

Integrated HR/Payroll System Project

MyView - User Guide

Manager MyView – Sickness / Absence

Document: Manager MyView – Sickness / Absence

Last Updated: 22/09/2015

Version: 1.4

Status: DRAFT

Author: CIP Team

1 Manager MyView – Sickness / Absence

Document Control

1.1 Table of Contents

1	Manager MyView – Sickness / Absence	2
	Document Control	2
1.1	Table of Contents	2
1.2	Change History	2
1.3	Document Approval	3
1.4	Introduction	4
1.5	Purpose of Document	4
1.6	Assumptions	4
1.7	User Guide overview	4
1.8	MyView Navigation	4
2	Logging into MyView	5
3	Submitting a Sickness / Absence Notification (normal)	6
4	Return to Work Questionnaire	13
5	Process Overview	Error! Bookmark not defined.
6	Logging Out	15
7	Miscellaneous Error Messages	16
7.1	Alerts	16

1.2 Change History

VERSION	STATUS	DATE	AUTHOR	SUMMARY OF CHANGES
1.1	DRAFT	15/03/13	CIP Team MG	Initial Draft
1.2	DRAFT	26/11/13	CIP Team MG	Updated
1.3	DRAFT	23/03/15	CIP Team MG	Updated screens
1.4	DRAFT	22/09/15	CIP Team MG	Updated screens
1.5	UPDATE	25/09/15	CIP Team MB	Line removed from Section 4
1.6	UPDATE	22/10/15	CIP Team LU	Section 4 updated

1.3 Document Approval

Document Issued By:

Name: CIP Team
Position: ResourceLink Consultant
Company: Highland Council

Document Approved By:

Name:
Position:
Company:
Date:
Version:

1.4 Introduction

As per the requirements document, Highland Council requires to manage the security accesses to HC employees within ResourceLink.

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 has access to MyView.
- The Operator has been provided with login ID and password for ResourceLink login ID and password for ResourceLink

1.7 User Guide overview

- Logging into MyView
- Submitting a Sickness Notification
- Processing a Return to Work Questionnaire
- Process Overview

1.8 MyView Navigation

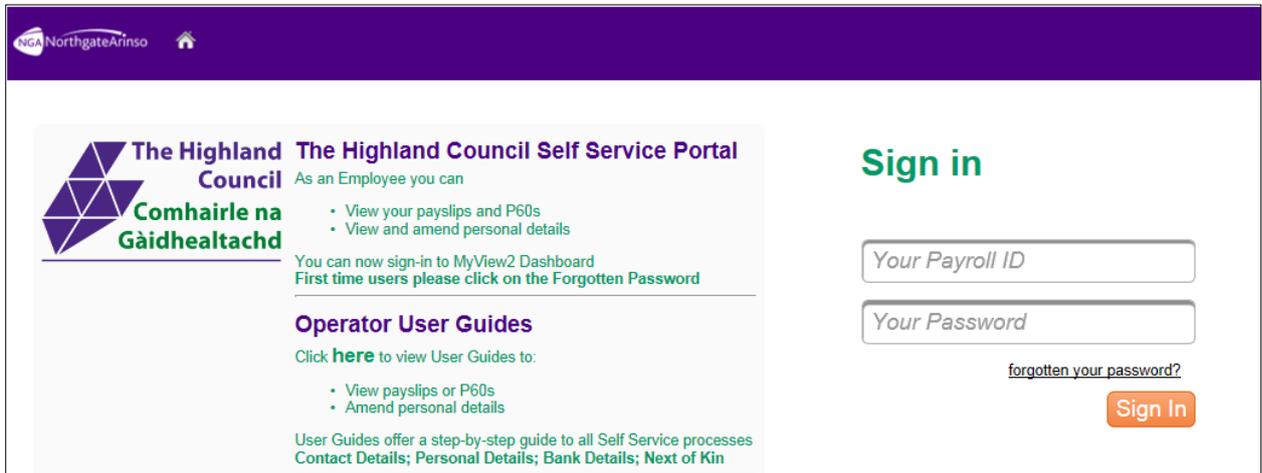
MyView navigation includes the following buttons:

