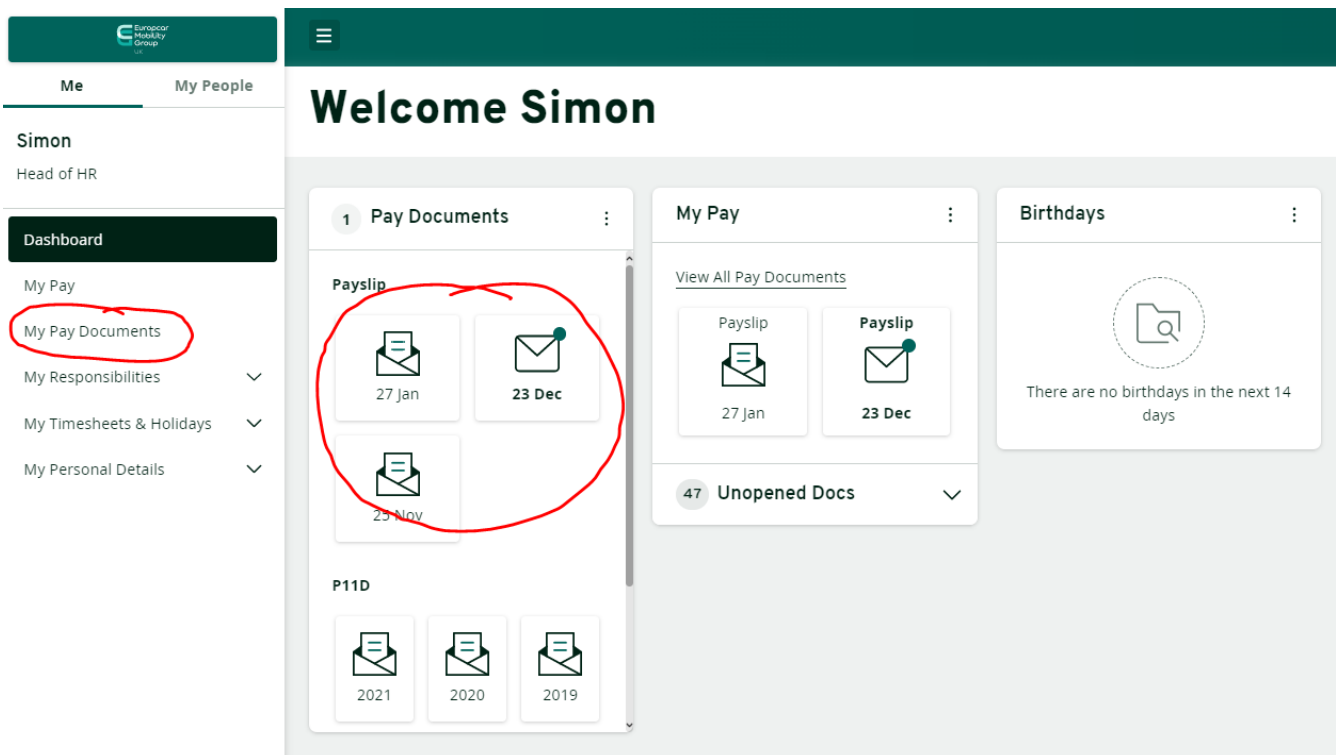


MyView is our HR portal, through which you are able to access your Payslips as well as view and amend your personal details. This guidance document will cover the following areas;

