Penderels Trust

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

Welcome to the '**My View**' Mobile Phone User Guide for direct payment employers. It provides a step-by-step guide to using the My View system.

We have written a separate guide for people using a desktop (computer/laptop) as the screens look different.

What is 'My View'?

My View is an online system that provides a secure way for you to 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'?

Currently, you are able to view the payslips and other pay documentation for your PAs. The payslips will be uploaded on the Thursday of your pay week *.

We will be adding new functions to the system and we will let you know when these are available and how to use them.

*There are some exceptions to this if you pay your PAs monthly. Please refer to your payroll planner for payslip dates.
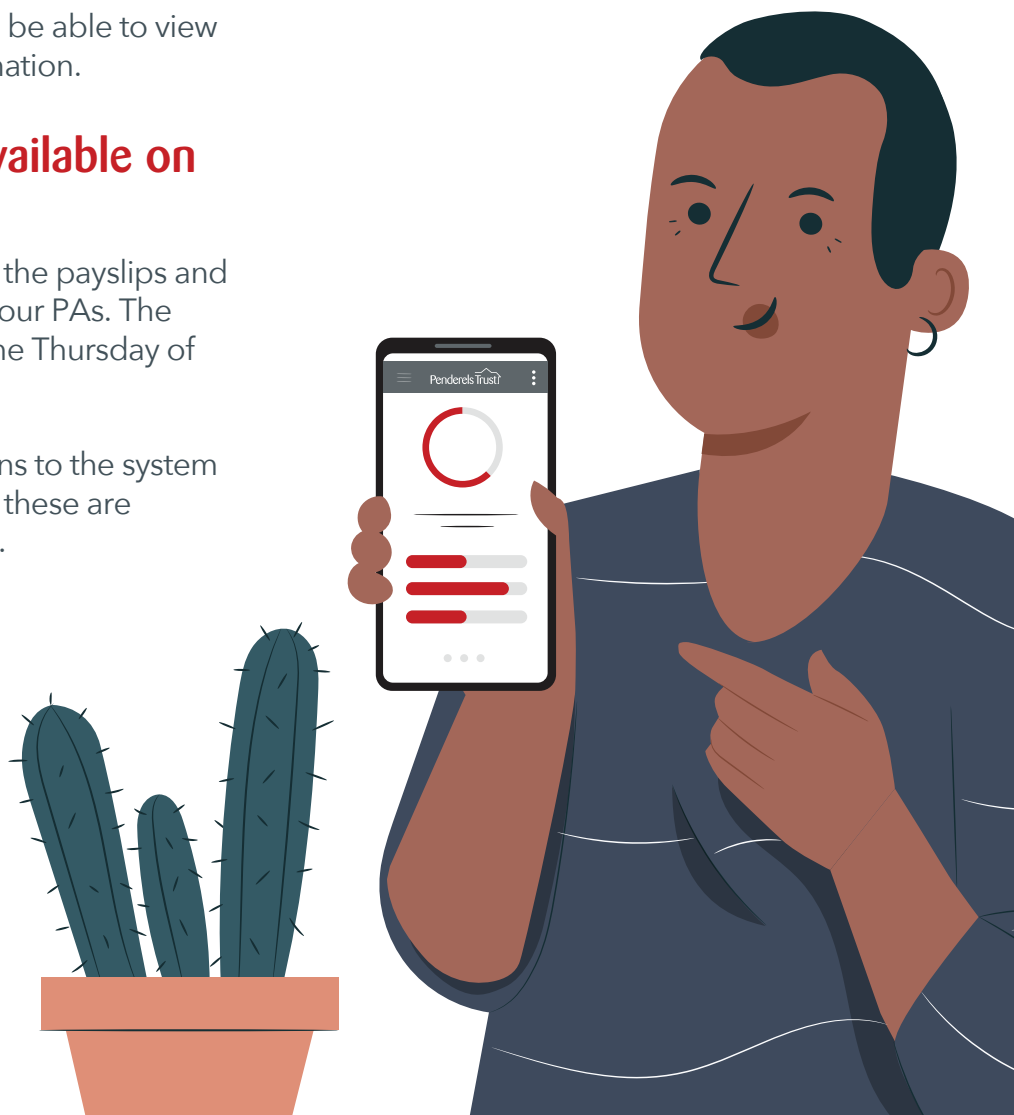
Before you start

