Penderels Trust

A Mobile Phone guide to using **My View** for Personal Assistants (PAs)

Welcome to the **'My View'** mobile phone User Guide for PAs. 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 your latest and previous payslips and other pay documentation if appropriate. 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.
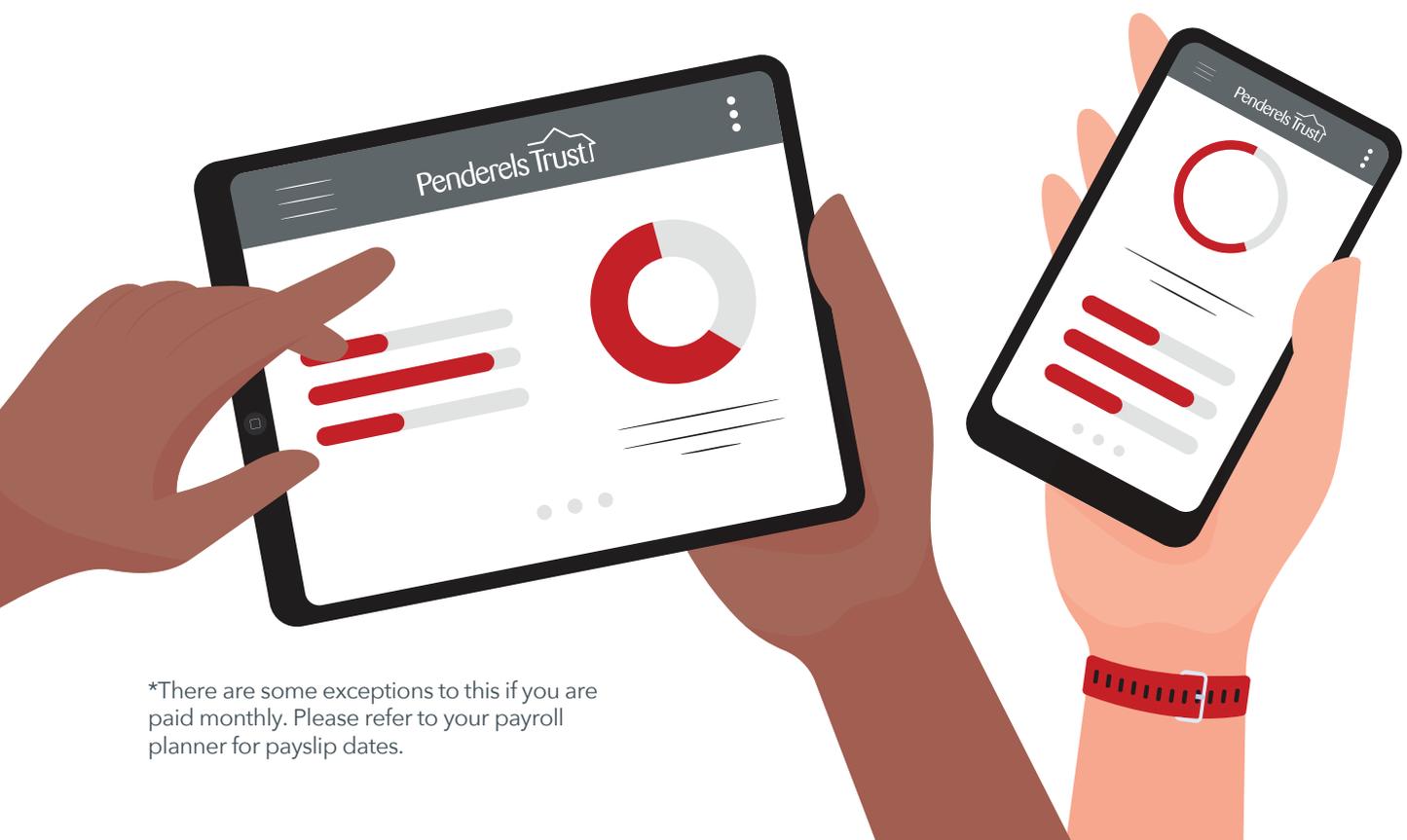
*There are some exceptions to this if you are paid monthly. Please refer to your payroll planner for payslip dates.