[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

2 Logging into MyView

This first step is to show how you log into MyView

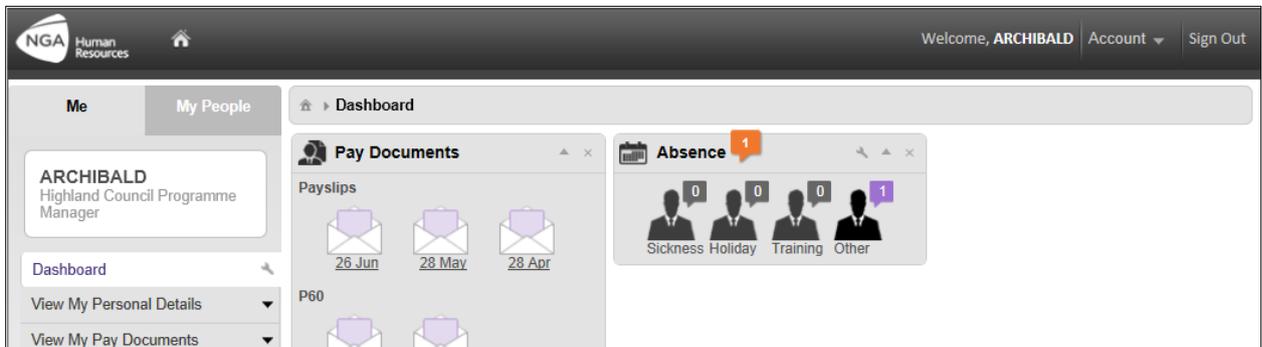
- 2.1 Open Internet Browser
- 2.2 Enter - <https://myview.highland.gov.uk/dashboard/>



The screenshot shows the login page for the Highland Council Self Service Portal. On the left, there is a logo for 'The Highland Council Comhairle na Gàidhealtachd' and a section titled 'The Highland Council Self Service Portal' with the subtext 'As an Employee you can'. Below this, there are two bullet points: 'View your payslips and P60s' and 'View and amend personal details'. A note says 'You can now sign-in to MyView2 Dashboard' and 'First time users please click on the Forgotten Password'. There is a link for 'Operator User Guides' with a sub-note 'Click here to view User Guides to:' and two bullet points: 'View payslips or P60s' and 'Amend personal details'. At the bottom, it says 'User Guides offer a step-by-step guide to all Self Service processes Contact Details; Personal Details; Bank Details; Next of Kin'. On the right, there is a 'Sign in' heading, two input fields for 'Your Payroll ID' and 'Your Password', a link for 'forgotten your password?', and a 'Sign In' button.

- 2.3 Enter Payroll Number
- 2.4 Enter Password
- 2.7 Click [Verify]

