

A guide to using **My View** for Employers

Welcome to the 'My View' User Guide for direct payment employers. It provides a step-by-step guide to using the My View system on a desktop computer/laptop.

We have written a separate My View User Guide if you are using the mobile phone app. We have also written separate guides for your PAs.

What is 'My View'?

My View is an online system that provides a secure way for you to input hours worked (timesheets) and view payroll information for your PAs. Your PAs will also be able to view their own individual pay information.

What functions are available on 'My View'?

You can:

- Input and authorise hours worked and hourly rates to be paid for each PA. This is instead of sending a timesheet in for every pay cycle.
- View payslips and other pay documentation for your PAs.
- Authorise sickness leave for your PAs.

Timesheet claims should be submitted by your usual timesheet deadline at the latest.

Payslips are available to view the day before the usual pay day.



Before you start

We need to set you up on the My View system before you can use it.

We need your email address and the email addresses of all your PAs to do this. If you are receiving this guide, you should have already supplied us with this information. If this is not the case, please email **myview@penderelstrust.org.uk** and ask us to set you up.

Section One: Getting Started

The first time you use My View, you will need to register. You only have to do this once.

Before you start, you will need your **Employer Number**. This will be a number which sometimes has 'CG' in front of it and is located in the top right hand corner of your timesheets and on your payroll summaries (see examples below).

Timesheet example





You will need to download an Authenticator App on a mobile device to get the code you will need later in the set up process. This adds an extra level of security for your account. Please see Step 7 on Page 6 for more information on this.

Microsoft Authenticator is a well-recognised one and can be downloaded onto Apple or Android phones.

The app is free. Other authenticator apps are available but beware of those that charge a fee or are free for a trial period only.

 Microsoft Authenticator Protects your online identity.
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This is what the Microsoft Authenticator app looks like in the App store/Google Play etc.

If you don't have a mobile phone that can do this, please email us at myview@penderelstrust.org.uk and we will switch off this feature on your account.

Step 1

Use this link to access My View: https://tinyurl.com/My-View-Home-Page

To register you must enter your **username**, which is your **employer number**, with **ER** in front of it instead of **CG**.

You then need to set up a password. To create a new password, click **Forgotten your password?** and follow the instruction in Step 2.



Step 2

In the 'Forgotten your password?' section, enter the letters **ER** followed by your **employer number.**

Then click the '**Reset my account**' button. An email with a temporary password will automatically be sent to you, as explained in Step 3.

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| Forgotten your passv | vord? |
| | |
| ER54321 | \otimes |
| Reset my accou | ınt |
| | < Back |
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Once you have reset your account, you will receive an email with a temporary password, as shown below.



Enter this temporary password into My View along with your username and click 'Reset my account'.

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| your username | |
| ER54321 | |
| your password | |
| 5%e*U%j* | |
| Reset | my account |
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You will now be asked to reset your password to one of your choice.

Your new password must be 8 characters long and must include:

- 1 upper case letter
- 1 lower case letter
- 1 number and
- 1 special character.

Top Tip

We recommend you keep your username and password details in a safe place.

Penderels Trust staff do not have access to your password. If you forget your password, you will need to click on '**Forgotten your password?**' to create a new one.

| Change your password | |
|----------------------|-------------|
| your username | |
| ER54321 | |
| Current password | |
| 5%e*U%j* | (\otimes) |
| New password | |
| New password | |
| Confirm password | |
| Confirm password | |
| Submit 🗸 | |

Enter the letters **ER** followed by your **employer** number which is your **username**

Enter the temporary password

Enter your new chosen password

Re-enter your new chosen password

Once you have entered your details, click **Submit** and you will be taken to the **My View Welcome** page, see Section Two in this guide.



Step 7: Setting Up Multi-Factor Authentication

My View includes a **multi-factor authentication (MFA)** which provides enhanced security. As My View holds personal data on you and your pay information, we want it to be as secure as possible.

You will need a mobile phone to scan the QR code. If you don't have a mobile phone, please email us at **myview@penderelstrust.org.uk** to ask us to switch off this feature on your account.

Click on the link to access My View: https://tinyurl.com/My-View-Home-Page

To log in, enter your **username** and **password** and click Log In.



When you log into My View, a box will appear.

Click 'Next'.





