

# Integrated HR/Payroll System Project

## ResourceLink User Guide

### Employee MyView – Changing My Contact Details

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**Document:** Employee MyView – Changing My Contact Details

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**Author:**

# 1 Employee MyView – Changing My Contact Details

## Document Control

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### 1.2 Change History

VERSION	STATUS	DATE	AUTHOR	SUMMARY OF CHANGES
1.1	DRAFT	20/11/14		Initial Draft
1.2	DRAFT	12/01/15		Updated screens
1.3	FINAL	30/01/15		Updated Screens

### 1.3 Document Approval

**Document Issued By:**

Name:  
Position:  
Company:

**Document Approved By:**

Name: Project Manager  
Position:  
Company:  
Date:  
Version:

## 1.4 Introduction

Welcome to the Highland Council's Self-Service Portal. A standalone portal has been created for Highland Council employees to review their (historical) payslips online. There is also an opportunity for a Highland Council employee to review and change details to the following:

- Contact Details
- Personal Details
- Bank Details
- Emergency Contact Details
- Equal Opportunities Details
- Doctors Details

Additional modules such as web expenses and holiday requests will be introduced over the next few months

## 1.5 Purpose of Document

This document is to be used as a User Guide for this process in MyView Self Service

## 1.6 Assumptions

The following assumptions are made and are considered essential.

- The Operator is an employee of the Highland Council.
- The Operator has a Highland Council email address.
- The Operator has received an introductory email with a link to the self-service portal.

## 1.7 User Guide overview

- Logging into MyView
- Viewing My Contact Details
- Amending My Contact Details

## 1.8 MyView Navigation

MyView navigation includes the following buttons:

[Back]	will take you back to the previous screen
[Close]	will close the current window
[home]	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

## 1.9 Help & Support

### Miscellaneous Error Messages

#### You may get an error message advising

“STOP” “MyView : Session Ended – Your request cannot processed at this time”.

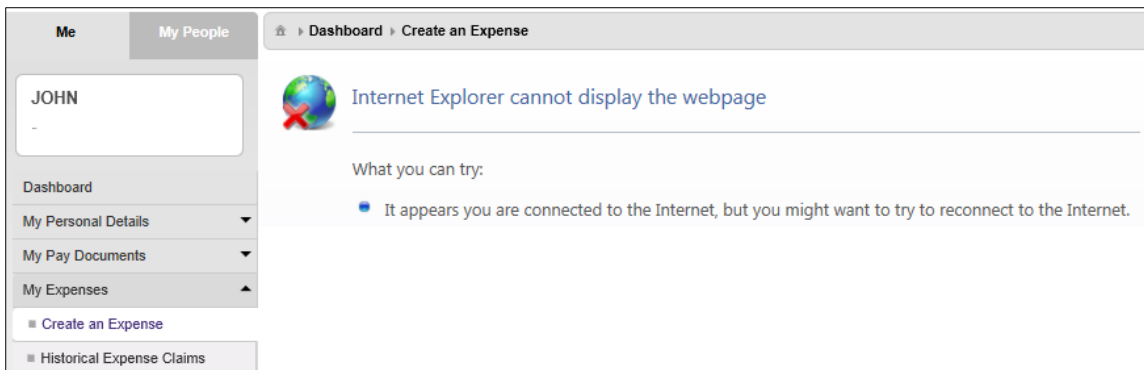
Click on the [**Return to home page**] button on the bottom right hand side of the screen to log back into your MyView session.



Please report this error to your Self-Service SUPER USER advising what task you were trying to perform during your MyView session.

### Page not displaying

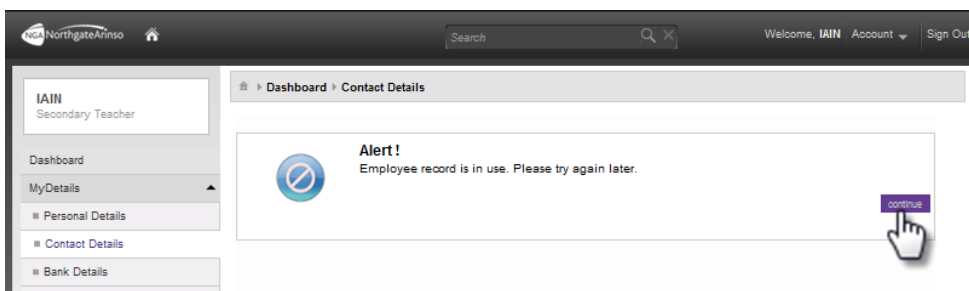
If you click on a module and you get the following message



Please report this error to your Self-Service SUPER USER advising what task you were trying to perform during your MyView session. They will contact FSAT for an update.