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 employee reference number. This number can be found in the top right hand corner of your payslip. This number can have anything from one to several digits depending on how long you have been set up on our payroll system.
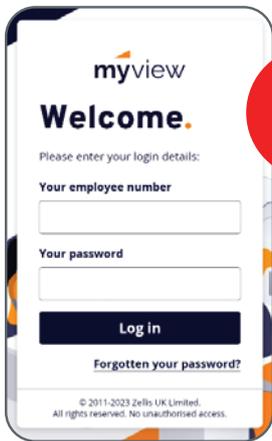
Payslip example

Your username is your **employee reference number** which can be found here

Step 1

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

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

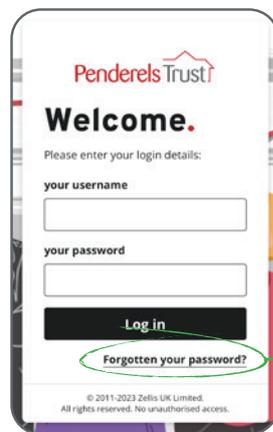This is the incorrect website. **Please do not use this.**
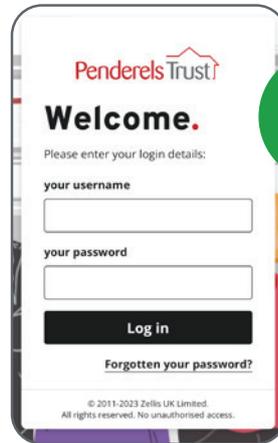
This is the correct website. **Please use this.**

Step 2

You will need to set your password the first time you use My View.

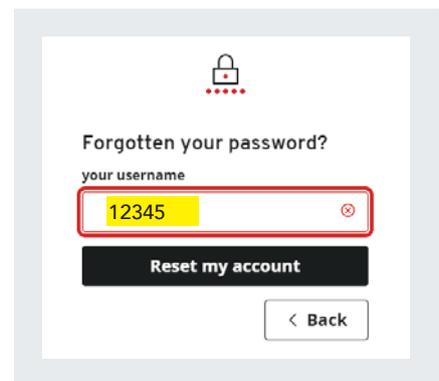To do this, click **'Forgotten your password?'**

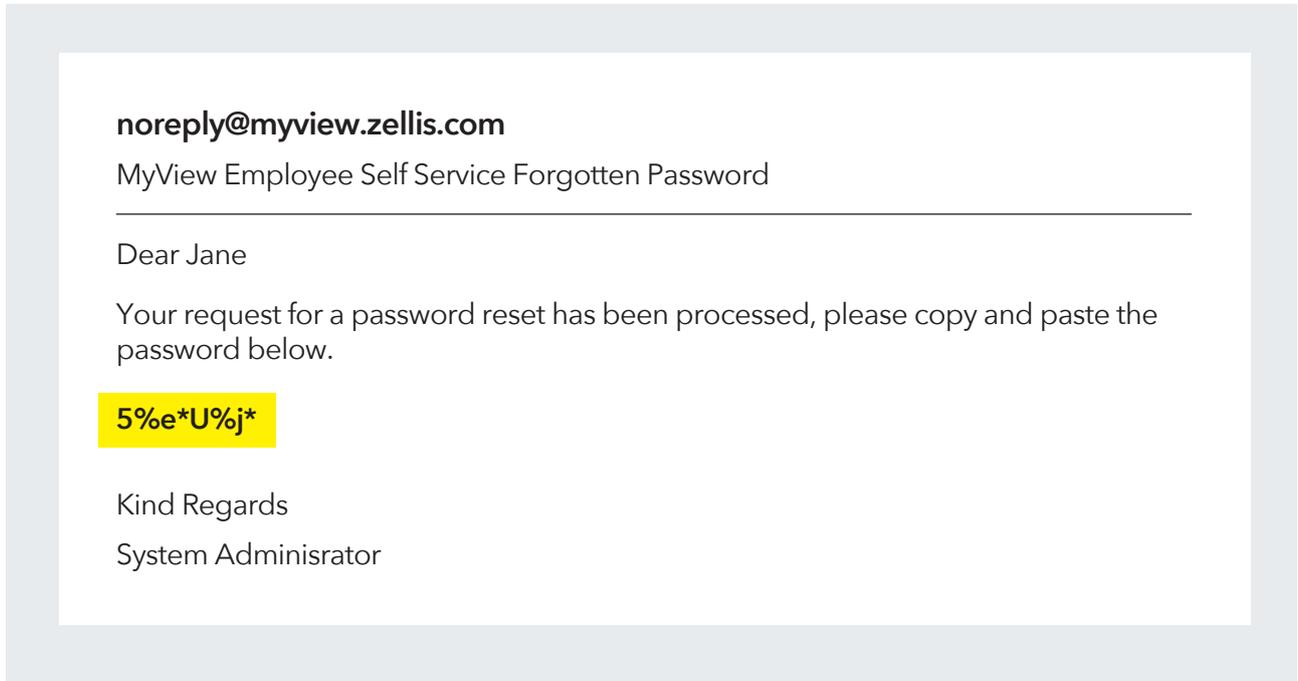Click '**Forgotten your Password?**'

Step 3

In the 'Forgotten your password?' section, enter your username. Your username will always be the same as your **employee reference number**.

