



The MyView Dashboard Employee View

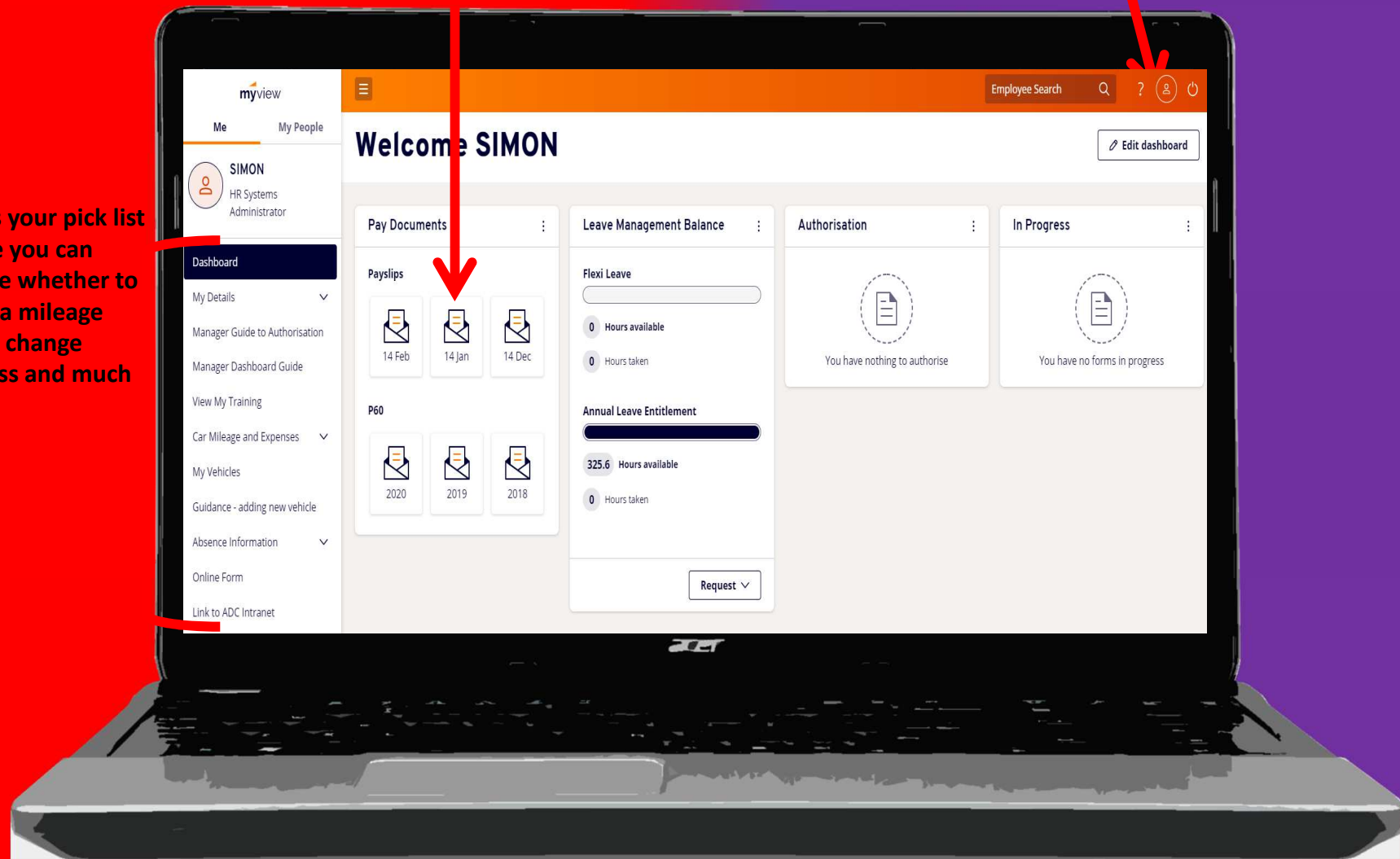


What the dashboard should look like...