MyView – Dashboard will appear



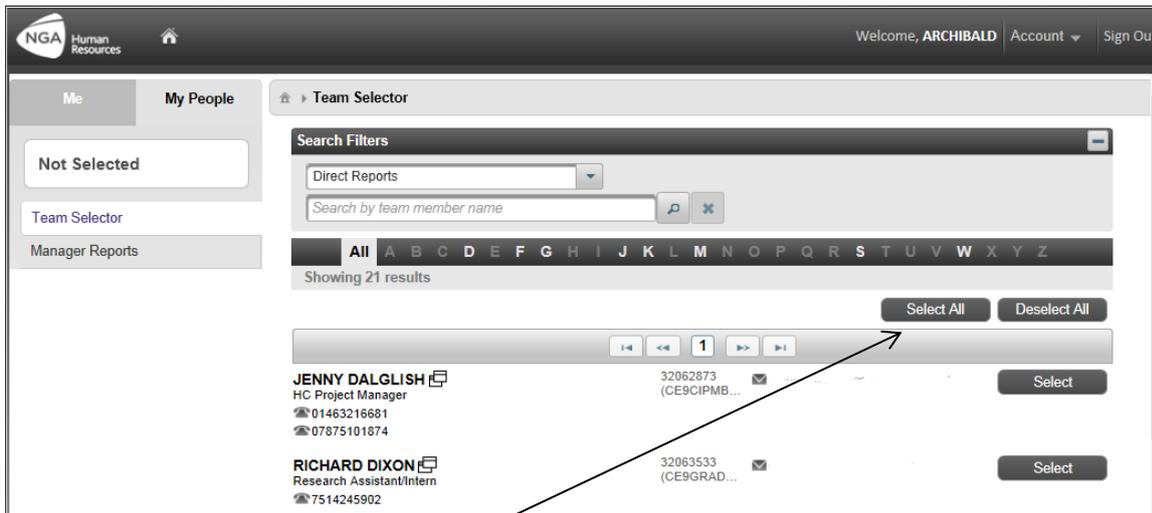
The screenshot shows the MyView dashboard for a user named ARCHIBALD, Highland Council Programme Manager. The dashboard includes a navigation menu on the left with options like 'Me', 'My People', 'Dashboard', 'View My Personal Details', and 'View My Pay Documents'. The main content area is titled 'Dashboard' and features a 'Pay Documents' section with 'Payslips' for 26 Jun, 28 May, and 28 Apr, and a 'P60' section. There is also an 'Absence' section with a notification badge '1' and icons for 'Sickness', 'Holiday', 'Training', and 'Other' with counts 0, 0, 0, and 1 respectively. The top right of the dashboard shows 'Welcome, ARCHIBALD', 'Account', and 'Sign Out'.

3 Reviewing current team Absence

Managers can review their teams current / ongoing Absences to ensure that real-time information is correct and whether any action is required. To review the full team's absence follow as below:

- From MyView Dashboard (Main Menu) click on [MyPeople]

