

MyView - User Guide

Manager MyView – Other Absence

Document: Manager MyView – Other Absence

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Change History

VERSION	STATUS	DATE	AUTHOR	SUMMARY OF CHANGES
1.1	DRAFT	23/09/15	CIP Team MG	Initial Draft
1.2	REVISED	27/07/2026	Payroll	Updated to reflect current practice

1 Introduction

The purpose of this guide is to assist with the process of recording any paid/unpaid leave for other absence such as Jury duty, Bereavement and Unauthorised leave.

MyView Navigation

MyView navigation includes the following buttons:

[Back]	will take you back to the previous screen
[Close]	will close the current window
[Sign out]	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://highland.hcm.zellis.com/myview/dashboard-ui/index.html#/landing> (if using single sign on this will take you straight into myview, if not please follow the steps below)

Welcome to MyView

A secure self-service portal providing employees and managers access to submit and view various HR and workforce related functionality. Employees should check their payslip is accurate and in line with your contract and that any claims that have been submitted have been paid correctly.

MyView App Installation Guide

Did you know you can use a mobile app to access your payslips?
The new MyView app is super easy to use, and with just a few clicks, you can quickly update your HR profile, make expense claims, check your payslips, and more.
Simply download the app from your app store (Apple or Google). Log in with your unique username and password, and even use your phone's fingerprint or face recognition for enhanced security.

Managers can approve requests and expenses while commuting or between other tasks, saving time and effort.
Zellis MyView app offers convenience, security, and accessibility on the go. Download the app now and experience the benefits for yourself.

Follow this link to view the set-up guide: [MyView App Set-up Guide](#)

Please note, the MyView App will not be available on council devices until further notice



Welcome.

Please enter your login details:

Your Payroll ID

Your Password

Log in

[Forgotten your password?](#)

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- ☐ 2.3 Enter Payroll Number
- ☐ 2.4 Enter Password
- ☐ 2.5 Click Log in

MyView – Dashboard will appear

Me My People

Dashboard

- My Personal Details
- View My Pay Documents
- My Delegation Rules
- My Expenses
- My People Authorisations
- H&S Reporting
- My Jobs Scotland
- Employee Benefits

Welcome

5 Pay Documents

Payslips

28 Jul

26 Jun

28 May

P60

2025

2024

2023

Authorisation

You have nothing to authorise

In Progress

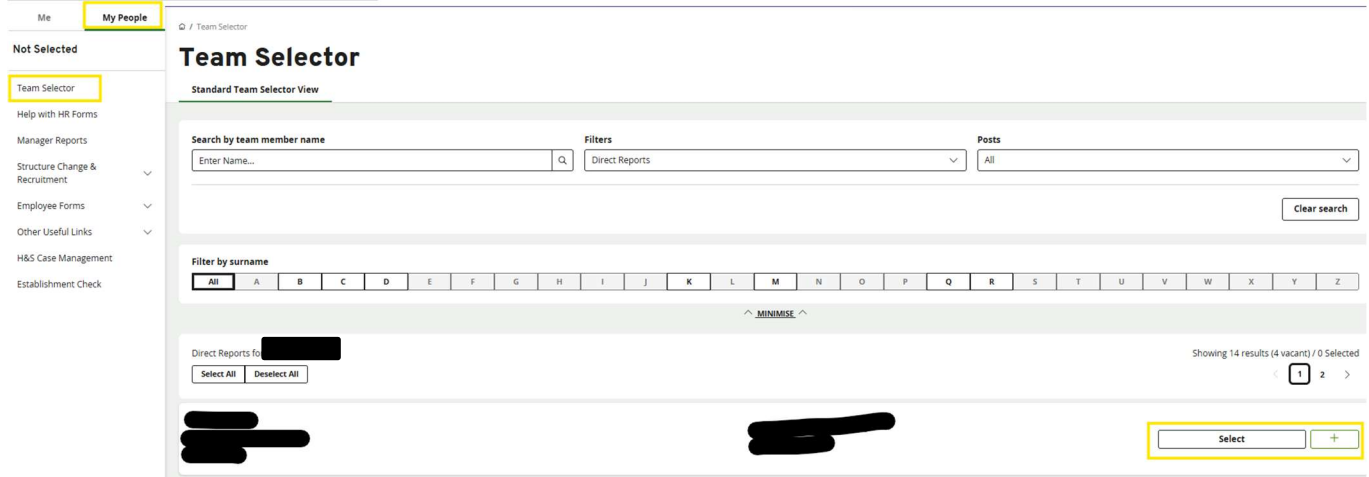
You have no forms in progress

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]