Scan the QR code with your mobile phone camera or QR scanner app. This should take you to your chosen authenticator app.



If you use the Microsoft Authenticator App, it will appear like this.

Click on the arrow which will take you to the verification code.



Enter your six-digit code in the box and click on 'Verify'.

| | Enter Verification Code | × |
|---------------|---|-----------------------------------|
| | Ø | -3 |
| 12.5 | Please enter the generated 6 digit code as displayed on the | Authenticator |
| /slips. | app | |
| og in | Your 6 digit code | - 1 |
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| M ((Yc | ulti-factor Authentication Enabled | X @ authentication Close |

Click on **Close**. You will then be taken into your account.

Next time you log in, you just need to go to your authenticator app to get a new code, you shouldn't need to scan the QR code again.



Section Two: Using My View

Step 1

Use the link below to access **My View**: https://tinyurl.com/My-View-Home-Page

To log in, enter the letters **ER** followed by your **employer number** (which makes up your username), enter your chosen password and click Log in.

NOTE: If this is the first time you have used My View and have not registered, please go to Section One and complete the Getting Started process.



Step 2

Once logged in, you will see the Welcome page. Click on the **My People** tab which takes you to the **Team Selector** section where you can view employee details.





To submit a timesheet claim for your employee(s)

Timesheet claims can be completed by the employer or the employee. You, as the employer, will always be asked to authorise the submission if it is completed by your employee. If you would like to enter the information, please follow the instructions below.

If your employees are going to complete the timesheet claims, please go to the 'Authorise Timesheets' section.

Step 1



This will bring up the Team Selector page.

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|------------------|------------------------------------|-----------------|
| Me My People | D / Team Selector | |
| 2 Not Selected | Team Selector | |
| | Standard Team Selector View | |
| Team Selector | | |
| Team Details 🗸 🗸 | Search by team member name Filters | |
| Authorisations | Enter Name Q Direct Reports ~ | |
| | | Clear search |
| | Filter by sumame | 5 T U V W X Y Z |
| | ^ MINIME ^ | |



Scroll down and select the staff member name you want to submit a timesheet claim for.

To submit a timesheet claim for an employee, click on '**Select**' under their name so the green plus turns to a red minus. The other employee names should have a green plus under their name.



Step 3

Select 'Timesheet Claim'.

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|---|--|---|
| Me My People | Direct Reports Select All Deselect All | Showing 4 results (0 vacant) / 1 Selected |
| Team Selector | PA CONTRACT | Selece + |
| my ray Innechaets Timesheet Claim | PA CONTRACT | Select - |
| Sickness My Form History Authorisations | PA CONTRACT | Select + |

Step 4

Click on 'Select' to bring up the rate list.

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|-----------------------------------|-----------------------|-----------------|---------|
| Me My People | My Timesheet | | |
| PA CONTRACT | Form instructions | | |
| Team Selector | Position PA CONTRACT | | |
| My Pay | Description New Claim | | |
| Timesheets Timesheet Claim | | | |
| Sickness | Timesheet | [<u>help</u>] | |
| My Form History Authorisations | Claim Date | Amount/Units | |
| | | | |



You can enter a number of different pay rates on the same timesheet (up to 6) plus bank holidays and respite rates.

Choose 'Rate 1' first (unless it is a bank holiday, weekend etc.).



Step 6

You can see '**Rate 1**' is now selected. Click on '**Claim Date**'. This will bring up a calendar to allow you to choose a date.

This should be the start date of the pay period. You cannot put a date in later than today's date.

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| Me My People | My Timesheet | | |
| PA CONTRACT | Form Instructions | | |
| Team Selector | Position PA CONTRACT | | |
| My Pay | Description New Claim | | |
| Timesheets | | | |
| Timesheet Claim | | | |
| Sickness | Timesheet | [help] | |
| My Form History | Claim Date | Amount/Units Rate | |
| Authorisations | Rate 1 | | |



Click on the Start Date of the pay period.

| Me My People | | | |
|-----------------|---------------------|-------------------------|---|
| e contract | Timesheet | | [<u>help</u>] |
| PACONINACI | | Claim Date Amount/Units | Rate |
| eam Selector | Rate 1 | 13/10/2024 | |
| ty Pay | Select | ✓ October <> 2024 <> X | |
| imesheets | | | |
| imesheet Claim | Total far Timarhast | S M T W T F S | 0.00 NB: This total does not include lines with a derived rate! The |
| ickness | rotar for innesneet | 1 2 3 4 5 | value of these lines will be calculated during the payroll. |
| ly Form History | i constante | 8 9 10 11 12 | |
| theritations | Holiday | 13 14 19 16 17 18 19 | [help] |

Add in the '**amount/units**'. This is the number of hours worked.