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

To do this, we need your employer number and email address. We also need the names, employee numbers and the email addresses of all your PAs. If you have not already, please email these details to **myview@penderelstrust.org.uk** and ask us to set you up.

The instructions in this guide won't work unless we have set you up on My View first.

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

Payroll Summary example

Step 1

Click the blue underlined website address below to access **My View**.

https://penderelstrust.hcm.zellis.com/myview/dashboard-ui/index.html#/landing

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.

This is the incorrect website. **Please do not use this.**

This is the correct website. **Please use this.**
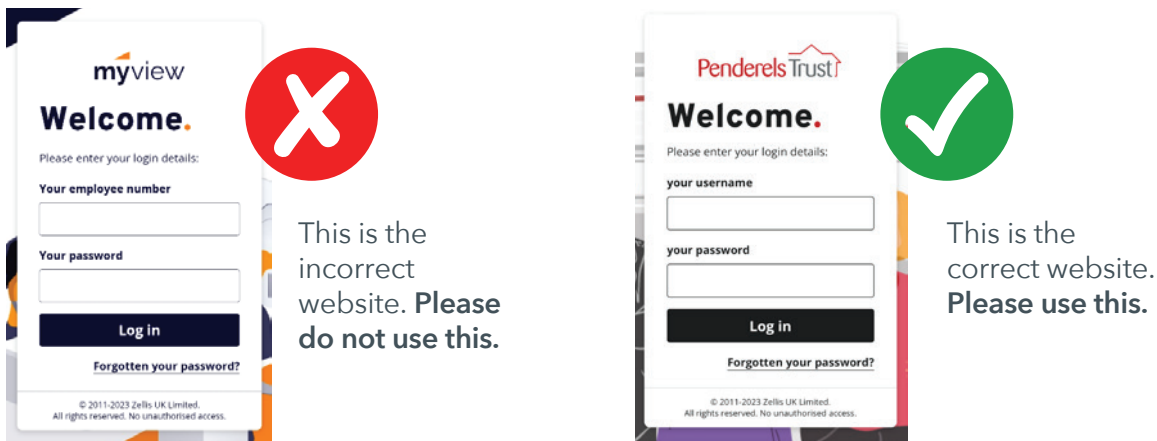
You will need to set your password the first time you use My View.

