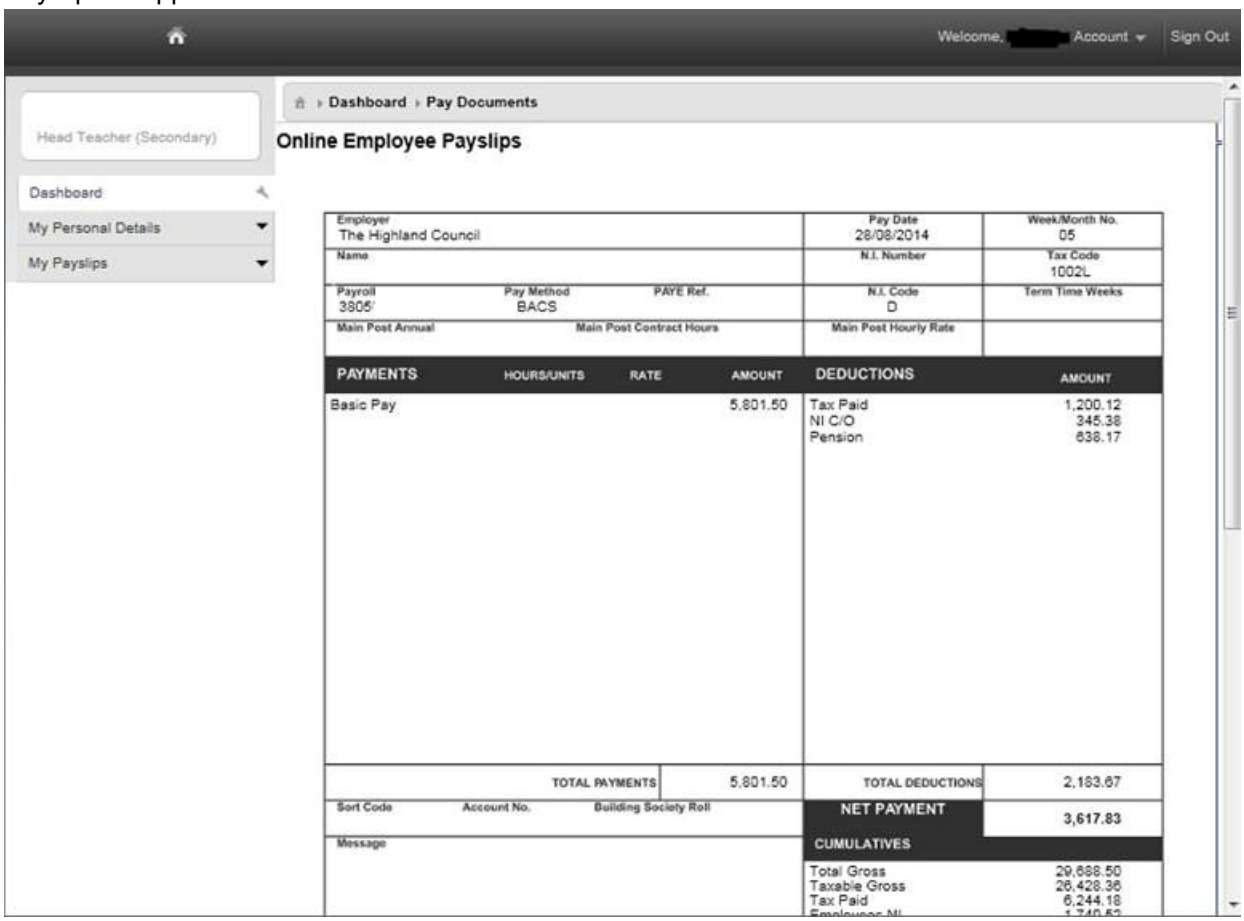
Payslips can be accessed from the Dashboard Main Menu