### Alerts

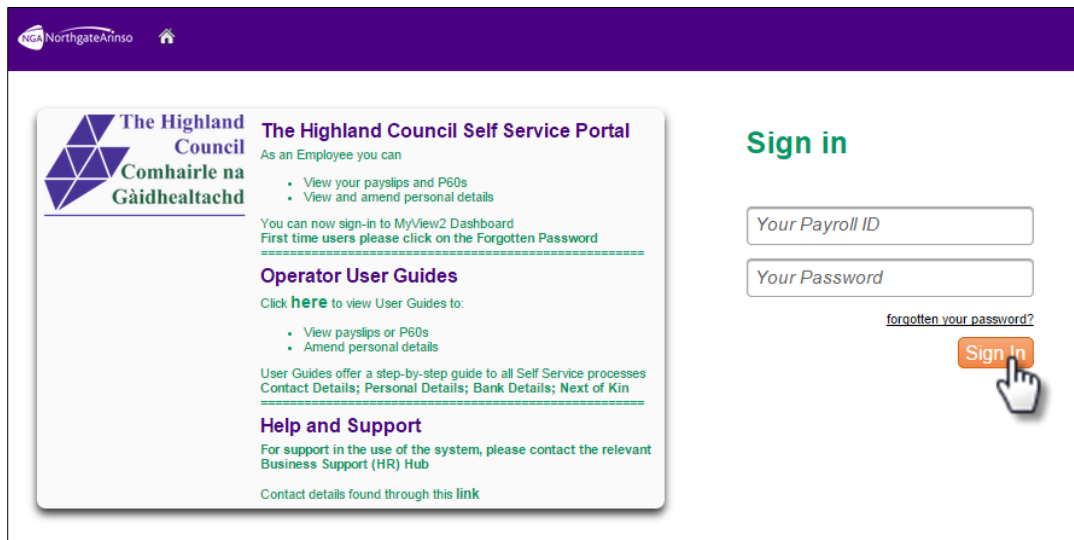
Please be advised that the following message is only an Alert – we ask that you have some patience and try again later to amend your existing details



## 2 Logging into MyView

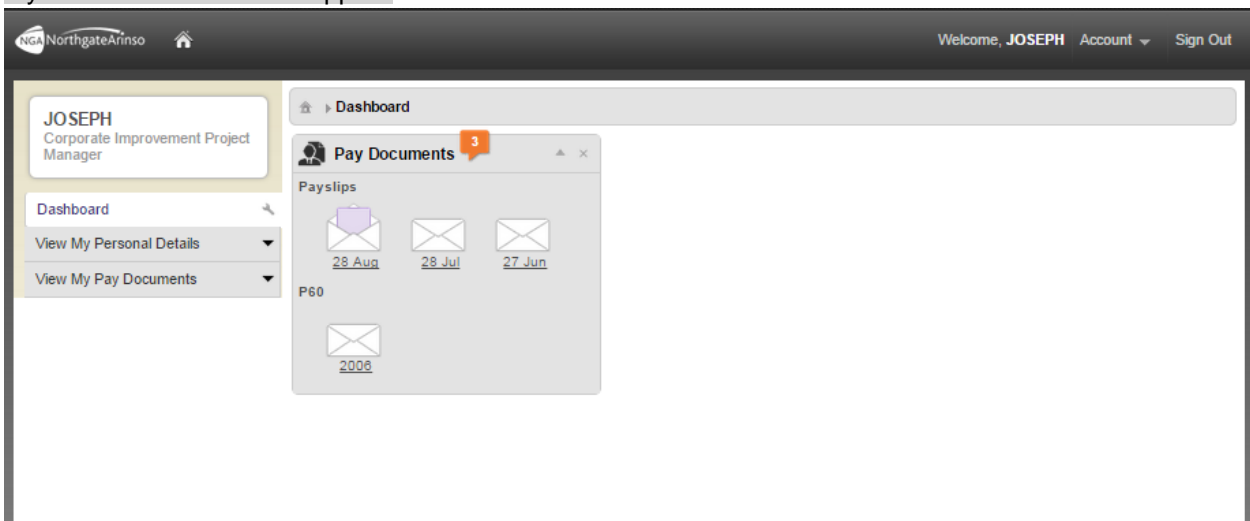
This first step is to show how you log into MyView

