Integrated HR/Payroll System Project

ResourceLink User Guide

Employee MyView – Changing Personal Details

Document:	Employee MyView – Changing Personal Details
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1   Employee MyView – Change Personal Details

Document Control

1.1   Table of Contents

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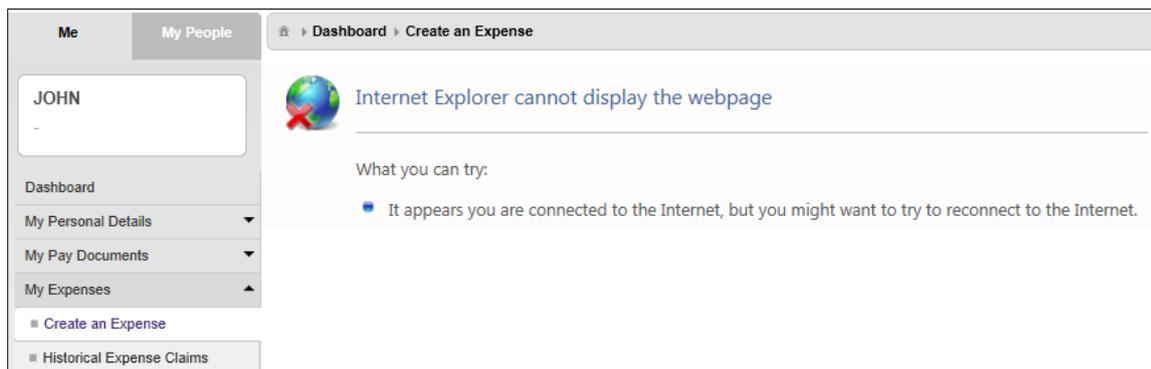
Please report this error to your Self-Service SUPER USER advising what task you were trying to perform during your MyView session. They will contact FSAT for an update.
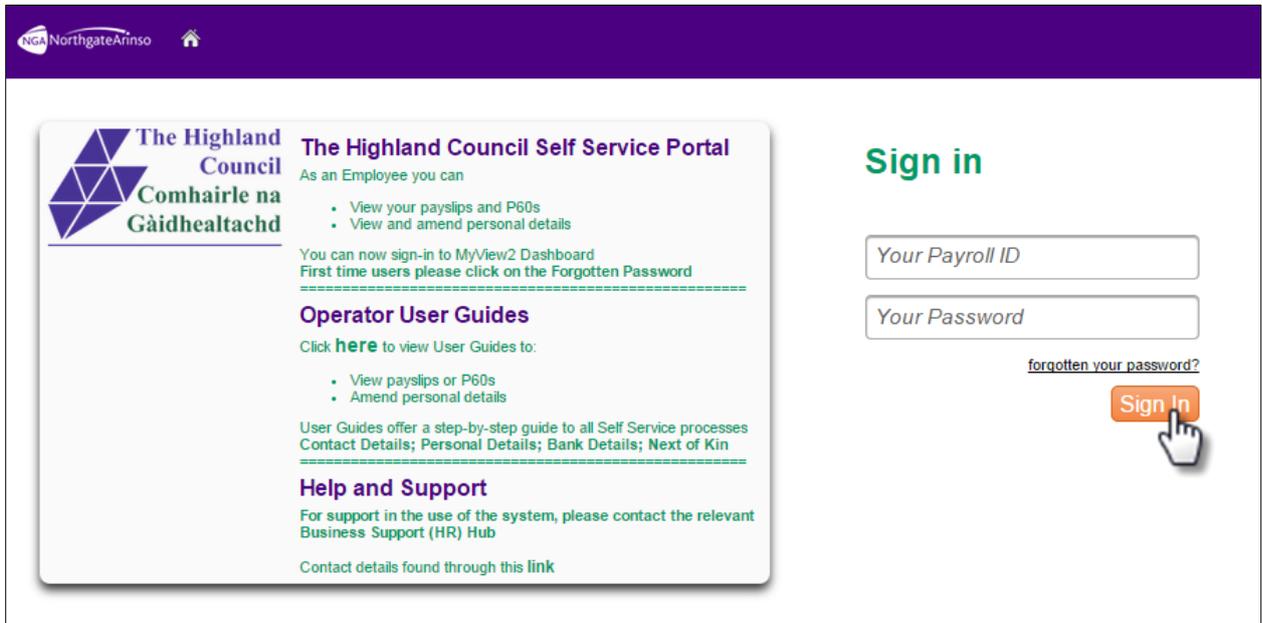
Alerts