To do this, click **'Forgotten your password?'**
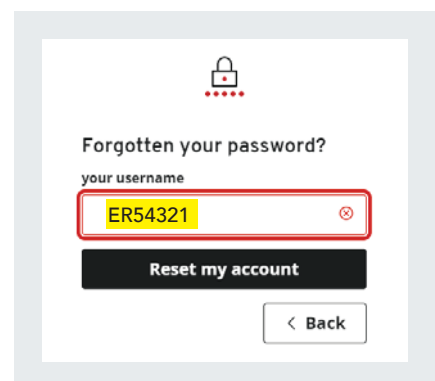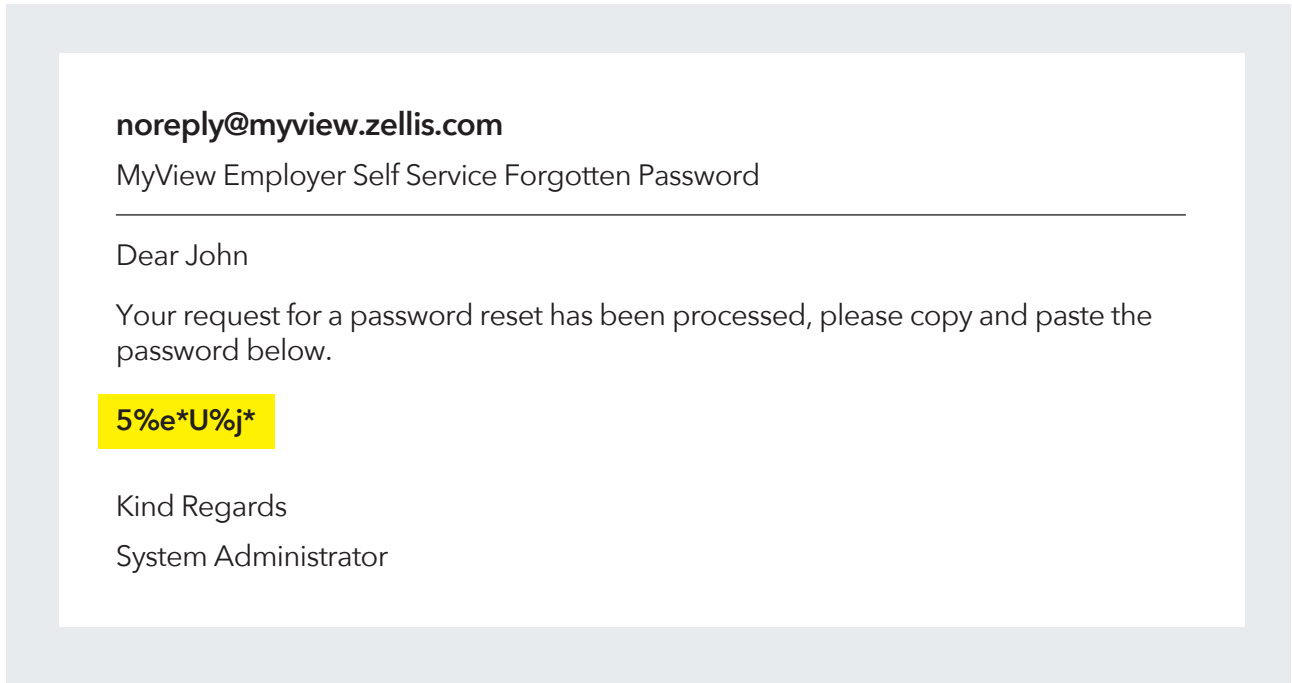
Click '**Forgotten your Password?**'
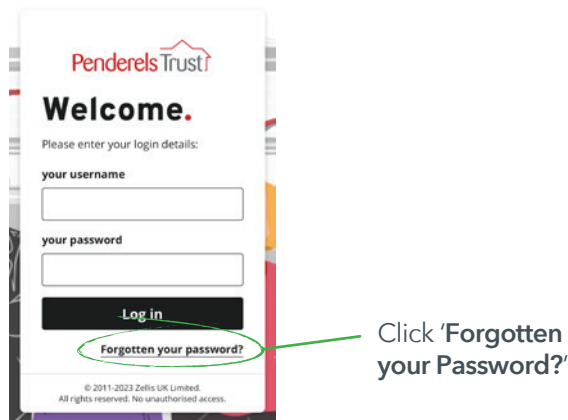
Step 2

In the 'Forgotten your password?' section, enter your username. Your username will always be the same and is the letters **ER** followed by your **employer number**.

Then click the '**Reset my account**' button.

Step 3

Once you have reset your account, you will receive an email with a temporary password, as shown below. Please check your junk folder as well as your inbox.

noreply@myview.zellis.com

MyView Employer Self Service Forgotten Password

Dear John

Your request for a password reset has been processed, please copy and paste the password below.