Add in the '**rate**'. This is the hourly rate to be paid for Rate 1 hours.

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|--|---------------------|-----------------------------|--|-------------------------------|
| 2 | Timesheet | | [<u>help</u>] | |
| PA CONTRACT Team Selector My Pay Timesheets | Rate 1 | Claim Date Amount/Units | 12.44 | |
| Timesheet Claim | Total for Timesheet | | 124.40 NB: This total does not include lines with a der value of these lines will be calculated during the | lived rate! The e payroll. |
| | | | | |
| | Add ii of hou | n the number urs worked. | Add the hourly rate in pounds and pen | e of pay ce. |

If a different rate of pay is needed for some of the hours worked, click on Select and choose '**Rate 2**' (or bank holiday/weekend if applicable). This adds a new line.

Complete this in the same way you did for Rate 1. The system will automatically calculate the amount to be paid in the '**Total**' box.

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|------------------|---------------------|------------|--------------|---|---|-----------------------------------|
| (2) | Timesheet | | | [<u>help</u>] | | This shows your total pay for the |
| PACONIRACI | | Claim Date | Amount/Units | Rate | | period. |
| Team Selector | Rate 1 | 13/10/2024 | 10.00 | 12.44 | | periodi |
| My Pay | Rate 2 | 13/10/2024 | 5.00 | 15 | | |
| Timesheets | - Contract | | | | /- | |
| Timesheet Claim | Select | | - | | - | Please ignore the |
| Sickness | | | | \sim | lash da Basa atik a dashard astal The | 'NB' sentence this is |
| My Form History | Total for Timesheet | | | 199.40 NB: This total does not value of these lines will | Include lines with a derived rate! The I be calculated during the payroll. | |

You can add up to 6 different rates on one timesheet claim.



When you have added all the hours worked, scroll down to the bottom where you will see the '**Submit**' button. Click on this.

| Penderels Trust | 3 | A ? A value of these lines will be calculated during the payroll. |
|---|-------------------|---|
| PA CONTRACT | Holiday | [heip] |
| eam Selector ty Pay | Holiday | Claim Date Amount/Units |
| imesheets Imesheet Claim | Total for Holiday | 0.00 NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll. |
| Sickness My Form History Authorisations | GRAND TOTAL | 199.40 |
| | | Submit Save Reset Back |

A message will appear asking if you are sure you want to submit this claim. Click on '**OK**'

| Penderels Trust? Me My People | Ξ | penderelstrusttest.hcm.zelli Are you sure you want to submi | s.com says It this claim for processing? | O ue of these lines will be calculated during |
|----------------------------------|---------|--|---|--|
| PA CONTRACT | Holiday | | L neip | |
| | | Claim Date | Amount/Units | |

Once the timesheet claim has been successfully submitted, a confirmation message will appear.





If you want to submit a timesheet claim for another PA, click on 'Team Selector' at the top of the page.

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|-----------------|---|------|---|-----------|
| Me My People | Q / TeamSelector / Timesheet Claim | | | |
| PA CONTRACT | | | | |
| Team Selector | Confirmation Message ! Your form number 0000001203 has been submitted | | | |
| My Pay | Please select a navigation item in the Dashboard. | | | |
| Timesheets | | | | |
| Timesheet Claim | | | | |
| | | | | |

This will bring up your list of PAs. Scroll down to the one you want to submit a timesheet claim for. Click on '**select**' next to their name so they have a red minus. Click on '**select**' on any other PAs that have a red minus (e.g. the PA you previously submitted for) to make it a green plus. Make sure only the PA you want to submit a timesheet claim for has a red minus next to their name.

Click on the '**Timesheet Claim**' option. This will bring you to this screen where you complete hours worked and rates as you did for the previous employee. Remember to click on 'submit' at the end of each employee's claim.