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
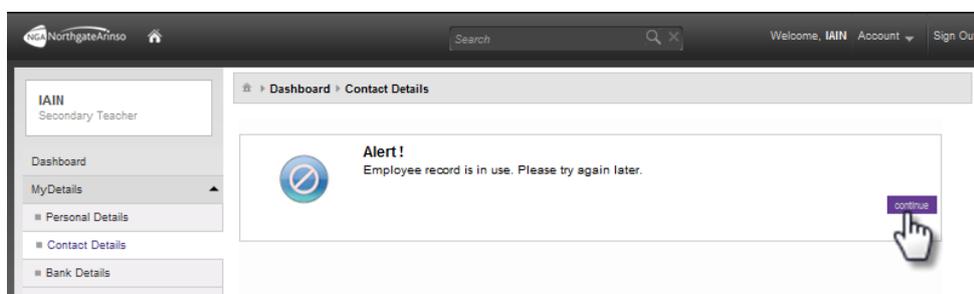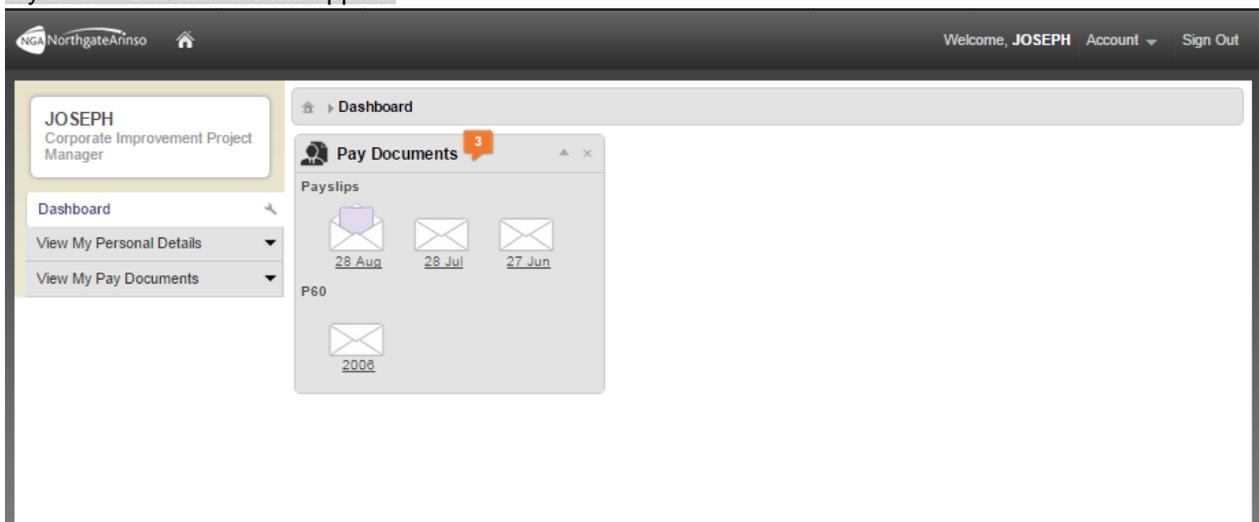
2 Logging into MyView