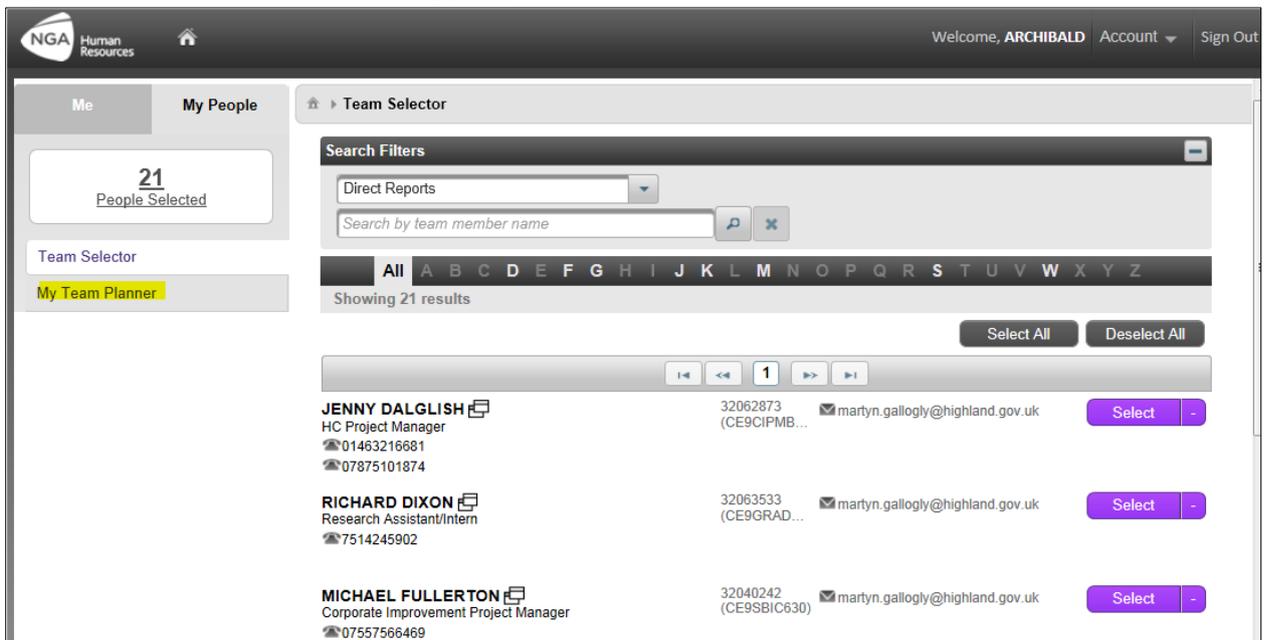
Team Selector page will appear



The screenshot shows the 'Team Selector' interface. On the left, there are tabs for 'Me', 'My People', and 'Manager Reports'. The 'My People' tab is active, showing 'Not Selected' and 'Team Selector'. The main area has a search filter for 'Direct Reports' and a search box. Below the search filters, there are buttons for 'Select All' and 'Deselect All'. A list of team members is displayed, including Jenny Dalglish and Richard Dixon. An arrow points from the 'Select All' button to the next step.

- Click on [Select All]

My Team Planner selection will appear



The screenshot shows the 'My Team Planner' interface. On the left, there are tabs for 'Me', 'My People', and 'My Team Planner'. The 'My Team Planner' tab is active, showing '21 People Selected'. The main area has a search filter for 'Direct Reports' and a search box. Below the search filters, there are buttons for 'Select All' and 'Deselect All'. A list of team members is displayed, including Jenny Dalglish, Richard Dixon, and Michael Fullerton. An arrow points from the 'My Team Planner' button to the next step.

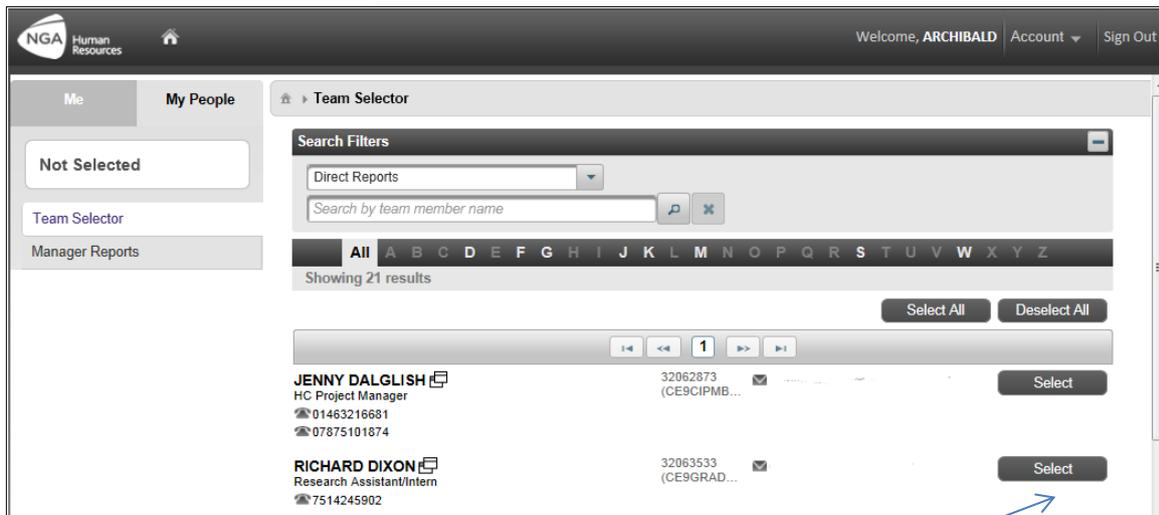
- Click on [My Team Planner]

4 Submitting a Sickness / Absence Notification (normal)

MANAGERS PLEASE BE ADVISED, IN ORDER THAT PAY IS CALCULATED CORRECTLY:

- Absences should be recorded on the day you are been notified of sickness by the employee
 - Return to work date should be recorded the day the employee returns to work
 - A return to work questionnaire should be completed with the employee for every absence
- From MyView Dashboard (Main Menu) click on [MyPeople]