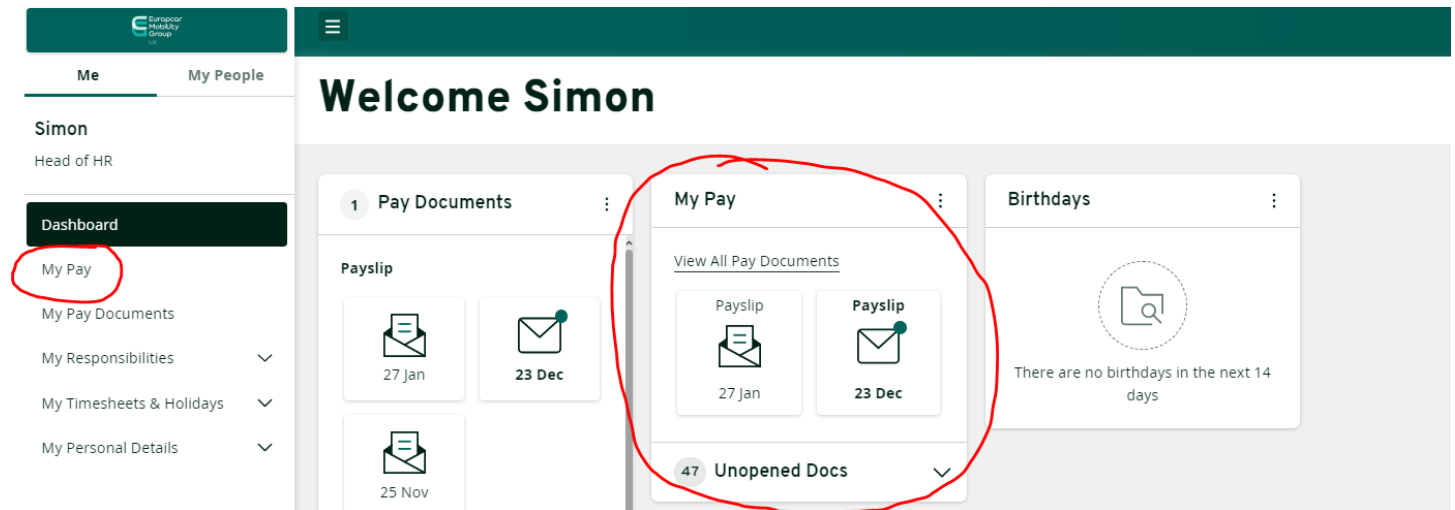
- Accessing your Payslips
- Viewing and updating personal information
- Viewing your Timesheet

Your Pay

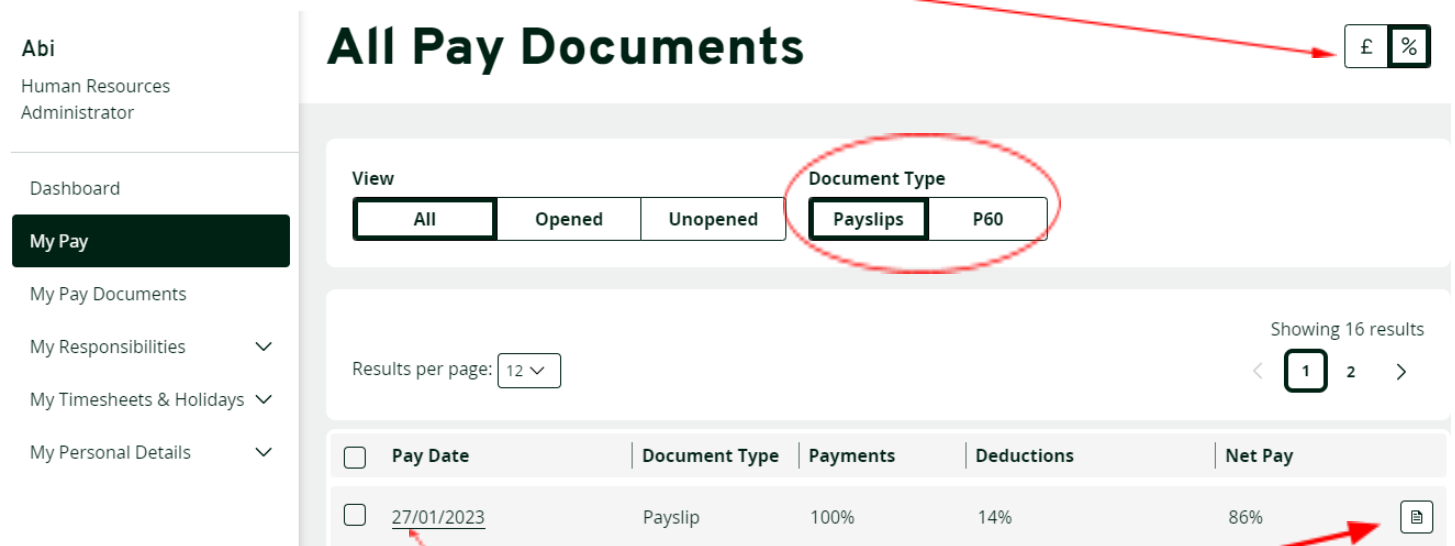
To view your payslips, you can select the My Pay Documents option from the main menu or the Pay Documents widget on the dashboard, and select the appropriate payslip. These payslips will be available one working day before payday each month. Payslips can be viewed, downloaded and printed as PDF and retained for your personal reference should you wish.