The timesheet claims have now been submitted and will arrive directly into our payroll system for processing.



Checking Previous Timesheet Claims

If you want to see what timesheet claims you have already made for an employee, go to Team Selector to see your list of employees. Make sure you have red minus next to Select for their name.

| Me My People | AUL A B C D E P G A I J K | |
|-----------------------------|---------------------------|---|
| | | ^ MINIMISE ^ |
| PA CONTRACT | Direct Reports | Showing 4 results (0 vacant) / 1 Selected |
| leam Selector | | |
| limesheets | PA CONTRACT | Select + |
| limesheet Claim | \$ [| |
| lickness Ny Form History | PA CONTRACT | Select |
| vuthorisations | 0 | |
| | 2 | |

Click on the 'Timesheets'.

| Me My Peopl | | |
|---|--|--|
| PA CONTRACT | Irregular Claims [has 5 clain | ms] |
| Team Selector | The Irregular Claims module enables employees, and managers on behalf of employe outs etc via MyView. Once an irregular claim is submitted via MyView and authorised, be processed through payroll. The temporary pay elements are posted in the default | tes, to submit irregular claims (type I), such as ad hoc overtime if required, temporary pay elements are created to enable th tax period 00/0000. |
| NUC WAY | | |
| Timesheets | Authorised | |
| Timesheets Timesheets Sickness | Authorised | Valu |
| Timesheets Timesheet Claim Sickness My Form History | Authorised Date Form Description 28/10/2024 0000001193 New Claim | Valu 1994 |
| Timesheets Timesheet Guin Sickness My Form History Authorisations | Authorised Date Form Description 28/10/2024 0000001193 New Claim | Valu 1994 |

This will bring up a list of timesheets already submitted. These are considered '**irregular claims**' by the system but don't worry about that.



Authorising Timesheets

The system allows your employees to enter their own timesheet information but as their employer, you must authorise this before it will be submitted to our system. This gives you the opportunity to check the information they have entered is correct and you can reject a timesheet claim.

It is important to remember that only timesheet claims you have authorised will be entered on our system and processed. If you reject a claim, it will not submit to our payroll department. It is important you authorise all timesheet claims by their usual deadline date/time or we might not be able to process them.

When you login, timesheet claims awaiting authorisation will show on your home screen. Timesheets are classed on the system as '**Irregular claims**'.

| Penderels Trusti | E | Q ? 🛞 O | |
|-----------------------------------|---|----------------|---|
| Me My People | Welcome | Edit dashboard | |
| ERS Post Authorisations Dashboard | 1 Authorisation : 1 Irregular Claims © 0 Authorising © 0 Rejecting Submit | | Click here to open the list of timesheet claims. |

Step 1

To view the timesheet before you authorise it, click on the **date/employee** name which will bring you to the timesheet screen. You can click on the '**Authorise**' or '**Reject**' button (or you can click on '**Back**' if you don't wish to take any action at that point e.g. to check something with your PA).





| Penderels Trust) Me My People | Нондау | ۵ ? ه ن |
|----------------------------------|-----------------------------|--|
| ERS Post | Total for Holiday | 0.00 NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll. |
| Authorisations Dashboard | GRAND TOTAL | 122.70 |
| | Authorisation/Rejection Not | es |
| | | Click to authorise. |
| | | Reject Authorise Back |

You will be asked if you want to authorise this claim. Click on '**OK**'. If you want to make a change, click on '**Cancel**'.

| Me My People | UK Carcel |
|--------------------------------------|--|
| ERS Post Total for Holiday | 0.00 NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll. |
| Authorisations GRAND TOTAL Dashboard | 122.70 |

You will receive a confirmation message. This means the timesheet has now been sent to our payroll team.





When you return to the Dashboard screen, it will confirm that there is nothing to authorise.



If you reject a claim, you will go through the same process and the confirmation message will read '**Claim rejected**'.

Timesheet claims that have been rejected will not be processed so it is important to follow that up with your employee.



Holiday Claims

This process is for submitting claims for holiday pay only. It does not remove the need for your employee to request annual leave. You also need to keep an annual leave record for each employee.

You can submit a holiday claim for an employee or they can complete it and send it to you for authorisation. Holiday claims can be inputted alongside usual timesheet hours in one submission.