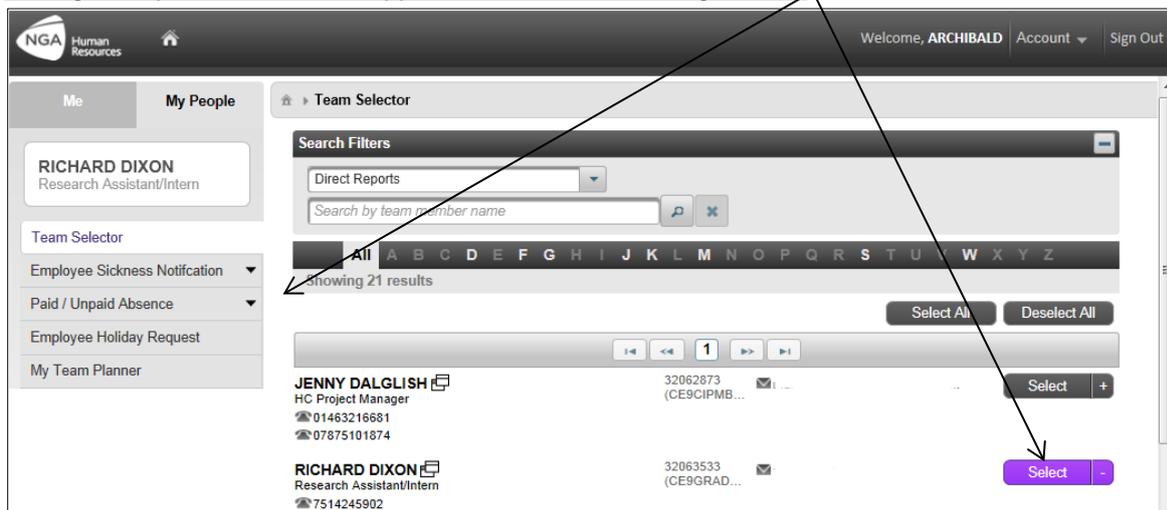
Team Selector page will appear



The screenshot shows the 'Team Selector' interface. On the left, there are tabs for 'Me', 'My People', and 'Manager Reports'. The 'My People' tab is active, showing 'Not Selected' and 'Team Selector'. The main area has a search filter set to 'Direct Reports' and a search box. Below the search box is a list of team members. The first two are Jenny Dalglish (HC Project Manager) and Richard Dixon (Research Assistant/Intern). Each has a 'Select' button. A blue arrow points to the 'Select' button for Richard Dixon.

- Select the absentee employee by clicking on the [Select] button

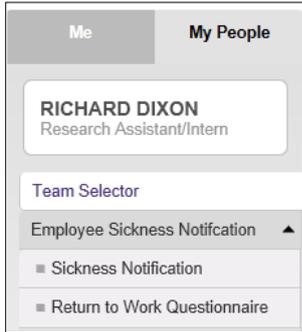
Manager drop down menu will appear and button will change colour



The screenshot shows the 'Team Selector' interface with the manager drop-down menu open. The 'My People' tab is active, showing 'RICHARD DIXON' as the selected manager. The main area shows the search filter and list of team members. The 'Select' button for Richard Dixon is now purple and has a minus sign next to it. A black arrow points to the 'Employee Sickness Notification' option in the drop-down menu.

- Click on [Employee Sickness Notification]