From Dashboard Main Menu

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

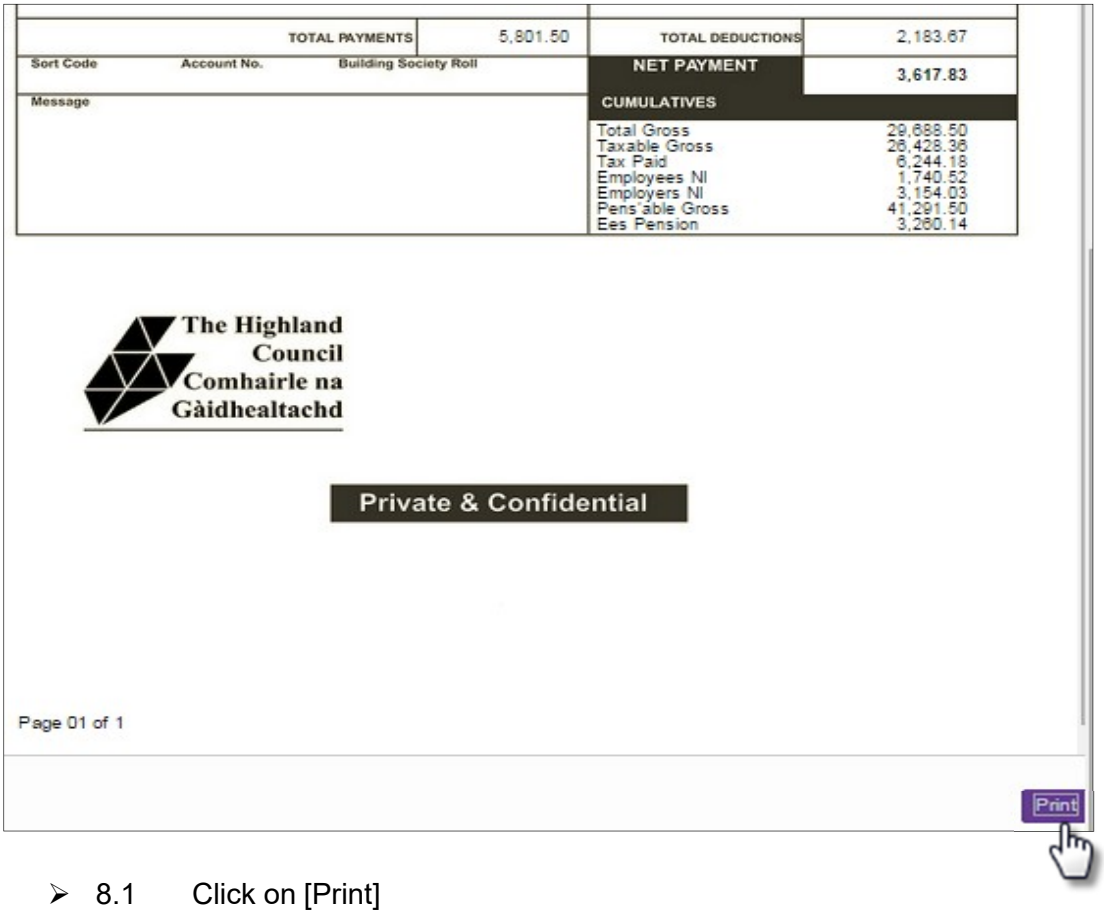


Payslip will appear



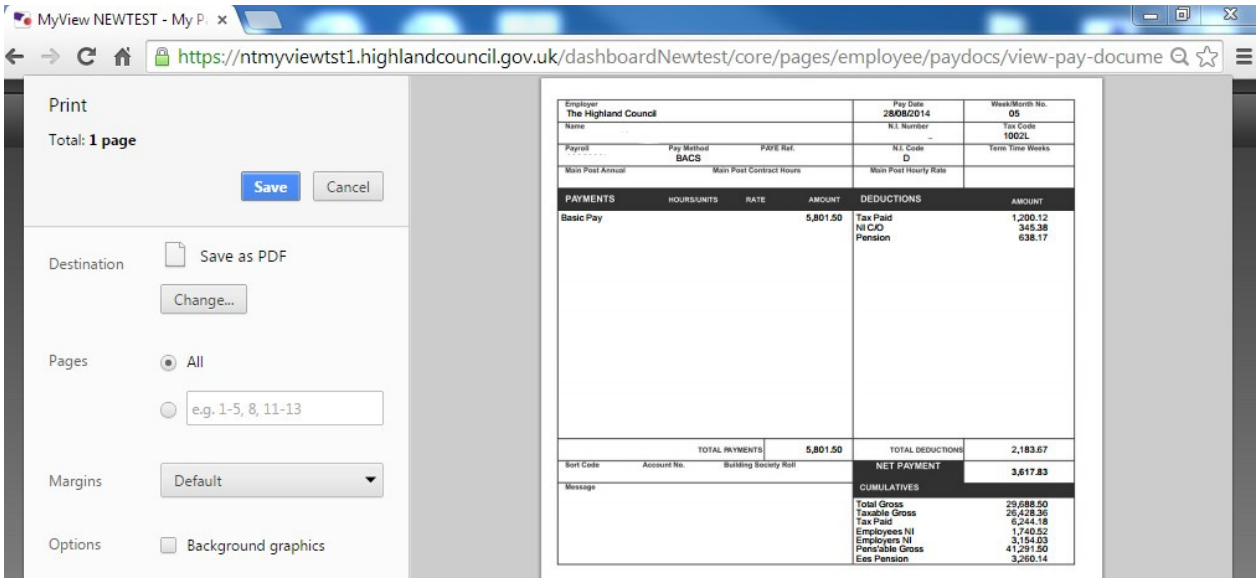