If your employee has completed a claim, when you log in, you will see an authorisation notice on your home screen.

This claim is classed as an 'Irregular Claim'.

Click on the down arrow and it will show the claim name and date.



To check the details of the claim, click on the date/name.

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|------------------|--|------------------|
| Me My People | Welcome | 🖉 Edit dashboard |
| ERS Post | 1 Authorisation : | |
| Dashboard | 1 Absent | |
| | Ø Authorising Ø Rejecting | |
| | Submit | |

Scroll down to the holiday section that has been completed.

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|------------------|---------------------|------------|---------------|--|
| Me My People | Total for Timesheet | | 0.00 | NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll. |
| Authorisations | Holiday | | [<u>help</u> | 1 |
| Dashboard | | Claim Date | Amount/Units | |
| | Holiday | 10/11/2024 | 10.00 | |
| | Total for Holiday | | 10.00 | NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll. |



Once you have checked it, scroll down and you can choose to authorise or reject the claim.

| Penderels Trust | | Ο? | 2 |
|-----------------------------|-------------------------------|---|------------|
| ERS Post | Total for Holiday | 10.00 NB: This total does not include lines with a derived in The value of these lines will be calculated during the payroll. | ratel e |
| Authorisations Dashboard | GRAND TOTAL | 10.00 | |
| | Authorisation/Rejection Notes | | |
| | | ~ | |
| | | Reject Authorise | Back |

You will be asked to confirm if you wish to progress the authorisation/rejection. Click 'OK'.

| Penderels Trust? Me My People | Are you sure | pour want to authorise this claim and a |
|----------------------------------|-------------------|--|
| ers Post | Tatai for Holiday | 10.00 NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll. |
| Authorisations | GRAND TOTAL | 10.00 |

Click on '**OK**' to confirm authorisation/rejection.

You will then receive a confirmation message.





Viewing Payslips

To view an employee's payment information, select the employee you wish to view.



Once you have selected the employee you wish to view, click the 'My Pay' tab.



To view the most recent payslip, click the 'View Full Payslip' tab.





Employee payslip example

| Penderels Trust? | Ξ | | Employee Search | Q Q 1 ? 🗷 O | |
|-------------------------|------------------------|----------------------------------|------------------------|---------------------------------|---------------------------|
| Me My People | | | | Notifications | |
| PA CONTRACT | Payslip | | | | Here you can see |
| ay Pay | MRS E Example | Pay Period: 24/10/2022 - 20/11/2 | 022 | < 25/11/2022 > ■ | the Net Pay Figure |
| imesheets | Employee Number: 1111 | NI Number: WA111111C | Employer: ERS EXAMPLE2 | Pay Group: CG9998 | This is the amount |
| imesheet Claim | Tax Code: 0T W1 | NI Code: A | Pay Date: 25/11/2022 | Tax Period: 2022/36 | you need to pay |
| kness / Form History | Payment Method: Cash | Employee Address: 2 Main STreet | Pay Frequency: Lunar | Employer Address: 1 main street | your employee |
| uthorisations | Gross Pay £1,000.00 | PAYE Tax NIC £200.00 £3.96 | Others £0.00 | Net Pay £796.04 | |
| | YTD £1,000.00 | YTD £200.00 YTD £3. | 96 YTD £0.00 | YTD £796.04 | |

You can download the payslip to save onto your device if you wish.

| Penderels Trust? | Ξ | | | Employee Search | Q Q 1 ? & U | |
|------------------|-----------------------|----------------------|-------------------|---------------------|---------------------------------|---------------|
| ~ | | | | | Notifications | |
| PA CONTRACT | Payslip | | | | | To download |
| am Selector | | | | | > | |
| y Pay | MRS E Example | Pay Period: 24/10/20 | 022 - 20/11/2022 | | < 25/11/2022 | a copy of the |
| nesheets | Employee Number: 1111 | NI Number: WA1111 | 11C Emp | loyer: ERS EXAMPLE2 | Pay Group: CG9998 | |
| nesheet Claim | Tax Code: 0T W1 | NI Code: A | Pay | Date: 25/11/2022 | Tax Period: 2022/36 | download Icon |
| kness | Payment Method: Cash | Employee Address: | 2 Main STreet Pay | Frequency: Lunar | Employer Address: 1 main street | |
| / Form History | Gross Pay | PAYETax | NIC | Others | Net Pay | |
| ithorisations | £1,000.00 | £200.00 | £3.96 | £0.00 | £796.04 | |
| | YTD £1,000.00 | YTD £200.00 | YTD £3.96 | YTD £0.00 | YTD £796.04 | |