This is a your pay document widget.
Click onto an envelope to access your payslip.

This is where you can change your password or change your security questions

This is your pick list where you can choose whether to make a mileage claim, change address and much more.



Payslip Information

This is how your payslip will be formatted on the system

DATE	14/07/2015	PAYROLL REF		NAME		WEEK/MONTH NO	04	
EMPLOYER MAINGFIELD DISTRICT COUNCIL (Monthly)						DEPARTMENT 		
PAY METHOD		TAX CODE		NI NUMBER		NI CODE		
BACS						D		
PAYMENTS				DEDUCTIONS				
BASIC PAY				1,687.75	TAX PAID			315.60
					NAT INS D			105.06
					LGPS 0.5%			109.70
TOTAL PAYMENTS				1,687.75	TOTAL DEDUCTIONS			530.36
BANK		SORT CODE		ACCOUNT No.		CUMULATIVES		
BUILDING SOCIETY ROLL No.						Total Gross		1,687.75
MESSAGE						Taxable Gross		1,578.05
Free test voucher for a full £15 on						Tax Paid		315.60
						Employees NI		105.06
						Employers NI		
						Pens'able Gross		
						Ees Pension		
						Ees Pension		2
NET PAYMENT						1,157.14		

Pay Documents

Payslips



P60

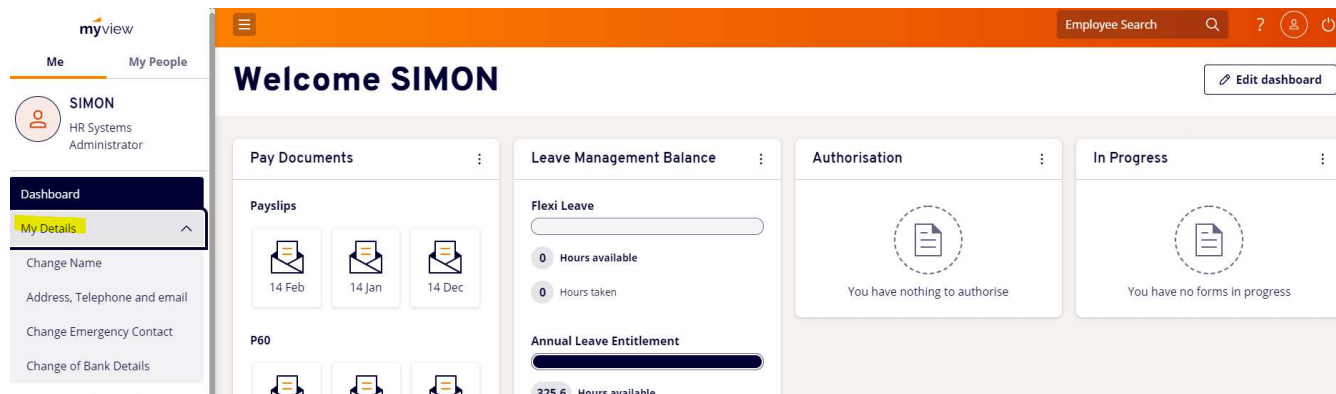


To access a payslip, click one of the presented payslips

To access a P60, click one of the presented P60's

To print of the payslip, click [Print](#) at the bottom of your screen

Making Changes to all details



MyView gives you both access to, and the ability to change personal details. However If you see the message shown below you will be unable to make changes at this time due to payroll doing process checks.

Change of Name/Title (JOSHUA PECK, EP0455)

In this area you can submit a change of name or title. **The changes will not be authorised until HR receive the required documentation in the form of deed poll certificate, marriage certificate, or decree nisi on divorce.**

HR will notify you by email as soon as this is received and accepted

Please be advised if you see the following details:

Warning

Employee is being paid for the current pay period.

Your pay is being calculated and you will **NOT** be able make permanent changes to your records. Please try again at a later date.