Team Selector page will appear

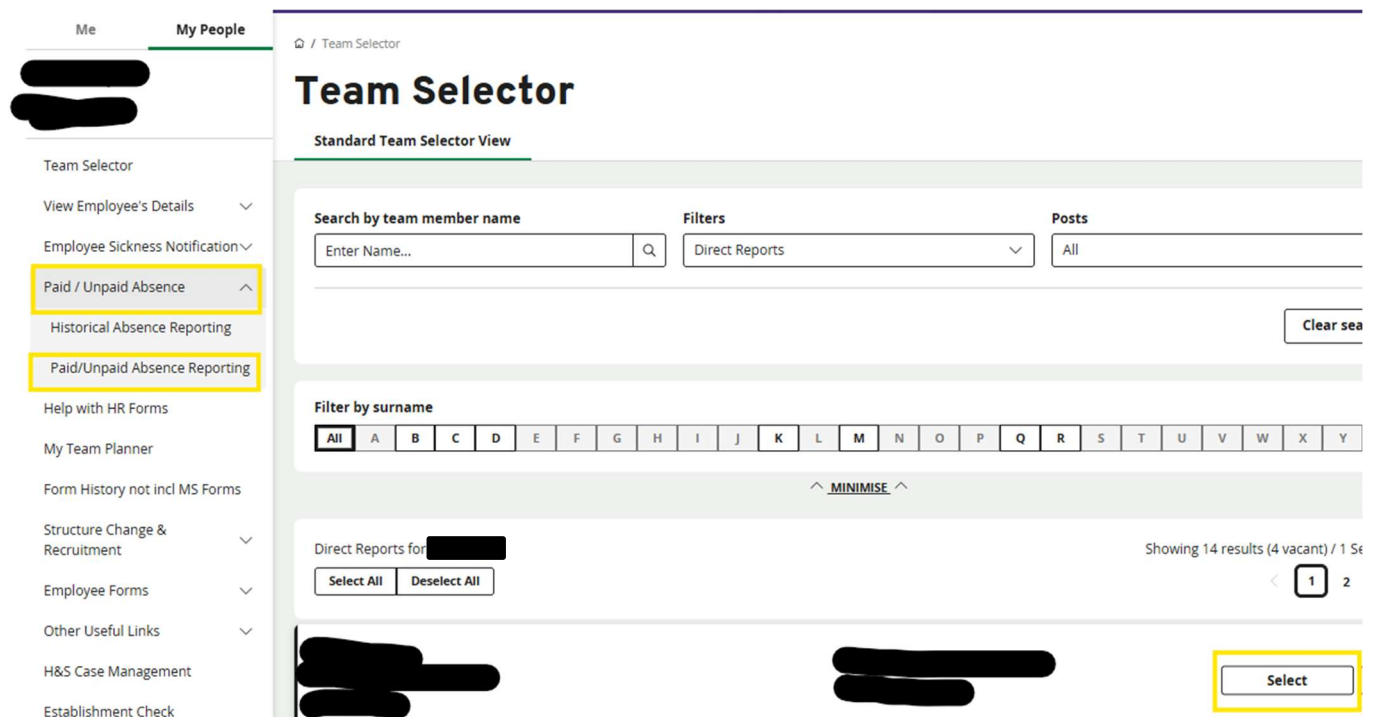


The screenshot shows the 'Team Selector' page. On the left, the 'My People' tab is active. Below it, the 'Team Selector' option is highlighted. The main content area has a search bar labeled 'Search by team member name' and a filter dropdown set to 'Direct Reports'. A 'Clear search' button is on the right. Below the search bar is a 'Filter by surname' section with a grid of letters from A to Z. A 'MINIMISE' button is also present. At the bottom, there is a 'Direct Reports for' section with 'Select All' and 'Deselect All' buttons. A list of employees is shown, and a 'Select' button is highlighted in the bottom right corner.

- 3.2 Select the absentee employee by clicking on the [Select] button Click on [Paid / Unpaid Leave]
- 3.3 Click on [Paid/Unpaid Absence]

Manager drop down menu will appear on the left of the screen and button will change colour. Paid / Unpaid Leave menu will appear

- 3.4 Click on [Paid/Unpaid Absence Reporting]



This screenshot shows the 'Team Selector' page after clicking on 'Paid / Unpaid Absence Reporting'. The left sidebar now shows a dropdown menu with 'Paid / Unpaid Absence Reporting' highlighted. The main content area remains the same, but the 'Select' button in the bottom right corner is now highlighted in yellow.

Other Absence [Basic Details] page will appear

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

Other Absence [Basic Details]

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Please enter the type of absence

Type	Absence	▼
Start Date	20/07/2026	📅
End Date	21/07/2026	📅

Next **Back**

New fields will appear on the screen

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

Enter Absence Details

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Please enter the details for this absence

Type	Absence
Start Date	20/07/2026
Start Time	08:00
End Date	21/07/2026
End Time	18:00
Absence Type	Unpaid
Reason	Unauthorised Unpaid Leave
Additional Details	

Submit

Save

Back

Confirmation Message will appear

[Home](#) / [Team Selector](#) / Paid/Unpaid Absence Reporting



Confirmation Message !

Your Absence notification number 0000190729 has been submitted

Please select a navigation item in the Dashboard.

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

Check My Team Planner to see absence has been recorded

Standard Team Selector View

Establishment Check

Select

Planner

▲	▲	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	
2026	April																								
	May																								
	June																								
	July																								
	August																								
	September																								
	October																								
	November																								
December																									
2027	January																								
	February																								
	March																								
▼	▼	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	
☒	☐	Absence																							
☒	☐	Sickness																							

Select

Select

8

Me
My People

Not Selected

Team Selector
Help with HR Forms
Manager Reports
Structure Change & Recruitment
Employee Forms
Other Useful Links
H&S Case Management
Establishment Check

/ Team Selector

Team Selector

Standard Team Selector View

Search by team member name

Enter Name...

Filter by surname

All
A
B
C
D
E
F
G

Logging Out

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.

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



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.