5%e*U%j*

Kind Regards

System Administrator

Step 4

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

Forgotten your password?

your username

ER54321

your password

5%e*U%j*

Reset my account
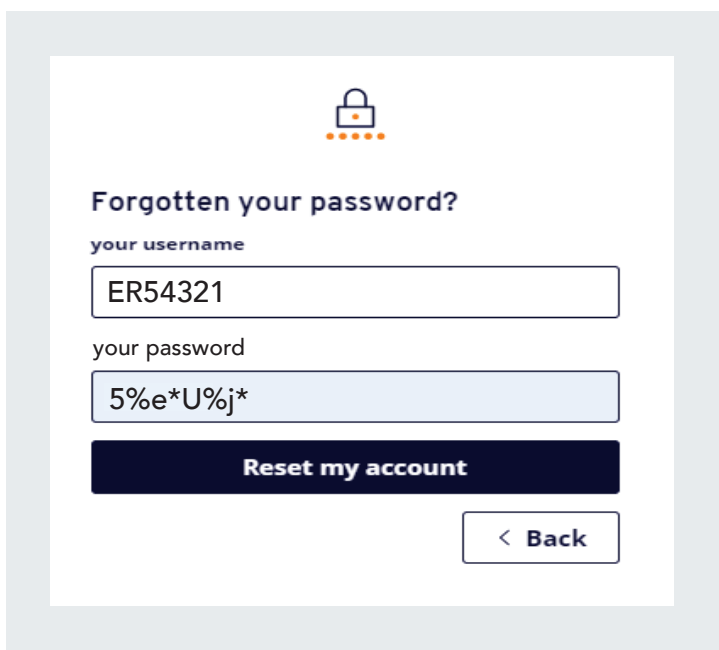
< Back

Top Tip

To copy and paste the temporary password emailed to you:

- Place your finger over the password until you get two grab points, click copy.

- Go back to the My View website and keep your finger on the password box until the options menu appears.

- From the options menu, select "Paste" or the clipboard icon to paste the copied password.

Penderels Trust

Step 5

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 (such as an exclamation point, question mark or pound symbol).

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*

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.
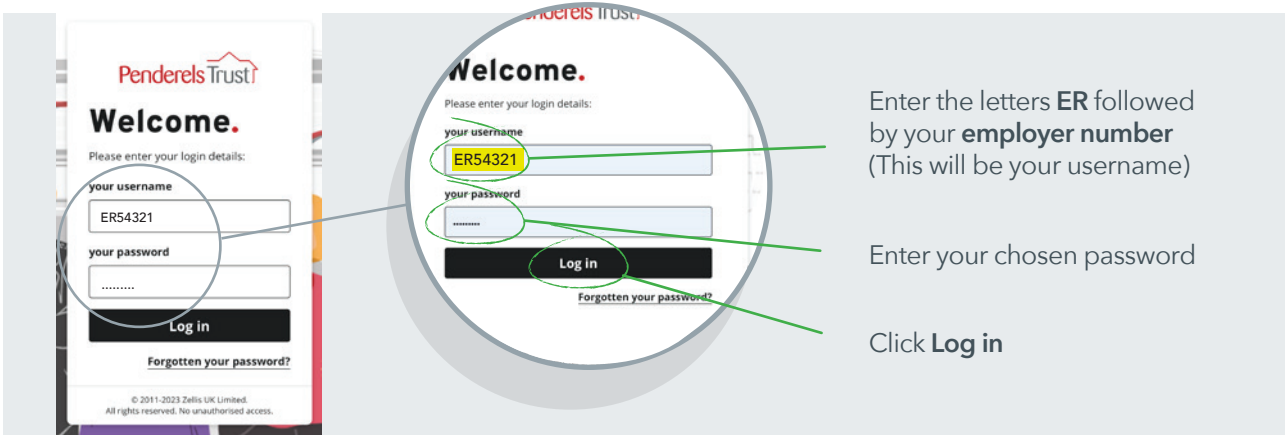
Penderels Trust

Section Two: Using My View

Step 1

Click the blue underlined website address below to access **My View**:

https://penderelstrust.hcm.zellis.com/myview/dashboard-ui/index.html#/landing

To log in, enter your **username** and chosen **password** and click **Log In**. You can view your password as you type it by clicking the 'show password' icon, it looks like an eye.