8 Print Payslip – using Chrome

Assumption – Employee can view payslip on screen



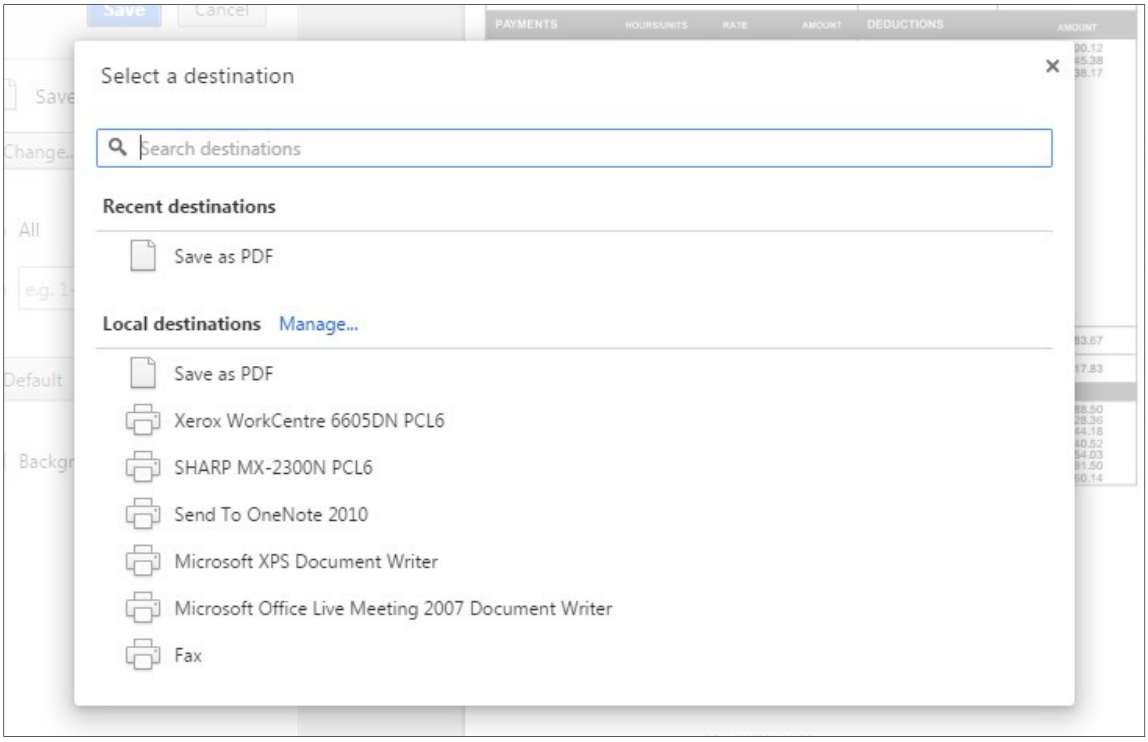
- 8.1 Click on [Print]

