

# Integrated HR/Payroll System Project

## MyView - User Guide

### Delegated Employee MyView – Sickness Notification

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<b>Document:</b>	Delegated Employee MyView – Sickness Notification
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<b>Author:</b>	CIP Team

# 1 Delegated Employee MyView – Sickness Notification

## Document Control

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### 1.2 Change History

VERSION	STATUS	DATE	AUTHOR	SUMMARY OF CHANGES
1.1	DRAFT	22/09/15	CIP Team MG	Draft

### 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 by a delgated employee 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 (as a delegated employee)

## 1.8 MyView Navigation

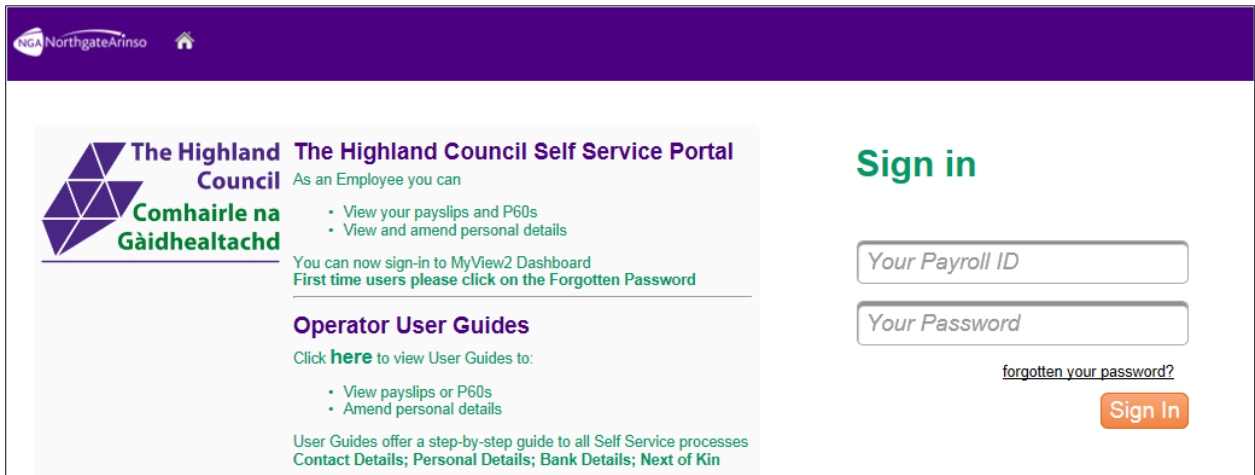
MyView navigation includes the following buttons:

[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

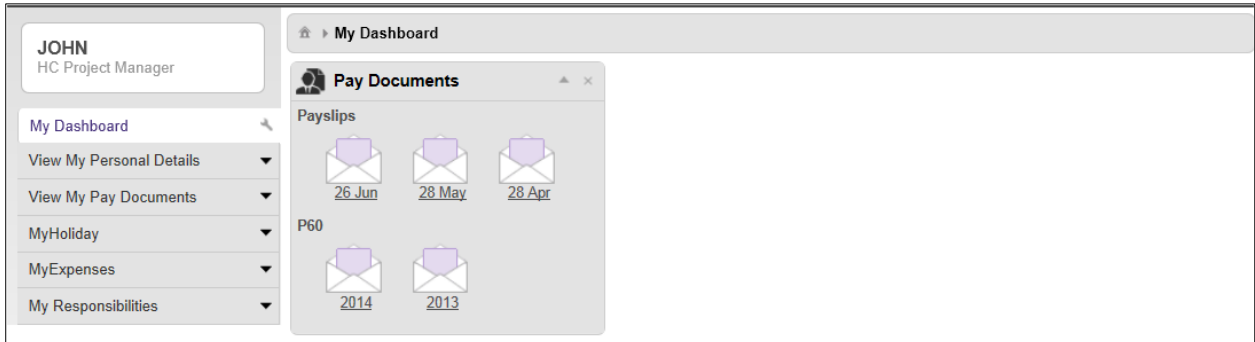
- 2.1 Open Internet Browser
- 2.2 Enter - <https://myview.highland.gov.uk/dashboard/>



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 message states 'You can now sign-in to MyView2 Dashboard. First time users please click on the Forgotten Password'. There is a link for 'Operator User Guides' with a note to click 'here' to view guides, and another set of 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 side, 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
- 2.5 Click [Sign In]

MyView – Dashboard will appear



The screenshot shows the MyView dashboard for a user named JOHN, HC Project Manager. The dashboard has a navigation menu on the left with options: 'My Dashboard', 'View My Personal Details', 'View My Pay Documents', 'MyHoliday', 'MyExpenses', and 'My Responsibilities'. The main content area is titled 'My Dashboard' and features a 'Pay Documents' section. This section is divided into 'Payslips' and 'P60'. Under 'Payslips', there are three document icons with dates: '26 Jun', '28 May', and '28 Apr'. Under 'P60', there are two document icons with years: '2014' and '2013'.