Step 6

To access other pay documentation for that employee e.g. previous payslips, click on the **My Pay** tab.

| | Pender | els Trusti | Ξ | | Employee Search | Q Q ? B C |
|----------------------------|---|------------|--|--|--|--|
| | Me PA COL | My People | © / Team Selector / My Pay / Payslip | Payslip | | |
| Click on the My Pay tab | My Pay Timesheets Timesheet Clain |)) | MRS E Examp | DIE Pay Period: 24/10/2022 | 2 - 20/11/2022 | < 25/11/2022 > ■ |
| | Sickness My Form History Authorisations | <i>x</i> : | Employee Number: 1111 Tax Code: 0T W1 Payment Method: Cash | NI Number: WA111111C NI Code: A Employee Address: 2 Main STreet | Employer: ERS EXAMPLE2 Pay Date: 25/11/2022 Pay Frequency: Lunar | Pay Group: CG9998 Tax Period: 2022/36 Employer Address: 1 main street |



To view the employee's previous payslips, click the View All Pay Documents tab.

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|--|---|--|--|--|--|
| Reconstruct Recon | © / Team Selector / My Ray All Pay Documents My Pay provides a detailed view of oth Pay Documents and split to print them if required. Paysips are available along with Pi06s and P110s where a plotat MyPay Dashboard View All Pay Documents | ith a full history of your Statutory D ble. | ordes a detailed view of the documents and select to oppose are available along with Per MyPay Dashboard View | your Pay Documents a to print them if required. 50s and P11D3 where applic: All Pay Documents | Click on the View all Pay Documents tab |
| Schms. Ny fara Hotory Auftarisators | Most Recent Payslip 24/10/2022 | 20/11/2022 3 Deductions 20% Your n | Lost Recent Pay | vslip 24/10/2022 | to view previous payslips |

Step 8

To view a specific payslip, click the payslip date you wish to view.

| | Penderels Trust? | Employee Search Q Q ? (2) |
|-------------------|------------------|---|
| | Me My People | © / Team Selector / My Pay |
| | PA CONTRACT | All Pay Documents |
| | Team Selector | My Pay provides a detailed view of your Pay Documents along with a full history of your Statutory Documents. You can browse the documents and select t print them if required. |
| | My Pay | Payslips are available along with P60s and P11Ds where applicable. |
| | Timesheets | MyPay Dashboard View All Pay Documents |
| | Timesheet Claim | |
| Click the date of | Sickness | View Document Type |
| the payslip you | My Form History | All Opened Unopened Paysips |
| wish to view 🦳 | Authorisations | Results per page: 12 V Showing 1 resu |
| | | Pay Date Document Type Payments Deductions Net Pay |
| | | 25/11/2022 Payslip 100% 20% 80% + Compare |

Step 9

To return to the list of employees, click the **Team Selector** tab.

| Click the Team Selector tab to return to the list of employees | Perderets frust? Me My People PA CONTRACT Team Selector My Pay Timesheets | Employee Sear (7) Team Selector (9) Pay All Pay Documents My Pay provides a detailed view of your Pay Documents along with a full history of your Statutory Documents. You o print them if required. Payslips are available along with P60s and P11Ds where applicable. My Pay Dashboard View All Pay Documents | ch Q Q ? (2) (2) £ % ? can browse the documents and select to |
|---|--|--|---|
| | Timesheet Claim Sickness My Form History Authorisations | View Document Type All Opened Unopened Payslips Results per page: 12 V | Showing 1 result |



You can access the pay information for your other employees from this screen.

| Penderels Trust? | Emp | loyee Search | ۹ <i>۵</i> | ? 🔔 O | |
|--|---|--------------|------------------|-------------------|---|
| PA CONTRACT | © / Team Selector Team Selector Standard Team Selector View | | | | |
| Team Selector My Pay Timesheets Timesheet Claim Sickness | Search by team member name Filters Enter Name Q. Direct Reports ~ | | | | To view another employee's payslip, click Select on their section and ther |
| My Form History Authorisations | Direct Reports for Your Name EXAMPLE2 Select All Deselect All | Showing | 3 results (0 vac | ant) / 1 Selected | click the My Pay tab as described in Steps 3 & 4 |
| | Employee 1 A contract (B1111) Employee 2 PA Contract (B1112) Contract (B1112) | lis.com | Se | lect + | |
| | | | _ | | |



Authorising Sick Leave

If an employee is off sick, they should submit a sickness claim.