Print Option box will appear

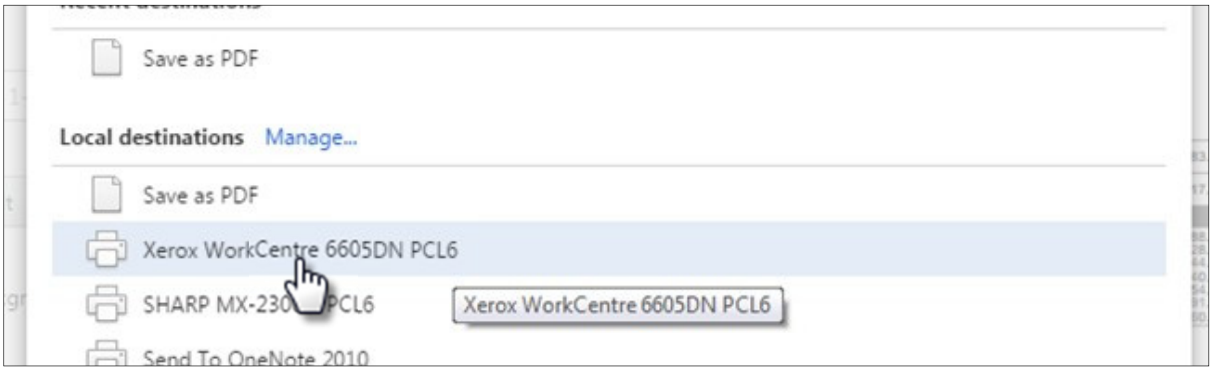


- 8.2 Click on [Change]

Destination page will appear



- 8.3 Select [Printer]