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
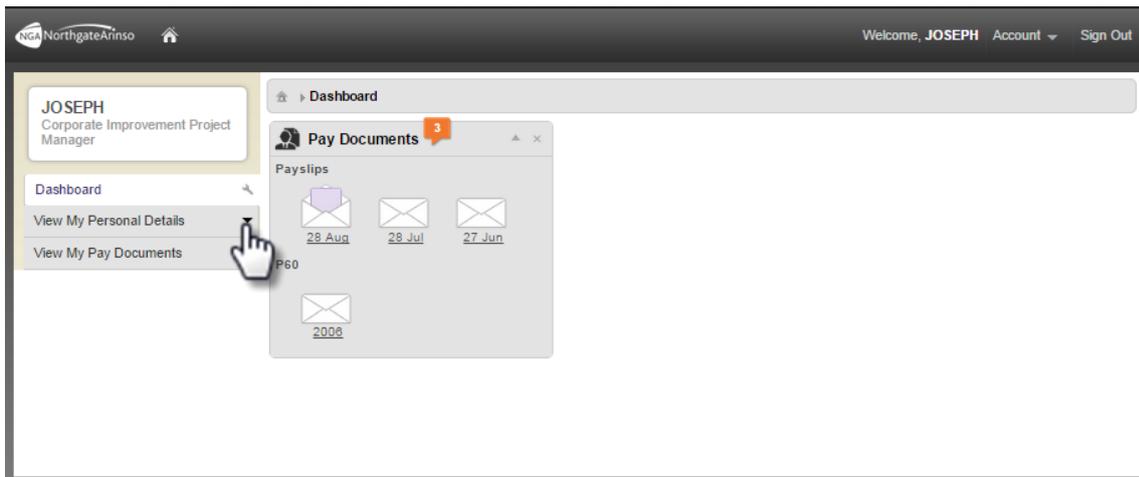> 2.5   Click on [Sign In]

MyView – Dashboard will appear

3 My Personal Details

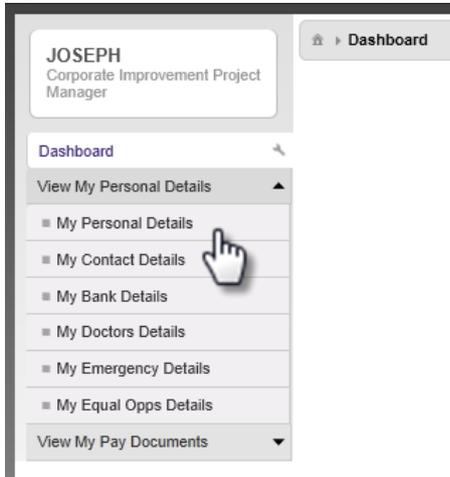Employees can review their existing personal details through MyView.

3.1   Reviewing My Personal Details

From Dashboard Main Menu

> 3.1.1   At [View My Personal Details], manoeuvre mouse and click on bar

My Personal Details menu will appear

> 3.1.2   Click on [My Personal Details]

My Personal Details will appear

Review details accordingly. The only changes an employee can make to Personal Details through the self-service portal are "Known As" or "Other Forenames"