Employee Sickness Notification menu will appear



Me My People

RICHARD DIXON
Research Assistant/Intern

Team Selector

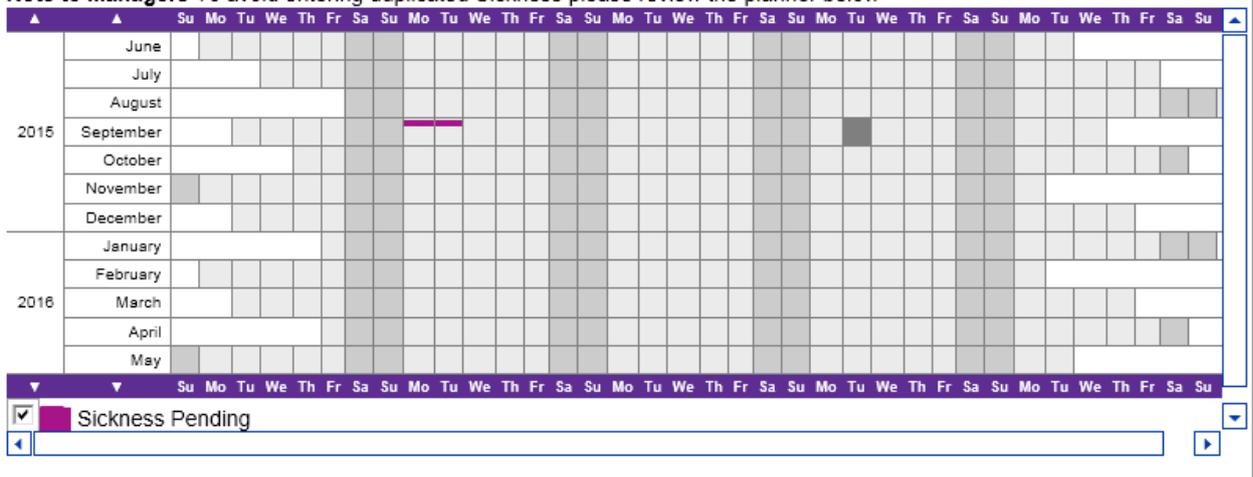
Employee Sickness Notification ▲

- Sickness Notification
- Return to Work Questionnaire

- Click on [Sickness Notification]

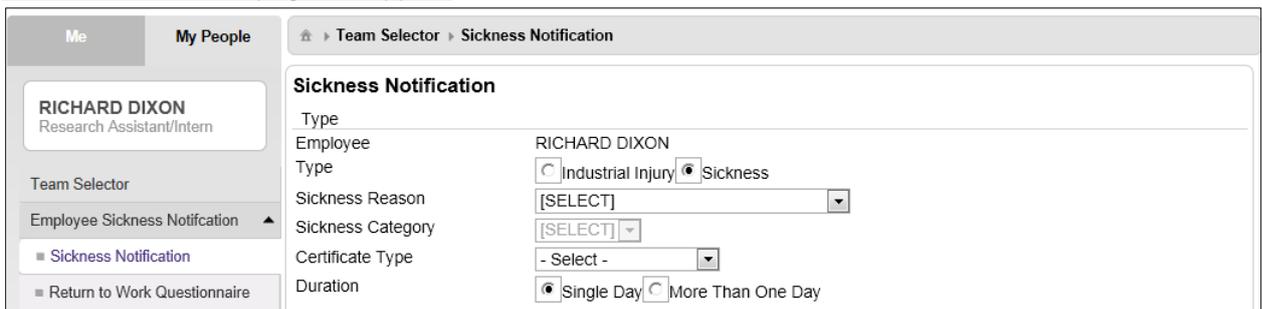
Sickness Summary page will appear

Note to Managers To avoid entering duplicated Sickness please review the planner below



- Click on [Notify Sickness]

Sickness Notification page will appear



Me My People

RICHARD DIXON
Research Assistant/Intern

Team Selector

Employee Sickness Notification ▲

- Sickness Notification
- Return to Work Questionnaire

Team Selector > Sickness Notification

Sickness Notification

Type

Employee RICHARD DIXON

Type Industrial Injury Sickness

Sickness Reason [SELECT] ▼

Sickness Category [SELECT] ▼

Certificate Type - Select - ▼

Duration Single Day More Than One Day

- At [Sickness Reason] click on drop down menu

Sickness reasons drop down menu will appear

Me My People Team Selector Sickness Notification

RICHARD DIXON
Research Assistant/Intern

Team Selector
Employee Sickness Notification
Sickness Notification
Return to Work Questionnaire

Sickness Notification

Type
Employee RICHARD DIXON
Type Industrial Injury Sickness
Sickness Reason [SELECT]
Sickness Category [SELECT]
Certificate Type
Duration