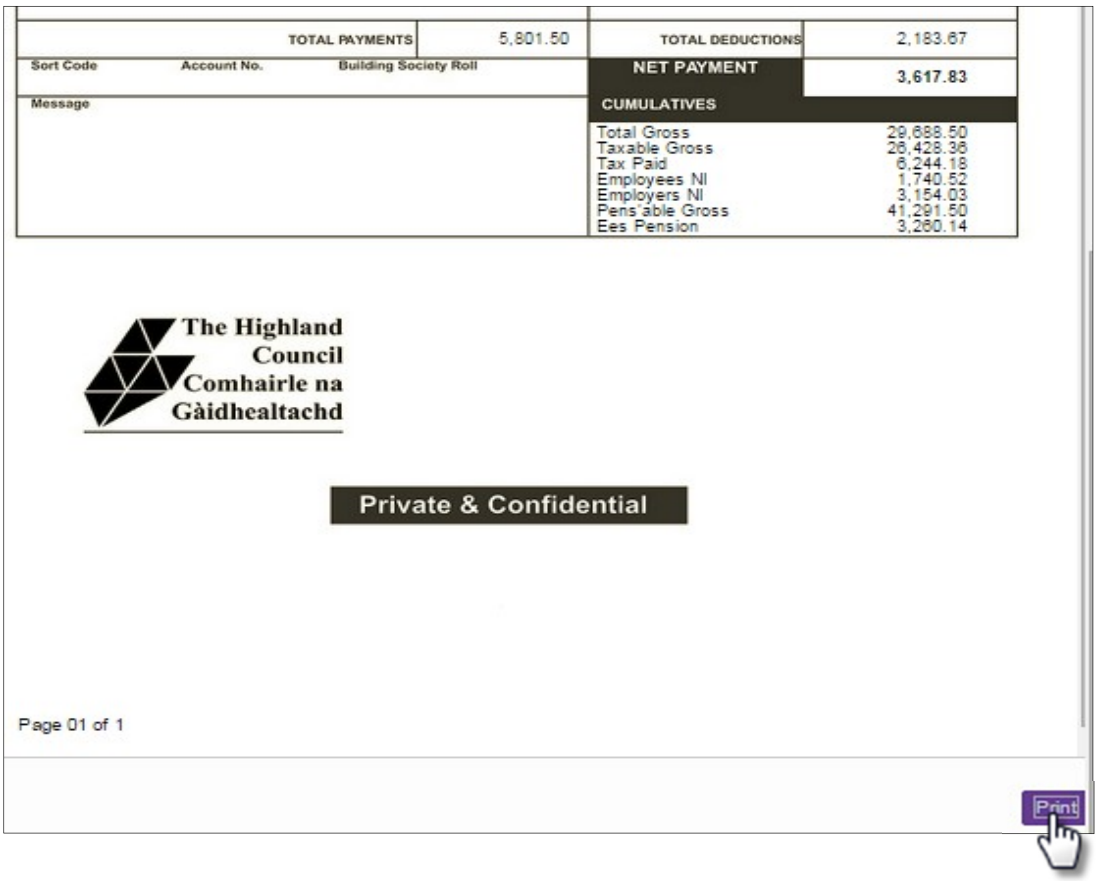


Print option box will appear

- 8.4 Click [Print]

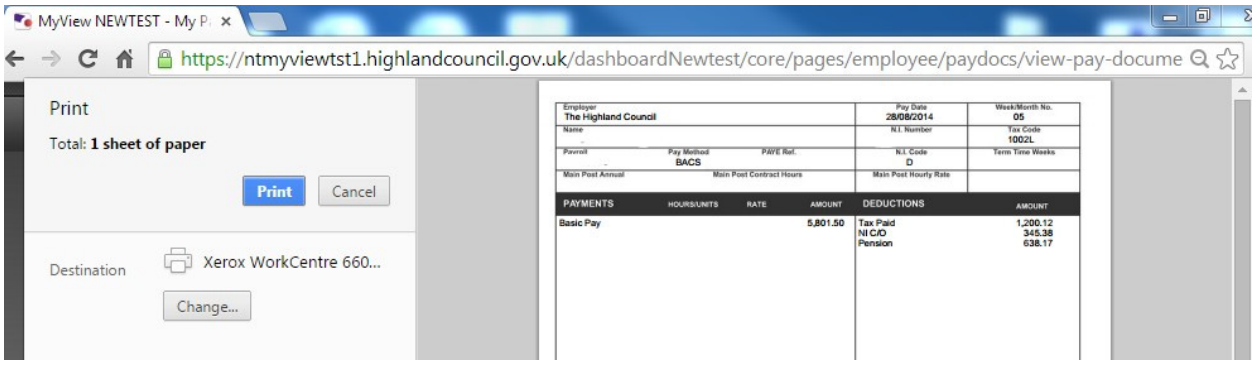
9 Save Payslip to Desktop – using Chrome

Assumption – Employee can view payslip on screen



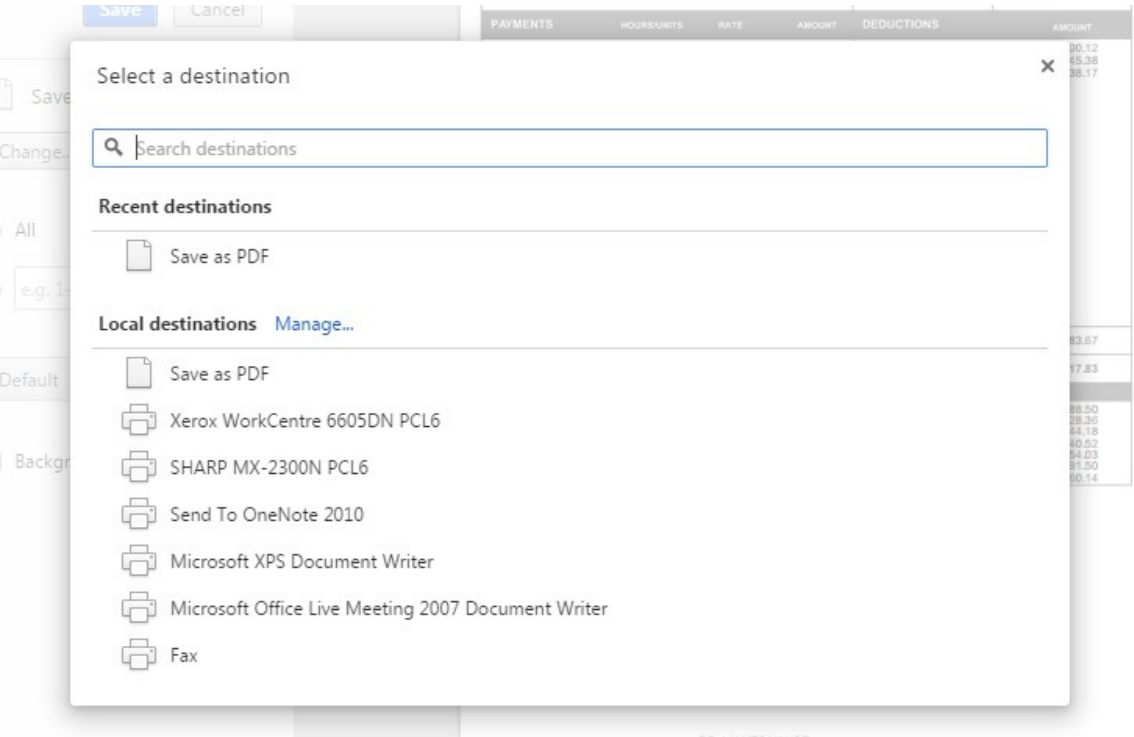
- 9.1 Click on [Print]