This does not necessarily replace any sickness procedures you have in place with your employees about letting you know they are going to be off sick and cannot work.

If an employee has submitted a sickness claim, you will receive a notification to authorise it.

This claim will be in the '**Absence**' folder.

Click on the down arrow next to 'Absence' to open up the claim.

| Me My Peo | Welcome | Ø Edit dashboard |
|-----------------|-----------------|------------------|
| 2 RA CONTRACT | | |
| | 1 Authorisation | |
| Team Selector | | |
| My Pay | Ausence | |
| Timesheets | ⊘ 0 Authorising | |
| Timesheet Claim | 🛞 0 Rejecting | |
| Sickness | Submit | |
| | | |

Here is one claim from the employee to check. To view the PA's claim, click on their name/date.

| Penderels Trust? | | \$? ® (|
|-----------------------------|-------------------|----------------|
| Me My Peo | Welcome | Edit dashboard |
| Team Selector | 1 Authorisation : | |
| My Pay Timesheets | 1 ADSente | |
| Timesheet Claim | 🔗 0 Authorising | |
| Sickness My Form History | 🛞 0 Rejecting | |

You can scroll down to view the information.

| Me My People | - | _ |
|-----------------|---|---|
| 0 | Q / Damboard / Austronisation | |
| PA CONTRACT | Create Sickness - | |
| Team Selector | CONTRACT | |
| My Pay | The Time Management module enables employees, and managers on behalf of employees, to view and record absence and attendance records. | |
| Timesheets | | |
| Timesheet Claim | Previously Updated By | |
| Sirkness | Type Sickness | |
| | Category Back Problems | |
| My Form History | Comments | |
| Authorisations | Dates Full Day Open Ended | |
| | From 07/01/2025 | |
| | To 07/01/2025 | |



The authorisation button is at the bottom of the screen. Click on '**Authorise**' if you are happy with the information provided.

| Pendere | Is Trustr | = | \$? (&) ¢ |
|-----------------|-----------|----------------------------------|--|
| Me | My People | | Days |
| \frown | | Total Time | 1 |
| (PA CON | TRACT | Reason | Back Problems |
| \smile | | Reason Type | Back ache/pain |
| Team Selector | | Cause | Not work related |
| My Pay | | Cert Type | Self-Certificated |
| Timesheets | | Certificate Expiry Date | l confirm that an entry has been made in the Health & Safety Accident Book. |
| Sickness | | Return To Work Interview Date | |
| My Form History | | Date of linked absen | |
| Authorisations | | | |
| | | | Cancel Authorise Rejet: View Entitlement Details View Team Calendar |

You will receive a confirmation that the request has been authorised. Press '**continue**'.

| Penderels Trust? | = | ¢ ? (& O |
|------------------|--|----------|
| Me My People | / Deshboard / Authorisation | |
| PA CONTRACT | | |
| Team Selector | Thank you. The absence/attendance request has been successfully authorised. | |
| My Pay | | \geq |
| Timesheets | | Continue |
| | | |

This will take you to a summary page.

| Penderels Trust? Me My People | |
|----------------------------------|---|
| 0 | A / Dashboard / Authorisation |
| PA CONTRACT | Authorisation |
| | Authorisation allows you to browse, approve or reject requests from your employees for: |
| Authorisations | Derennal detail changes |
| Dashboard | Note: Managers authorisation is not required for changes to bank details as these go straight to payroll for processing |
| | Holiday Requests |
| | Sickness |
| | Each type of authorisation item is grouped in a section which can be expanded or collapsed accordingly. |
| | Image: Decision of the second seco |
| | Event Type Employee |
| | Absence |



Reviewing Authorisations

If you want to check what you have authorised or rejected for each employee, click on the **Team Selector** button and select the employee you want to check.