### 3 Submitting a Sickness Notification (as a Delegate)

A delegated employee is someone that has been selected by their manager to be responsible for a standard process which would normally be carried out by the manager.

**HC rules state that an employee beneath the level of the manager is unable to submit Sickness, therefore, the delegated employee should be either on the same level as the Manager or above. If the delegate is in any level below you then please do not continue**

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

Drop down menu will appear



- Click on [My Responsibilities]

Delegated Responsibilities page will appear

**Delegated Responsibilities**

This module is used as part of the delegation rules set up. This allows a Manager to select a peer or reportee to delegate to receive and approved notifications from staff such as Holiday requests, Web Expense Claims, Sickness Notifications and Incidents.

Active Delegation Rules

Delegation Rule	Delegated by
Sickness Reporting	ARCHIBALD MACPHERSON
Holiday Request - History Department	ARCHIBALD MACPHERSON

Pending Delegation Rules

Authorisations

Responsibilities

Description	Module
Sickness Reporting	<a href="#">Sickness Notifications</a>

- Click on [Sickness Notifications]

Delegated list will appear



- 3.6 At [Sickness Reason] click on drop down menu

Sickness reasons drop down menu will appear

Sickness Notification	
Type	
Employee	LISA MILLIGAN
Type	<input type="radio"/> Industrial Injury <input checked="" type="radio"/> Sickness
Sickness Reason	Asthma
Sickness Category	Asthma
Certificate Type	Back & Neck Problems
Duration	Back Problems/Sciatica
Single Day	Blood clot/Thrombosis
	Broken Bones
	Cancer

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

Certificate Type drop down menu will appear

Certificate Type	- Select -
Duration	Select -
Single Day	Certified by a Doctor
Date *	No
	Not Certified
	Self Certified
	Yes

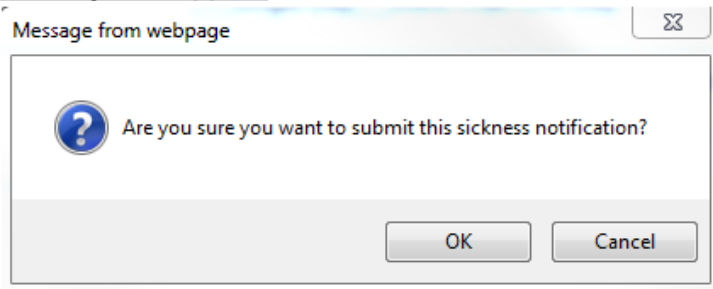
- 3.9 Select [Certification Type] and press tab key
- 3.10 At [Duration] select [Single Day] or [More Than One Day] and press tab key
- 3.11 At [From – Date], enter first day of absence, press tab key
- 3.12 At [To – Date], enter final day of absence, press tab key
- 3.13 At [Return to Work Interview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

Sickness Notification	
Type	
Employee	LISA MILLIGAN
Type	<input type="radio"/> Industrial Injury <input checked="" type="radio"/> Sickness
Sickness Reason	Asthma
Sickness Category	[SELECT]
Certificate Type	Self Certified
Duration	<input checked="" type="radio"/> Single Day <input type="radio"/> More Than One Day
Single Day	
Date *	23/09/2015 <input type="checkbox"/> Full Day <input type="checkbox"/> AM Only <input type="checkbox"/> PM Only
	Return to Work Interview Date <input type="text"/>

- 3.14 Click [Submit] button

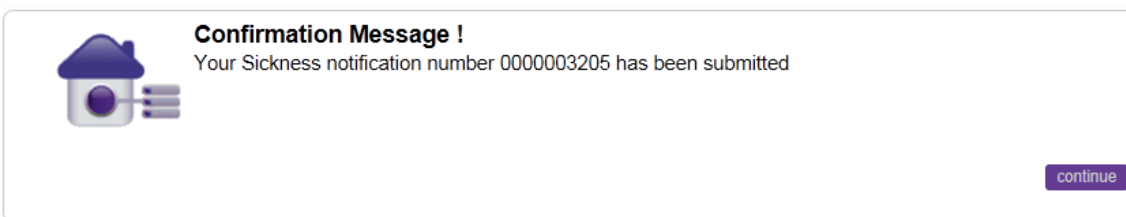


Message will appear



- 3.15 Click [OK]

Confirmation Message will appear



Delegated Employee will receive an email notification which is to be forwarded (emailed) to Manager

If there is any early intervention by the Line Manager to contact Occupational Health, then the LM will click on the link to the Sharepoint form

**Sickness will appear on Manager's Team Planner**

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

Year	Month	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2015	June																													
	July																													
	August																													
	September																													
	October																													
	November																													
2016	December																													
	January																													
	February																													
	March																													
	April																													
May																														

Sickness Pending

Sickness awaiting payroll processing

Start Date	End Date	Type	Reason
17/09/2015	18/09/2015	Sickness	Allergy

## 4 Logging Out

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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.

## 5 Miscellaneous Error Messages

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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**

### 5.1 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