You can alternatively view information about your pay through the My Pay module



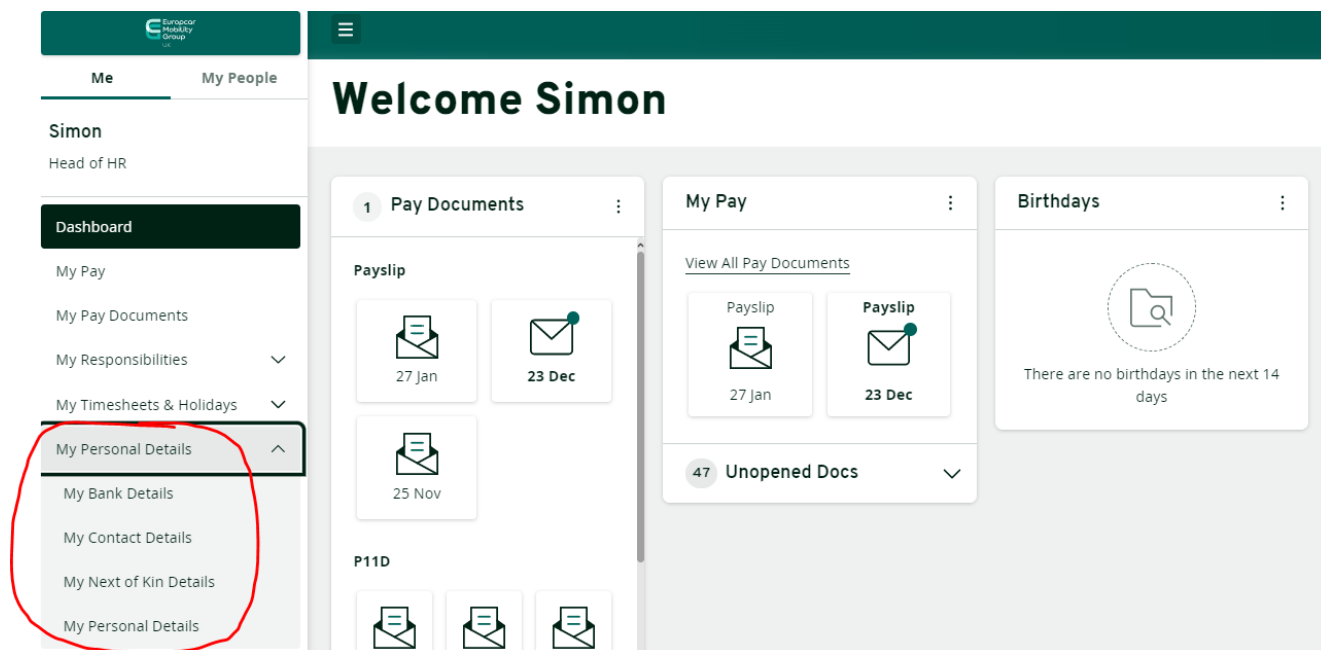
The My Pay module allows you to view your total pay and the associated payments and deductions for each period. Figures are shown by default as percentages on this screen for security reasons but this can be changed to actual values using the toggle to display '£' in the top right.



Select a **payslip** by clicking on the 'Pay Date' or download a pdf version by clicking here.

Your Personal Details

You are able to view your personal information via the Personal Details Forms. Within each form you are able to view and “Edit” your details should these change (you move house or change bank account)



Your Timesheet

You can view your Timesheet using the Calendar View option under My Timesheet & Holiday. This displays the period of six months either side of the current date and allows you to monitor your timesheet as it is completed by your manager. You can view entries such as overtime, Out of Hours and Sickness. The detail for each entry can be seen by hovering over the relevant cell.