If your Personal Details are incorrect – Surname, Forename, Date of Birth, NI Number, please follow the instructions on screen to have them amended by Payroll
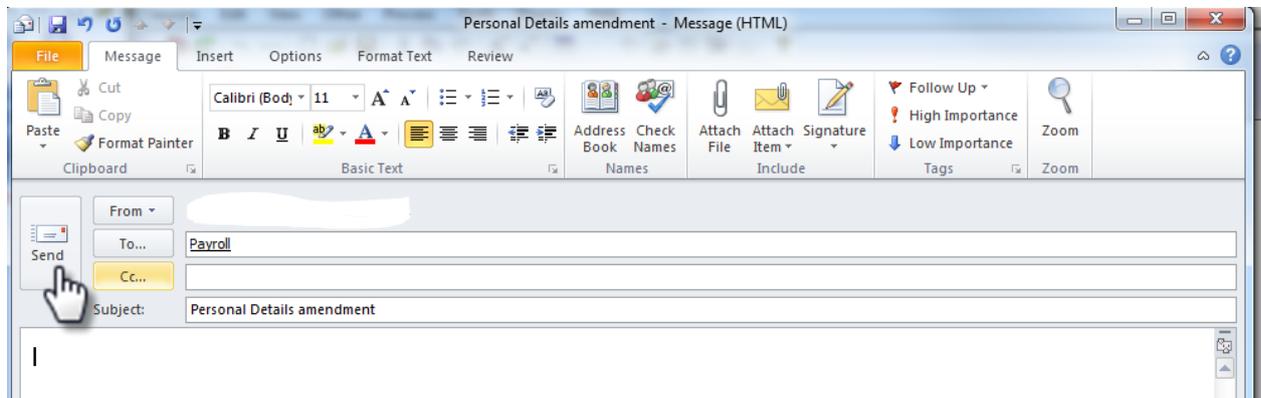

By clicking on [email Payroll], an Microsoft Outlook email will automatically be created

Please enter your query and email and click [Send]

3.2 Editing your Personal Details (Known As or Other Forename)

From Dashboard Main Menu

> 3.2.1 At [View My Personal Details], manoeuvre mouse and click on bar
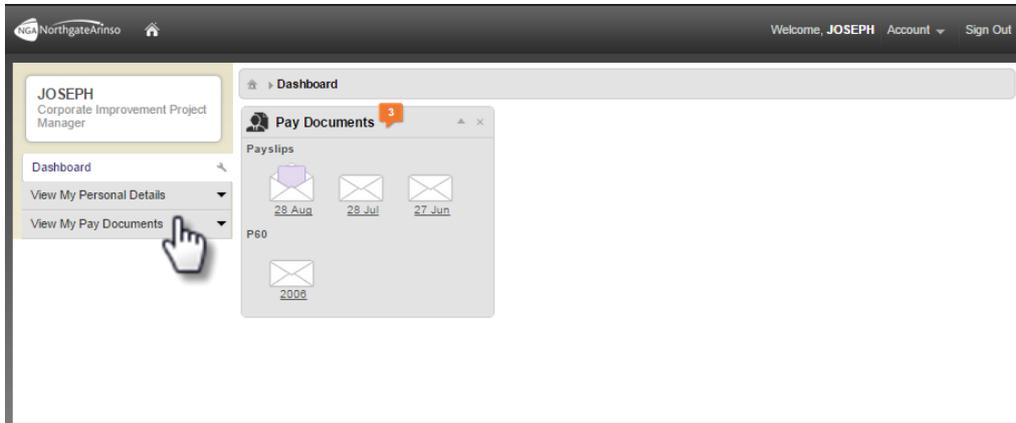
My Personal Details menu will appear
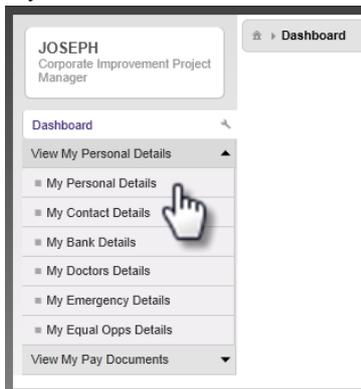
> 3.2.1 Click on [My Personal Details]

My Personal Details will appear

Personal Details
To change your **Known as** name or **Other Forename(s)**, look at the following instructions

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

If you need to change any of your other personal details shown below, please email Payroll.

edit these details

Surname	MCBRIDE
Forename	JOSEPH
Title	Mr
Other Forename(s)	
Known As	
Previous Surname	
Date of Birth	21/01/1965
Gender	Male
N.I Number	NE415854A

Back

➤ 3.2.3   Click on [edit these details]