Print Option box will appear



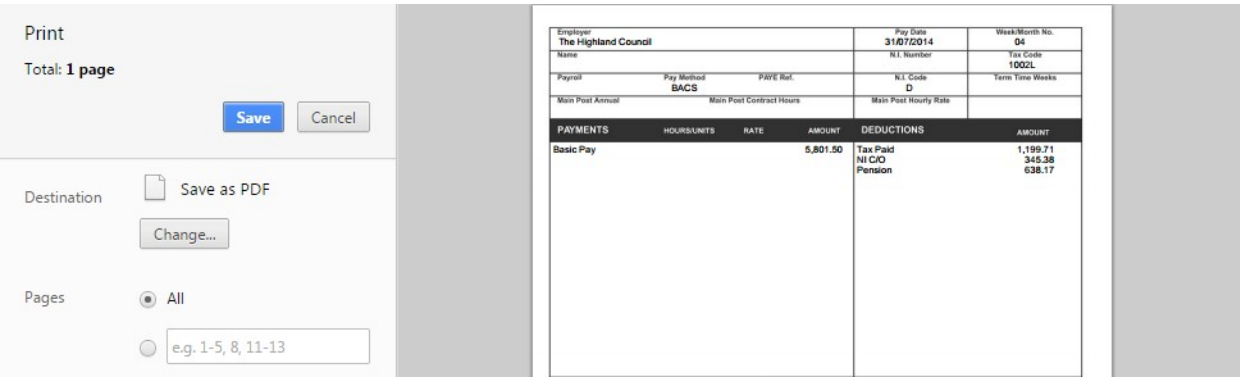
- 9.2 Click on [Change]

Destination page will appear



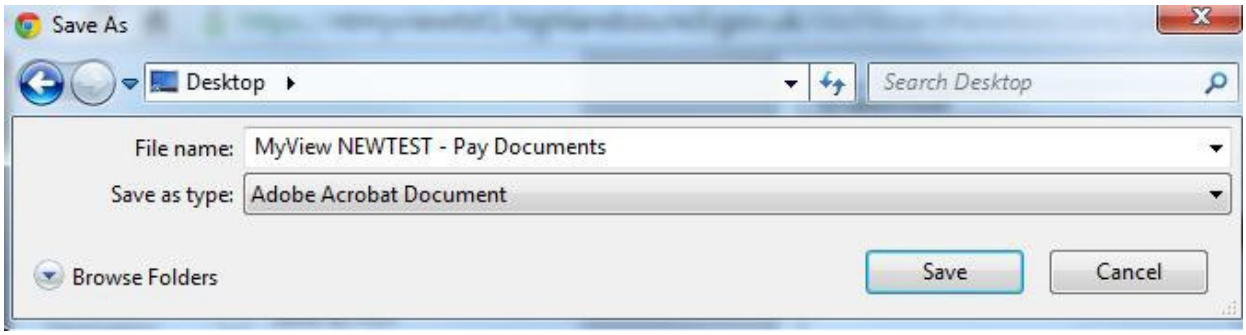
- 9.3 Select [Save as PDF]