- 2.1 Open Internet Browser
- 2.2 Enter - <https://myview.highland.gov.uk/dashboard/>



- 2.3 At [Your Password ID], enter Payroll Number
- 2.4 At [Your Password], enter Password
- 2.5 Click on [Sign In]

MyView – Dashboard will appear

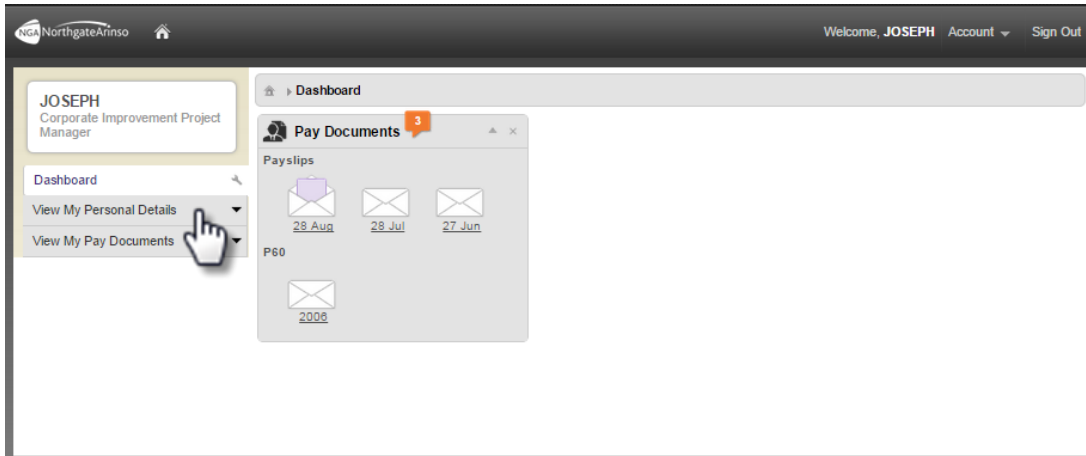


## 3 Changing My Contact Details

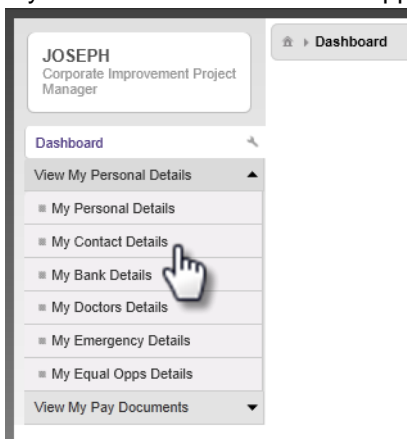
This module enables employees to amend their home address and contact details

From Dashboard Main Menu

- 3.1. At [View My Personal Details], manoeuvre mouse and click on bar



My Personal Details menu will appear



- 3.2 Click on [My Contact Details]

My Contact Details page will appear

**Contact Details**

To change your Contact Details, please ensure that your home address details are changed as follows in this format

**\*\*Please note that the address should not be all in capital letters and should not include any punctuation\*\***

Address  
 Address Line 1: Glenurquhart Road (mandatory field)  
 Address Line 2: Inverness (mandatory field)  
 Address Line 3: (optional field)  
 Address Line 4: (optional field)  
 Postcode: IV3 5NX (mandatory field)

To amend details, please action as follows:

1. Click on [edit these details]
2. Amend details
3. At [Change Reason], enter reason for change of details
4. Click [Save] to go back later or [Submit] to submit changes to details
5. Message from webpage will appear, click [OK] to submit
6. Confirmation Message will appear

[edit these details](#)

Home Address

It is very important to ensure that your new home address should not be entered all in capital letters and does not include any punctuation. So please follow the instructions on the screen.