Click on 'My Form History' and use the criteria buttons to search for authorisations as required.

| | Keyword Search | Da | te From | Dat | еТо | |
|---|---|----------|------------------|------------------------|-----------------------------|----------------|
| | Enter keywords to search | | 7/01/2025 | (07 | //01/2025 | 6 |
| PA CONTRACT | Event Filter | | St | atus Filter | | |
| Team Calastas | Absence | | ~] (| Authorised | | ~ |
| | | | | _ | | |
| My Pay | | | | | Clear search | Search |
| | | | | | | |
| Timesheets | | | | | | |
| Timesheets Timesheet Claim | Results ner nate: 20 v | | | | | Showing Learn |
| Timesheets Timesheet Claim Sickness | Results per page: 20 🗸 | | | | | Showing 1 resu |
| Timesheets Timesheet Claim Sickness | Results per page: 20 V | | | | | Showing 1 resu |
| Timesheets Timesheet Claim Sickness My Form History | Results per page: 20 V | Employee | Event | Status | Raised Date ~ | Showing 1 resu |
| Timesheets Timesheet Claim Elickness My Form History Authorisations | Results per page: 20 v | Employee | Event | Status O Authorized | Raised Date ~ | Showing 1 resu |
| Timesheets Timesheet Claim Erckness My form History Authorisations | Results per page: 20 V Description Absence (Add): Sickness (07)01 | Employee | Event Absence | Status ⓒ Authorised | Raised Date ~ 7 jan 2025 | Showing 1 resu |

Logging out

To log out, click the power icon in the grey bar at the top of the page.





Frequently Asked Questions

How do I access My View?

Simply click on the website https://tinyurl.com/My-View-Home-Page

The website should have the Penderels Trust logo on it. You can also access the My View system via our website **www.penderelstrust.org.uk** and scroll down to the red box that says '**Visit My View**'. Click on the red box to go to the My View website.

Q: I've forgotten my password, how do I reset it?

Simply click on 'forgotten your password' and the system will send you an email with a temporary password so you can access your account. You can change your password to something more memorable once you are logged in. Please make a note of your password as we don't have access to it.

Q: Why do I need to use Multi-Factor Authentication to use My View?

Multi-Factor Authentication provides an extra layer of security to your account. The type of MFA used for My View is via an authenticator app which you can download for free on a mobile phone which offers the best security level. If you don't have access to a smart phone, please email us at **myview@penderelstrust.org.uk** to let us know so we can remove that function.

Q: Can I have payslips posted as well as on My View?

Unfortunately, we cannot provide payslips in both ways on one account. You can download payslips from My View to print at home if you wish. Receiving payslips via My View means you can access them as soon as they are ready rather than waiting for the post which can sometimes be delayed.

Q: How can I get copies of payslips for audits?

You can access copies of payslips back to when you started using My View. Simply go to the 'My Pay' section in the left-hand menu and click on 'View Full Pay Documents'. You can then click on the date of any payslip and it will open up. If you want payslips from further back, please contact us on **myview@penderelstrust.org. uk** and we can publish them in your My View account.



Q: Am I able to see what I have previously submitted for audits?

You can see timesheet hour claims you have made in the 'My History' tab listed down the side bar.

Q: What documents can I view on My View?

You can view your employees' payslips from the latest one back to when you started on My View. You can also see pay documentation including P60 documents and we can upload older ones if you need them. Please send your request to **myview@penderelstrust.org.uk**

Q: Can my PA submit timesheet claims on my behalf?

Your PA can enter their timesheet hours via their own My View account. They cannot submit these directly to us, however, you as the employer must authorise the claim via your own My View account before it can be submitted.

Q: What are the deadlines for submitting timesheets via My View?

The submission deadlines for timesheets are the same as they were before. Please refer to your payroll planner which will show the deadline dates for the pay group you are in.

Q: My PA who recently left is no longer showing on My View, why is this?

As soon as a PA becomes a leaver, they will no longer show in your account as they don't work for you anymore. The PA can access their payslips via their own My View account for one year so it is important to remind them to download/print off their payslips before then if they might need them in the future. If you need copies of payslips of PAs who have left, please email **payroll@penderelstrust.org.uk** to request them.