Print Option box will appear

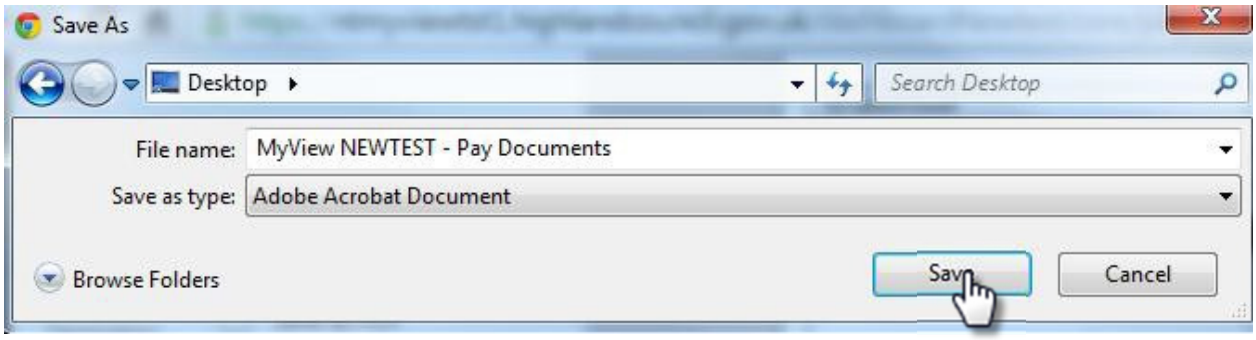


- 9.4 Click [Save]

Save As box will appear



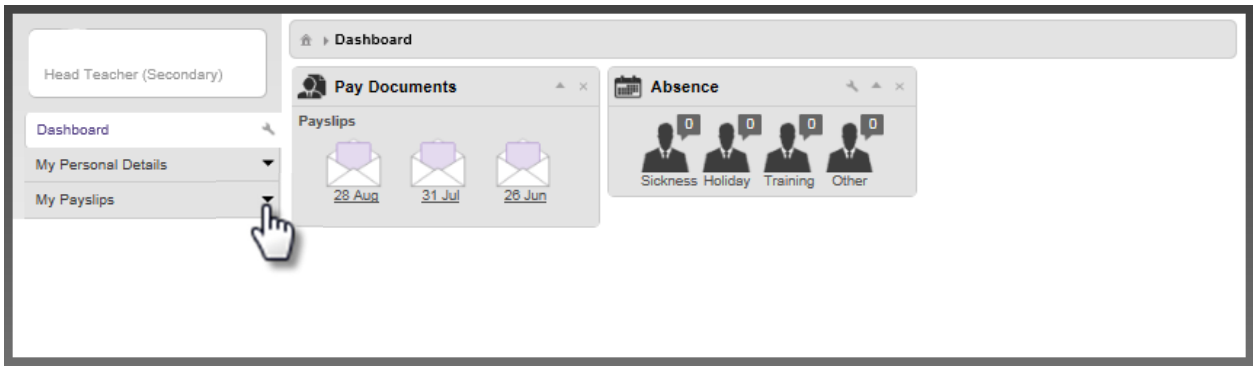
- 9.5 At [File Name], rename
- 9.6 Click [Save]



