

A Guide to MyView for Employees

Human Resources July 2017

Contents

Logging In and Out of MyView	3
Home Screen/Dashboard	4
My Personal Details	5
My Pay Documents	6
My Forms	6
My Submissions	7
My Useful Links	7
Further Support	7

Logging In and Out of MyView

To access MyView please use the following link: <u>https://myview.lse.ac.uk</u>

You will need to use your LSE Username and Password

Sign I	[n	
LSE User	rname	
4		
LSE Pass	sword	
•		
	Sign In 🗸	

When logging in for the first time you will be prompted to create a memorable word as an additional security measure for the system.

	Security questions
F C a F	Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.
	Memorable Word
	Verify 🗸

Each subsequent login will ask for the same details.

When you are ready to log out please ensure you select the Sign Out button to prevent other users from accessing your details

🖒 Sign Out

Home Screen/Dashboard

The first screen displayed when you log-in to MyView is known as the Dashboard.

From the Dashboard, you can view the following information:

Navigation Menu



Widgets

Pay Documents	~ ×	📰 In Progress	^	×
No pay documents available		You have no forms in progress		

Search function which allows you to search current members of staff



Account

By selecting Account you can see details about your current post at LSE



At any given time you can select Dashboard or select the Home icon to take you back to the main homepage



My Personal Details

You can view details that LSE hold on your by selecting My Personal Details and the relevant menu item that you wish to view and in some cases, amend.

My Personal Details	^
Change My Details	
View My Bank Details	
Change My Next of Kin	
Change My Contact Details	
Equal Opportunities Form	
Change My Emergency Contacts	

Where information requires updating you will be able to use the Edit button to edit the items that are unlocked.

edit these details

When you have made the amendment please select Submit if you wish for the data to be amended in the core HR/Payroll system.

You can save the form and come back to it later. This information will be stored in your In Progress Widget

We have taken the decision to restrict some data to ensure that we can receive appropriate documentation or that require authorisation before any data amendments take place.

Amendments to boxes that are not able to be edited can be requested using the Change of Details Request form which can be found under My Forms.

For a list of items that are not editable and the reasons please visit the FAQs.

My Pay Documents

Payslips will be available to view in the Pay Documents widget on your main Dashboard or can be found under My Pay Documents s on the left-hand menu.

More information to follow.

My Forms

My Forms contains any system form that can be submitted to request changes to data currently held that is restricted. Only the relevant fields need to be populated.

Change of Details Request allows you to inform HR of any amendments. An appropriate member of HR will contact you to follow up.

Personal Detail Changes				
My Title is incorrect				^
				~
My Surname is incorrect				^
				~
Equal Opportunities				
Please select the most suitable category from t	ne drop downs below.			
Nationality	Select	×		
Person Disbaility 1	Select V			
Person Disability 2	Select V			
Employee Post Details				
My Post Title is incorrect:				\$
Who is your Line Manager?				\$
		Print Completed	Save	Submit

Change of Bank Details allows you to notify Payroll that you wish to change your bank details. Payroll will contact you upon receipt of your form to confirm that you are indeed the individual requesting the change before the system is updated. Please ensure you are aware of the pay deadlines when requesting a change.

You will be able to view any eForms that you have previously saved in My Saved eForms.

My Submissions

Any amendments made directly via editing in your Personal Details or request for change via eForms will be stored here detailing the date and the status of the change.

My Useful Links

A variety of links have been provided to assist employees with areas such as HMRC, Immigration & Compliance and useful LSE web pages.

Further Support

If you wish to contact a member of the team please contact <u>hr.myview@lse.ac.uk</u> who can assist you with guidance.

A series of training sessions are being provided for ESS, bookings can be made via the LSE training booking system which can be found <u>here</u>