NOTE: If this is the first time you have used My View, please go back to Section One and complete the Getting Started process.


Enter the letters **ER** followed by your **employer number** (This will be your username)

Enter your chosen password

Click **Log in**

Step 2

Once logged in, you will see the Welcome page. Click on the **three white lines** in the top left-hand corner (**not the three dots on the other side**), this will bring up a menu.
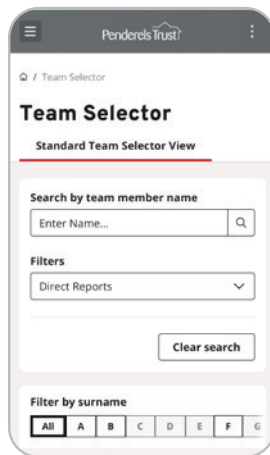

Click here to bring up the menu

Step 3
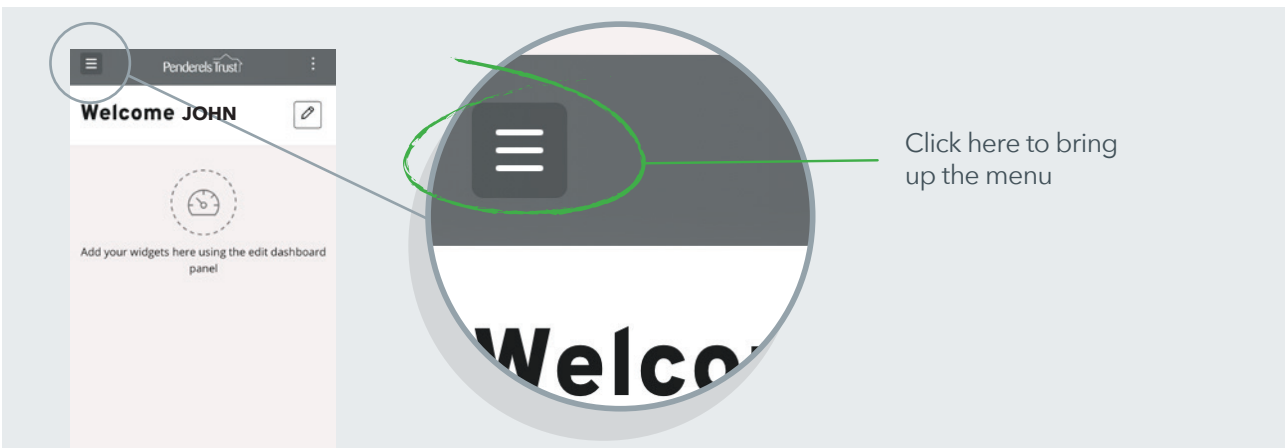
Click on the **My People** tab
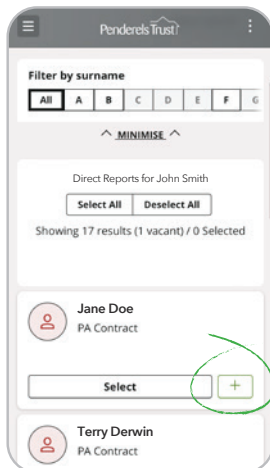