Payslip will save to location

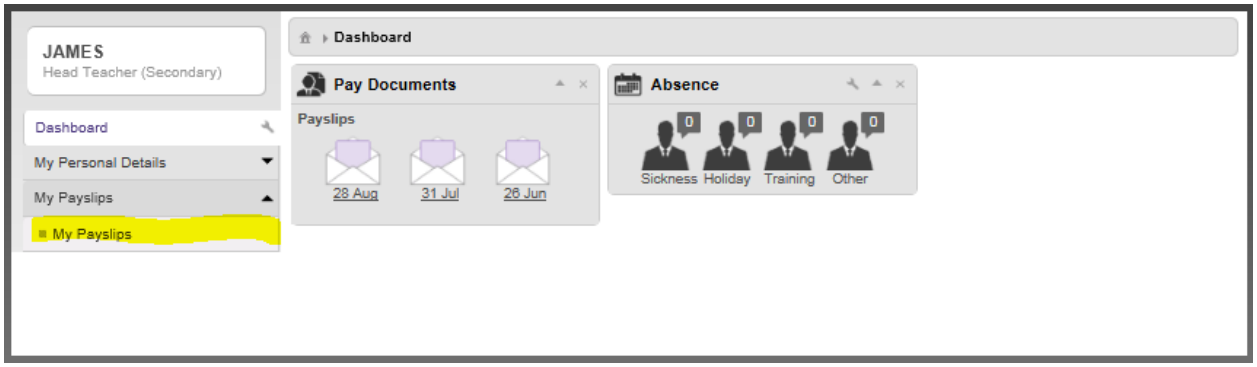
10 View Historical Payslips – using Chrome

From Dashboard Main Menu



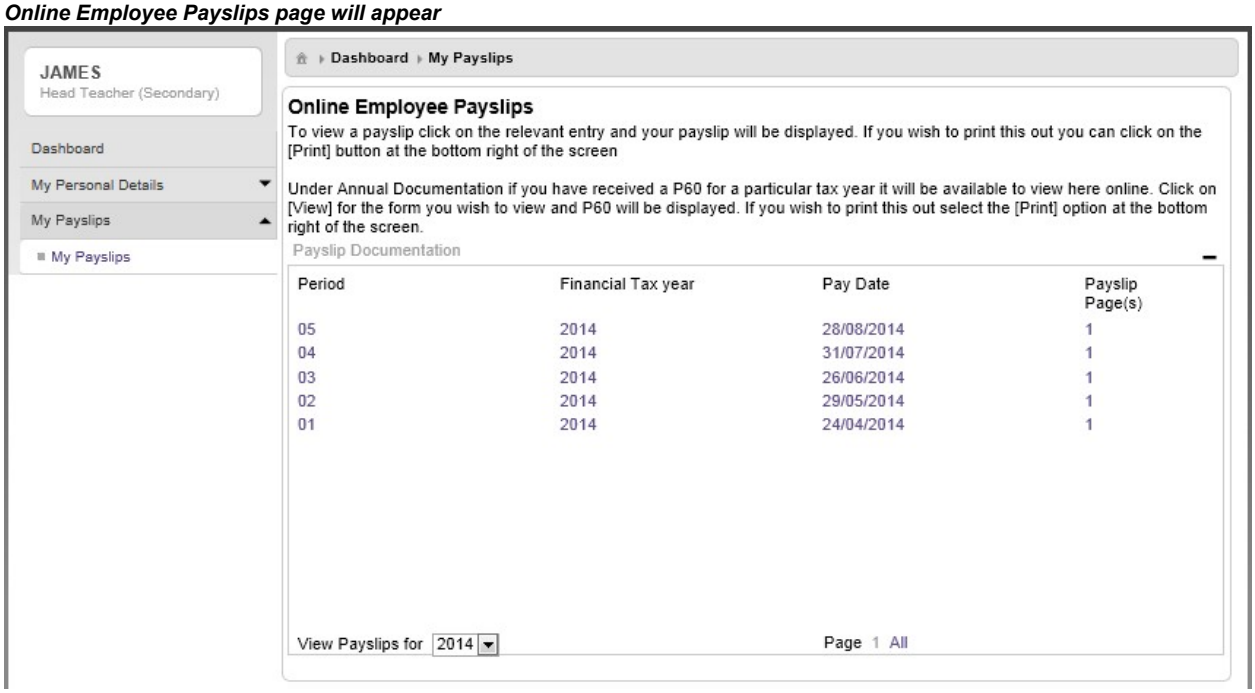
- 3.2 Click on [My Payslips]

My Pay Documents menu will appear



- 3.3 Click on [My Pay Documents]

Online Employee Payslips page will appear



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

Payslip will appear

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

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.