Personal

Complete

Changing your name

To access “change name”, click “My Details” and then “Change Name”.

Personal

Complete

To change your name, what you need to do is delete out the information what you want to change and then enter in the new information and then click “Submit”.

Personal Detail

Help

* Title	<div>Mr</div>
* First Forename	<div>TERRY</div>
Other Forenames	<div></div>
* Surname	<div>VISION</div>
* Legal Gender	<div>Male</div>
* Date of Birth	<div>01/01/2000</div>
Nat. Ins. No.	<div>PC783548A</div>

Previous

Next

Submit

Changing Address, Telephone, Email

Contact Detail

[Contact Details - Home](#)

This is exactly like changing your name, just delete the old information, type in the new and then click “submit”

Address

708 Meridian Avenue

South Pasadena

California

Post Code

TE13 VIS

Phone Number

09999 999999

Personal Mobile Phone
Number

Work Email Address

jpeck@mansfield.gov.uk

Home Email Address

Terivision@Teletalk.tv.net

Email Address to use for
notifications

☐ Work ☒ Home

[Previous](#)

myview.mansfield.gov.uk says:

Please confirm you want to submit these details for processing.

OK

Cancel

[Next](#)

[Submit](#)

How to know when your submission has successfully gone through

[Change my contact details \(TERRY VISION, 012345\)](#)

In this area you can make changes to your address. Any changes will take immediate effect to your personal records.

Please be advised if you see the following details:

Warning

Employee is being paid for the current pay period.

Your pay is being calculated and you will **NOT** be able to make any permanent changes. Please try again at a later date.

Please use line 1 for the House number/Street Name, and enter Town and County details separately, as currently displayed.



Submitting Form
Please wait...

When you have clicked submit, you will get the “Submitting form – Please wait” icon. If it then says “Thank you for your submission, that means it has gone through to HR.



Thank you for your submission.

Close

Emergency Contacts

Emergency Complete

Emergency Contact

Relation
Partner

Title
Miss

Forename
Ellie

Surname
Veytor

Help

Add Contact

Previous Cancel

Next
Submit

* Relation	<input type="text" value="Partner"/>
Title	<input type="text" value="Miss"/>
Forename	<input type="text" value="Ellie"/>
Surname	<input type="text" value="Veytor"/>
Relationship to Employee	<input type="text" value="Partner"/>
Home Telephone Number	<input type="text" value="01234 543210"/>
Mobile Telephone Number	<input type="text" value="54321 01234"/>
Work Telephone Number	<input type="text" value="02143 420315"/>
Address	
<input type="text" value="12 Lift Rise"/>	
<input type="text" value="Uptown"/>	
<input type="text" value="Risingshire"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Post Code	<input type="text" value="UP12 DOW"/>

Cancel Add Contact

Save Contact

Again, click on “My Details” and then “Change Emergency Contact”.

Firstly click on “Add Contact” and then add in all the details of your emergency contact, once you have done this, click “Save contact”.

To add more contacts, repeat the process.

Changing Bank Details

Bank — Complete

Bank Details

Help

Bank Type ☒ Bank Account ☐ Building Society Account ☐ Account Details not available

Sort Code

Bank Name

Branch

Account Number

New Account Number

Confirm New Account Number

Account Name

Previous

Next

Submit

To access “Change of Bank Details”, all you need to do is click “My Details” then “Change of Bank Details”, once you have done this you can change the details if you have changed bank or have a new sort code/account number.

My Training/Absence

Record of Training/Absence History [You have 0 training requests]

[Learning Together](#)

You current training requests are not visible on this site.

WARNING - Full Training Records are not yet available - Under Development.

You can view your current learning plan on the Learning Together system which can be accessed via the Learning Together icon.

This area currently allows you to see your absence dates which are highlighted on the calendar below

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To access your training/ absence, click on “View My Training” and then you will be able to view any training you have or had.