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

5. Message from webpage will appear, click [OK] to submit
6. Confirmation Message will appear

If you need to change any of your other personal details shown below, please email Payroll.

back to view only mode

Surname	MCBRIDE

➤ 3.2.4   At [Known As], enter or amend details (if required)
➤ 3.2.5   At [Other Forename], enter or amend details (if required)
➤ 3.2.6   At [Change Reason], enter reason for change of details

Personal Details
To change your **Known as** name or **Other Forename(s)**, look at the following instructions

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

If you need to change any of your other personal details shown below, please email Payroll.

back to view only mode

Surname	MCBRIDE
Forename	JOSEPH
Title	Mr
Other Forename(s)	MICHAEL
Known As	JOE
Previous Surname	
Date of Birth	21/01/1965
Gender	Male
N.I Number	NE415854A

Change Reason

Updated

Back   Save   Submit

➤ 3.2.7   Click [Save to go back later or [Submit] to submit changes to details

Message from webpage will appear

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

If you need to change

Message from webpage

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

OK   Cancel

Surname
Forename
Title
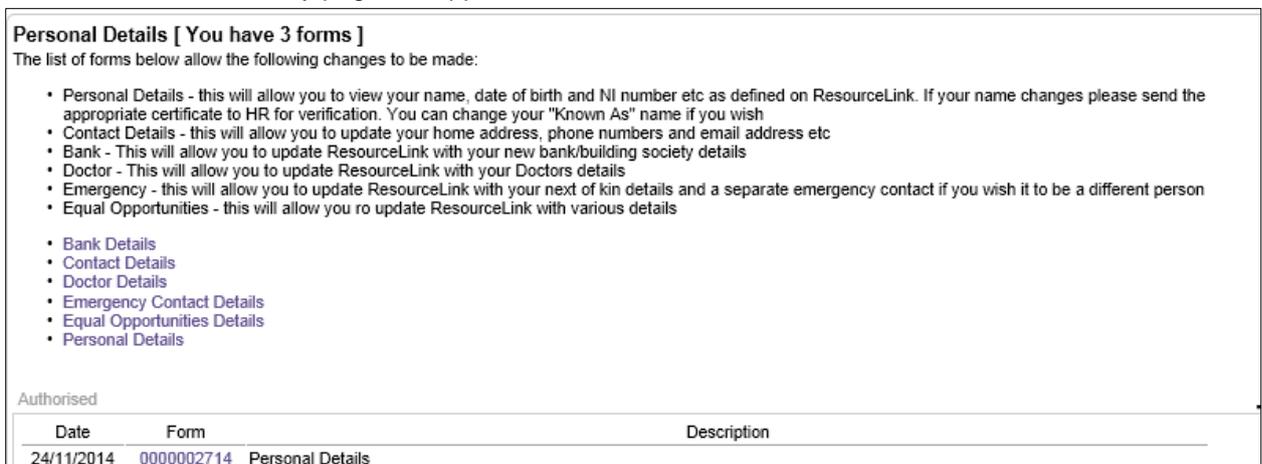Other Forename(s)
Known As
Previous Surname
Date of Birth
Gender   Male
N.I Number   NE415854A

Change Reason

Updated

The Highland Council
Comhairle na Gàidhealtachd

➢ 3.2.8 Click [Ok]

On screen Confirmation Message will appear

Confirmation Message !
Your form number 0000002716 has been submitted

Confirmation

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

continue

➢ 3.2.9 Click [Continue]

Personal Details summary page will appear

Personal Details [You have 3 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 ro 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

Employee will also receive email confirmation of change

Send	To...	Joseph McBride
	Cc...	
	Subject:	RE: Change of Personal Details confirmation

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

Employee ID: 32036007

Surname:MCBRIDE
Forename:JOSEPH
Title:MR
Other Forename(s):MICHAEL
Known As:JOE
Previous Surname:
Date of Birth:01/04/1965
Gender:M
N.I Number: NA415875A

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

4 Logging Out

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.