Abscess
Absence Import X Flag
ABSENCE PRE IMPORT
Accident at work

- Select [Sickness Reason] and press tab key
- At [Certificate Type], click on drop down menu

Certificate Type drop down menu will appear

Me My People Team Selector Sickness Notification

RICHARD DIXON
Research Assistant/Intern

Team Selector
Employee Sickness Notification
Sickness Notification
Return to Work Questionnaire

Sickness Notification

Type
Employee RICHARD DIXON
Type Industrial Injury Sickness
Sickness Reason Allergy
Sickness Category [SELECT]
Certificate Type - Select -
Duration

Select -
Certified by a Doctor than One Day

- Select [Certification Type] and press tab key
- At [Duration] select [Single Day] or [More Than One Day] and press tab key
- At [From – Date], enter first day of absence, press tab key
- At [To – Date], enter final day of absence when known, press tab key
- At [Return to Work Interview Date], enter date of day RTW interview was conducted.

Sickness Notification

Type
Employee RICHARD DIXON
Type Industrial Injury Sickness
Sickness Reason Allergy
Sickness Category [SELECT]
Certificate Type Self Certified
Duration Single Day More Than One Day
More Than One Day
From - Date * 17/09/2015 Full Day PM Only
To - Date 18/09/2015 Full Day AM Only
Return to Work Interview Date 21/09/2015

Back Save Submit

- Click [Submit] button

5 When to contact Payroll?



Alert !

Unable to request sickness, a sickness absence already exists and no more than one absence is permitted per day.

continue

There will be instances where you are unable to enter an End Date or amend an existing End Date. For these instances, you will need to email Payroll (Absence) at absence.returns@highland.gov.uk with the following information:

- Payroll ID
- Employee Name
- End Date / amended dates of Absence

****Payroll will make the necessary amendments to the employee's Absence record****

6 Return to Work Questionnaire

Once an employee has returned to work, the Line Manager should arrange an interview with the employee. The Line Manager should complete the questionnaire in MyView with the employee and submit accordingly.

- At [My People], click on [Sickness]
- Click on [Return to Work Questionnaire]

Questionnaire page will appear

eForm Questionnaire

Please be advised that this is page will show completed eForms on behalf of each employee

Questions marked with an * are mandatory questions

Return to Work Questionnaire

The following is a checklist for managers/supervisors to ensure that all relevant points are covered during the return to work interview., although bearing in mind that, depending on the particular circumstances, not every item may need be covered

The manager should prepare a record of the meeting covering the following:

1. Parties attending the interview
2. Date of interview
3. Nature of absence (for example medically certified and paid)
4. Inclusive dates of period of absence referred to at interview
5. What was discussed
6. What was agreed, including improvements and timescales

Return to Work Questionnaire

* First Day of Absence 

* Last Day of Absence 

- Proceed to answer “Return to Work” questions – All fields must be completed

Return to Work Questionnaire

* First Day of Absence 

* Last Day of Absence 

* Certification Received ▼

* Date of Interview 

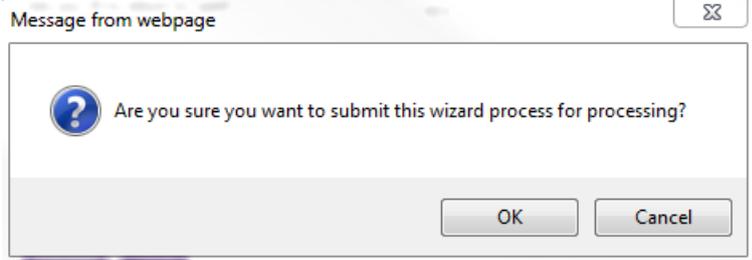
* Manager's Name

* Manager's Job Title

* Interview Attendees

- Click on [Submit] button

Message from webpage will appear



- Click [OK]

Confirmation Page will appear

- Click [Close]

7 Logging Out

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

8 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: FSAT advising what task you were trying to perform during your MyView session.

At the moment **you will not be able to access the MyView Self Service outside of the HC network**

8.1 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