- 3.3 Click on [edit these details]

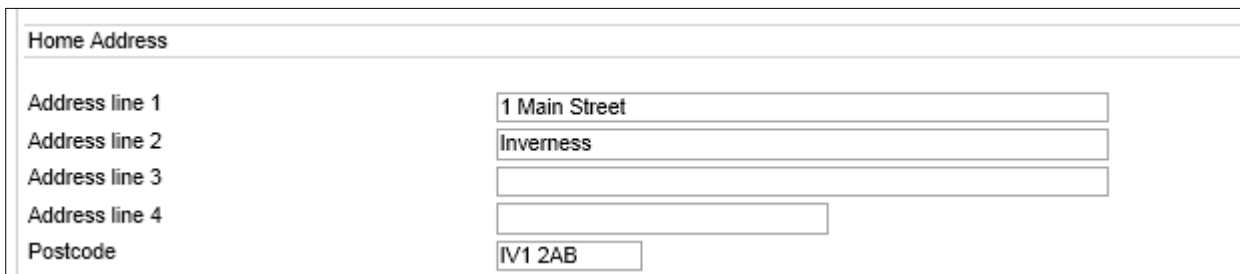
The edit box changes from [edit these details] to [back to view only mode]



Home Address

back to view only mode

- 3.4 At [**Address Line 1**], enter first line of the address (as per instructions, ensure that this line is not in full capitals and without punctuation) - please note that this line is mandatory
- 3.5 At [**Address Line 2**], enter the second line of the address (as per instructions, ensure that this line is not in full capitals and without punctuation) - please note that this line is mandatory
- 3.6 At [**Address Line 3**], enter third line of the address (as per instructions, ensure that this line is not in full capitals and without punctuation) - please note that this line is **NOT** mandatory
- 3.7 At [**Address Line 4**], enter the fourth line of the address (as per instructions, ensure that this line is not in full capitals and without punctuation) - please note that this line is **NOT** mandatory
- 3.8 At [Postcode], enter new postcode (as per instructions, ensure that Postcode is in the proper format and with proper spaces) – please note that this line is mandatory



Home Address

Address line 1: 1 Main Street

Address line 2: Inverness

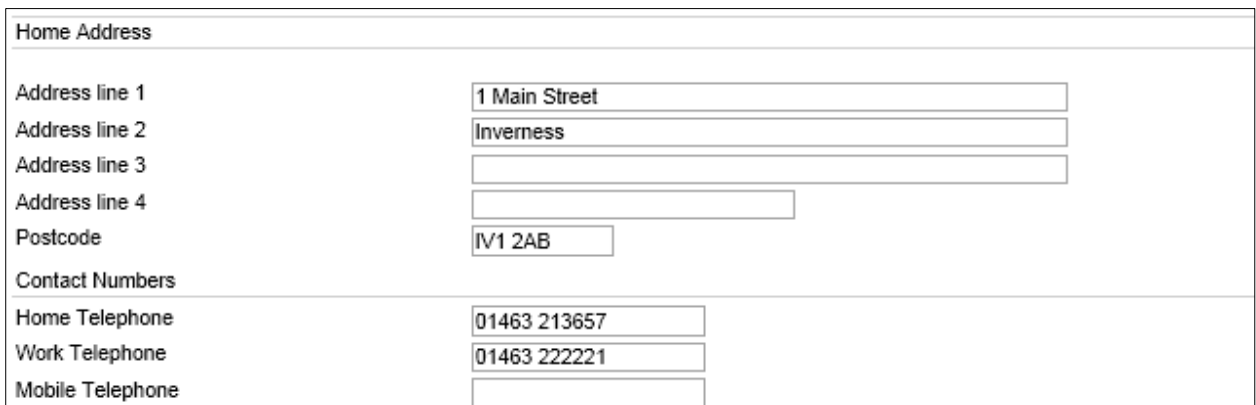
Address line 3:

Address line 4:

Postcode: IV1 2AB

- 3.9 At [Home Telephone], enter number (as per instructions, ensure that this line is in number format only) - please note that this line is **NOT** mandatory
- 3.10 At [Work Telephone], enter number (as per instructions, ensure that this line is in number format only) - please note that this line is **NOT** mandatory
- 3.11 At [Mobile Telephone], enter number (as per instructions, ensure that this line is in number format only) - please note that this line is **NOT** mandatory

**\*\*Please note that an employee is unable to amend their email address\*\***



Home Address

Address line 1: 1 Main Street

Address line 2: Inverness

Address line 3:

Address line 4:

Postcode: IV1 2AB

Contact Numbers

Home Telephone: 01463 213657

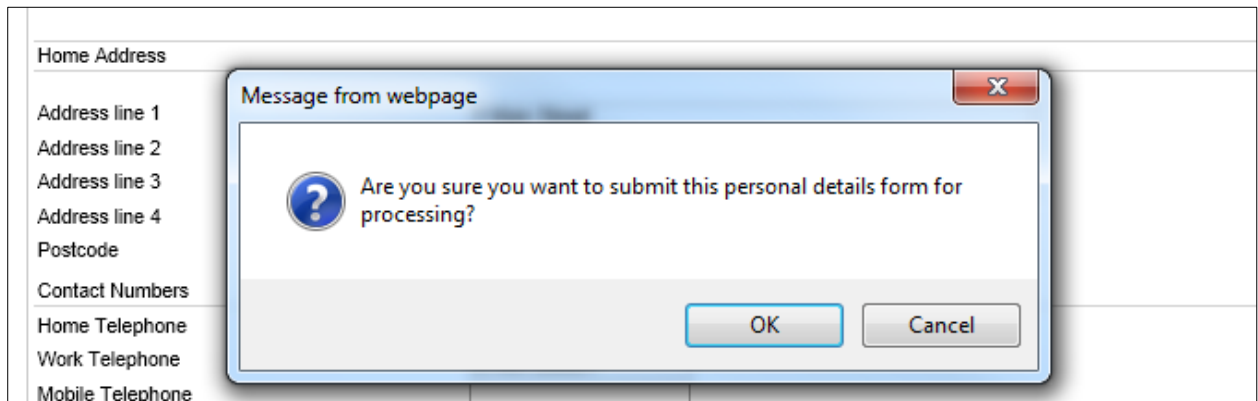
Work Telephone: 01463 222221

Mobile Telephone:

- 3.12 At Change Reason], enter reason for change to details.
- 3.13 Click [Save to go back later or [Submit] to submit changes to details



Message from Webpage will appear



Home Address

Address line 1

Address line 2

Address line 3

Address line 4

Postcode

Contact Numbers

Home Telephone

Work Telephone

Mobile Telephone


**Message from webpage**


Are you sure you want to submit this personal details form for processing?

OK Cancel

➤ 3.14 Click [Ok]

Confirmation message page will appear



 **Confirmation Message !**  
Your form number 0000002718 has been submitted

Confirmation

You have successfully made a change to your contact details.  
Regards  
HR System Portal

continue

➤ 3.15 Click [Continue]

Personal Details summary page will appear

**Personal Details [ You have 4 forms ]**

The list of forms below allow the following changes to be made:

- Personal Details - this will allow you to view your name, date of birth and NI number etc as defined on ResourceLink. If your name changes please send the appropriate certificate to HR for verification. You can change your "Known As" name if you wish
- Contact Details - this will allow you to update your home address, phone numbers and email address etc
- Bank - This will allow you to update ResourceLink with your new bank/building society details
- Doctor - This will allow you to update ResourceLink with your Doctors details
- Emergency - this will allow you to update ResourceLink with your next of kin details and a separate emergency contact if you wish it to be a different person
- Equal Opportunities - this will allow you to update ResourceLink with various details

- [Bank Details](#)
- [Contact Details](#)
- [Doctor Details](#)
- [Emergency Contact Details](#)
- [Equal Opportunities Details](#)
- [Personal Details](#)

Authorised

Date	Form	Description
24/11/2014	0000002714	Personal Details
24/11/2014	0000002715	Personal Details
24/11/2014	0000002716	Personal Details
24/11/2014	0000002718	Contact Details

Employee will also receive email confirmation of change

Cc:  
Subject: Change of Contact Details confirmation

Please be advised that this is a confirmation email from changes made recently to your Contact Details within MyView.

Employee Name: MR JOSEPH MCBRIDE  
Employee ID: 32036007

Your Contact Details in MyView are now updated as follows:

Address:  
1 Main Street  
Inverness

IV1 2AB

Telephone:  
Work Telephone Number: 01463 123456  
Home Telephone Number: 01463 212123  
Mobile Telephone Number:

This message was sent from the HR Systems Portal (please do not reply).

## Logging Out

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Please remember to log out from MyView when you have finished, please click on the sign out button at the top right hand of the screen.