Click on the
My People tab
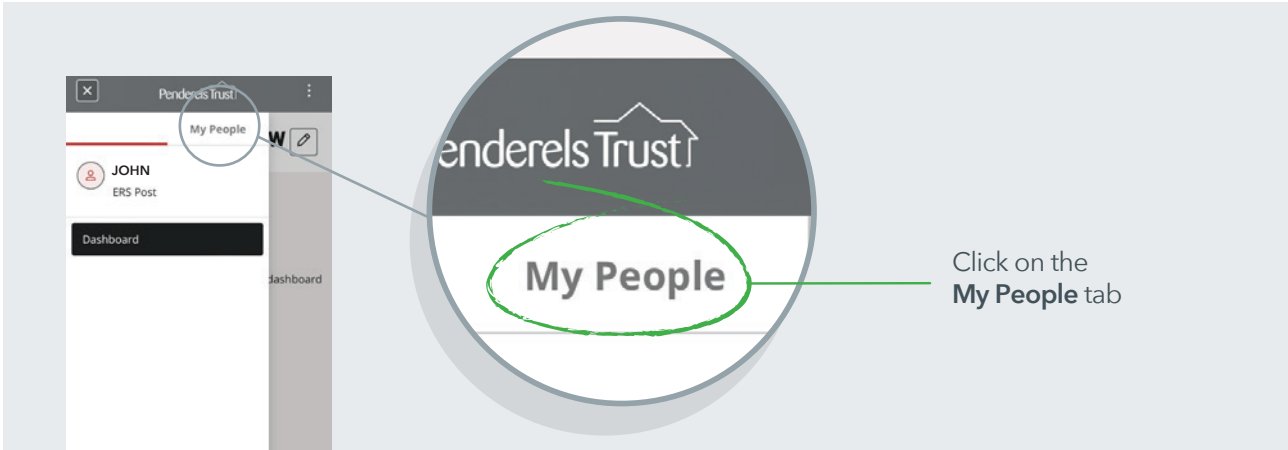
Step 4

This takes you to the
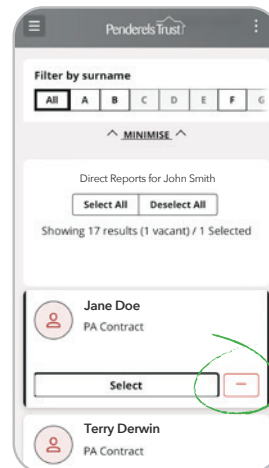**Team Selector** page
where you can view your
employees' details.

Step 5

Scroll down to get to
the PA names and
click on select so the
green plus turns to a
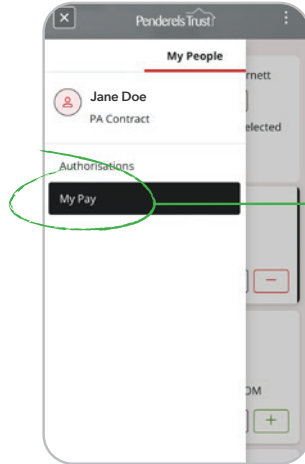red minus.

You should only select
one PA at a time.

Employee **is
not** selected

Employee **is**
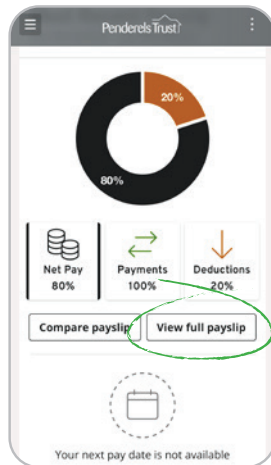selected

Penderels Trust

Step 6

Once an employee is selected, click the **three white lines** in the top-left hand corner again. Click on **My Pay**.

Click on **My Pay** to view employee pay information.

Step 7
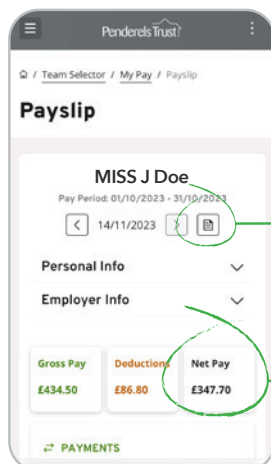
To view the most recent payslip, scroll down and click on '**View full payslip**'.

Click here to view the most recent payslip

Step 8

Employee payslip example. You can download and print your payslips by clicking the save page icon.

