

Bulletin – MyView Improvements

We are always looking at ways to make positive changes to MyView and we are constantly reviewing our processes to make sure they are as streamlined and the best they can be. We have also listened to feedback and have been able to make a number of significant improvements to MyView which we would like to share with you.

Logging into MyView

Following feedback from users of My View we have changed how you log in and have made the process simpler by removing the need to answer set questions. You will only be asked for your employee number and password, you are no longer required to answer one of your random set questions. This is possible as we have introduced a new password length, it now has to be at least 12 characters long and contain at least one of the following; an upper case and lower case letter, a number and a special character. These changes will take effect the next time you are asked to reset your password, the current arrangement will remain in place until then unless you choose the reset option.

Just a reminder - if you have 3 failed attempts at logging in your account will be locked or suspended and clicking on the 'forgotten password' link will not work so you will need to log a call with ICT to have your account un-locked. A tip is to reset your password after 2 failed attempts therefore avoiding any delays in accessing the system.

More schools are taking advantage of online access to MyView and are making this available to school employees so they can access online payslips and see absences that have been recorded on their records. If you would like your school to benefit from this access please speak to Dave Chantry or Sally Floyd who will talk through what is required and what access they will have.

New look payslips

We have introduced a new look payslip which is available to all staff on the MyView system, the payslip still contains the same information as the old version but has a cleaner look and is easier to download as a PDF file. For the moment, those who still receive a hard copy payslip will see no change to the layout.

F.A.Q's page


We have introduced a new F.A.Q page on MyView dashboard where you can access answers to the most common questions Payroll and HR receive, the F.A.Q page is split into sections which are easy to navigate and contains a useful link button for staff to directly access internal and external pages.

Casual Posts – Schools only

Some casuals are set up in a generic post so regardless of where they work, they claim against the same post. With effect from 1st September 2020 all casuals have now been set up in a post number which is specific to your school. This means you will be able to access their details in MyView and they will also appear on your staffing reports. When you are claiming hours for any casual workers please make sure you state the correct post number on the timesheet which you can find on your Establishment List.

Please run an establishment list and check that all casuals that you use on a regular basis are set up and email your HR Contracts Officer if anyone is missing.

Guides

Over the coming days there will be guides available within each of the different areas and these can be accessed by clicking on the link () which is displayed in the top right hand corner of each page. You will also be able to access all the guides in one place and download if required.

Reporting – Schools only

You are now able to run your own Schools Single Central Record report. Please note this report only includes your contracted employees and casual workers. Volunteers or agency workers will not be included so you will be required to add these manually.

Recording Absences

We have improved the absence screens and the process is now easier to follow when entering sickness, holiday, paid or unpaid leave. As you will see the calendar view now displays a full year, rather than a select number of weeks and the option to 'request new' leave is clearer.

You are also able to view a full list of absences and here you will find the option to view, edit or delete if required. If you need to amend or delete a sickness record then you must let the payroll team know and they will make the adjustments for you.

Online Forms - Reminder

We introduced a number of HR forms in MyView towards the end of June 2020. This allows you to submit any contract requests or leaver notifications to Employment Services with the facility to attach the required supporting documentation. These forms capture all the information required for HR Contract Officers to process your change so hopefully will prevent any delays.

When completing the on-line forms can you please use hours and decimals and not hours and minutes as this will create an incorrect Salary. Please also ensure that all information and documents provided are correct, particularly the start date and working patterns. It is important to avoid the need for subsequent amendments as this creates additional work and causes delays. **There is a legislative requiring for you to provide employees with a contract on or before the effective date and the Contracts Team require sufficient time to create the contract for you.**

You are able to view any submitted forms in the 'History' menu on the Dashboard. Please note when these forms show as authorised it means they have been received but not necessarily actioned.

We have also added 2 more new forms which both managers and employees can complete. The new forms are: - Employment Break and Flexible Working Request with more to follow shortly. The following forms have been available for some time – Annual Leave Carry Over, Annual Leave Purchase, Maternity and Adoption Leave Forms.

New Delegation and Responsibilities screen

The delegation and responsibilities screens have changed and improvements made to make the set up and maintenance easier to follow. Regardless of whether you are an employee or manager you will find this new screen under the 'ME' tab.

Holiday Entitlements for employees on Fixed Term Contracts

Employees who are on fixed term contracts have been receiving an annual leave entitlement for the whole year, however this has now changed and their entitlement will be pro-rated and calculated up to the end of their contract review date. Employee's entitlement will be adjusted accordingly.

If you intend to extend or the contract becomes permanent then make sure you let your HR Contracts Officer know as soon as possible as it could restrict employees requesting annual leave past their existing review date.