Click here to download and save/print your payslip

Here you can see the **Net Pay** Figure

This is the amount you need to pay your employee

Penderels Trust

Step 9

Click on '**Team Selector**' at the top of the page to get out of that employee's payslip and return to the list of employees.
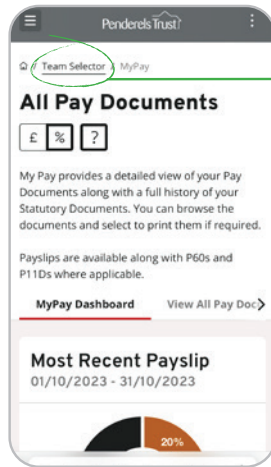
Click the **Team Selector** tab to return to the list of employees

Step 10

Scroll down this page to get to the PAs again.

Unselect the previous employee so the red minus goes to a green plus.

Then click on the next employee so their green plus goes to a red minus.
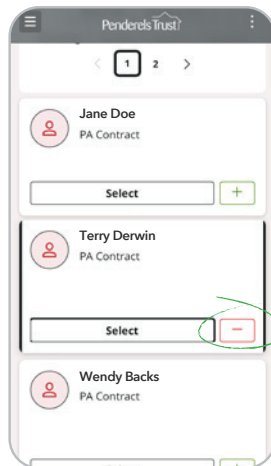
Click on the next employee so their green plus goes to a red minus

Step 11

To log out, click the three dots in the top right-hand corner and 'Sign out'.

Click the three dots at the top of the page to sign out

Frequently Asked Questions

Q. Is My View an app?

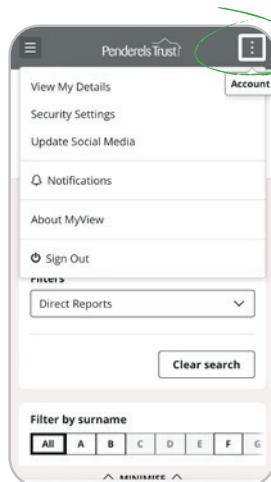A. No, My View is a website that you can access from a desktop computer, mobile phone or tablet. You do not have to download anything.

Q. How do I get on the website?

A. Click the blue underlined text below to go to the My View website: https://penderelstrust.hcm.zellis.com/myview/dashboardui/index.html#/landing

Please make sure you are using the correct website, it should have the 'Penderels Trust' logo on it. Please note, you do not need to come back to this guide for the website link every time you log in. You can visit our website by typing 'Penderels Trust' into your Internet search engine. On the first page of our website, scroll down until you see a red box that says 'Visit My View'. Click on the red box to go to the My View website.

Q. What is my username?

A. Your username is your payroll number with ER in front of it. You can find your employer number in the top right-hand corner of your timesheet (see page 1 for example).

Q: I have forgotten my password, what do I do?

A. Please click the 'Forgotten your password?' button on the My View login page and follow the instructions to reset your account with a new password.

Q: I have clicked 'Forgotten your password?' but haven't received the reset email, what do I do?

A. Please make sure you are entering the username correctly which is your employer number with the letters 'ER' in front of it, and that the email account you are using is the one you signed up with. Please check your junk folder. If you still haven't received it, email us at **myview@penderelstrust.org.uk** for more help.

Q. I/you have reset my password so why can't I log in?

A. If you are unable to login with reset account details, please clear your saved passwords. Your phone could be overriding the new password with an old out-of-date one.

Q. Why do I keep getting logged out when I try to save payslips?

A. If you are using an iPhone, you will get logged out after downloading a payslip and clicking back to return to the previous page. To continue saving payslips on your iPhone, you will need to download Google Chrome from the App Store and open My View on this browser and not the default Safari browser. Alternatively, you can view the payslips on your phone and download/save them on a computer.

Q. Do I submit timesheets via My View?

A. No, you should submit your timesheets in the same way as normal. Currently, My View is only for accessing employees' payslips and other pay documents.