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

Forgotten your password?

your username

12345

Reset my account

< Back

Step 4

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 Employee Self Service Forgotten Password

Dear Jane

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

5%e*U%j*

Kind Regards

System Adminisrator

Step 5

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

🔒

Forgotten your password?

your username

12345

your password

5%e*U%j*

Reset my account
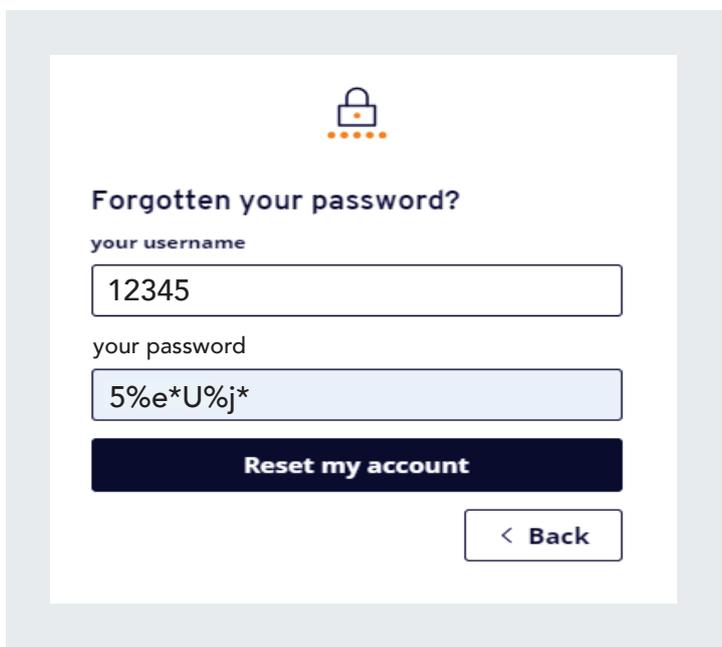
< Back

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.

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Step 6

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
12345 — Enter your **employee reference number** which is your username

Current password
5%e*U%j* ⊗ — Enter the **temporary password**

New password
New password — Enter your **new chosen password**

Confirm password
Confirm password — Re-enter your **new chosen password**

Submit ⌄

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.

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**.

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 your **employee reference number** (this will be your username)

Enter your chosen password.

Click **Log in.**
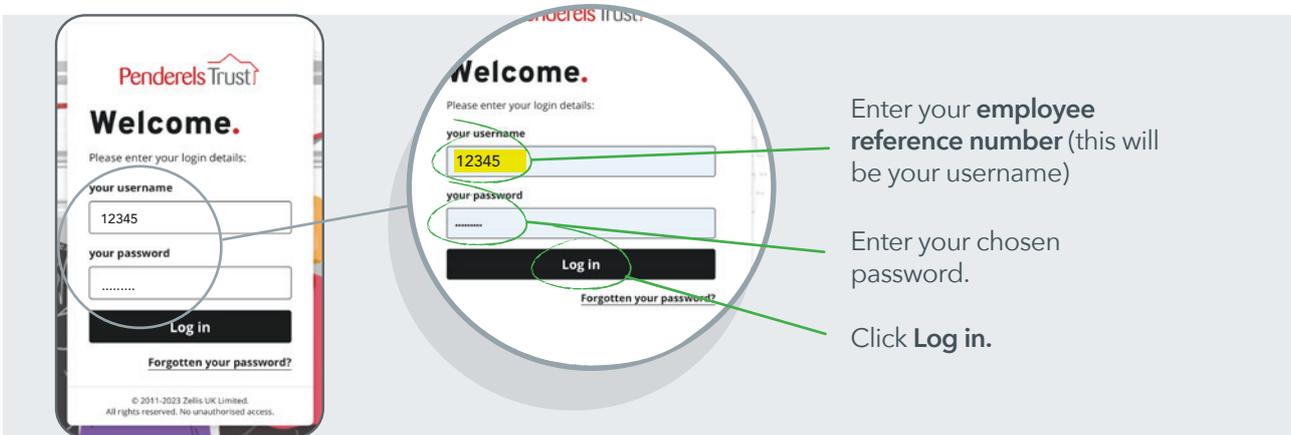
Step 2

Once logged in, you will see the Welcome page. This will show you when you last had a payslip and when your next pay is due. Click on the '**payslip**' icon to view your latest payslip. You can also view all your pay documents.

Here you can see when your next pay date is.

Click on the '**Payslip**' icon to view your latest payslip.
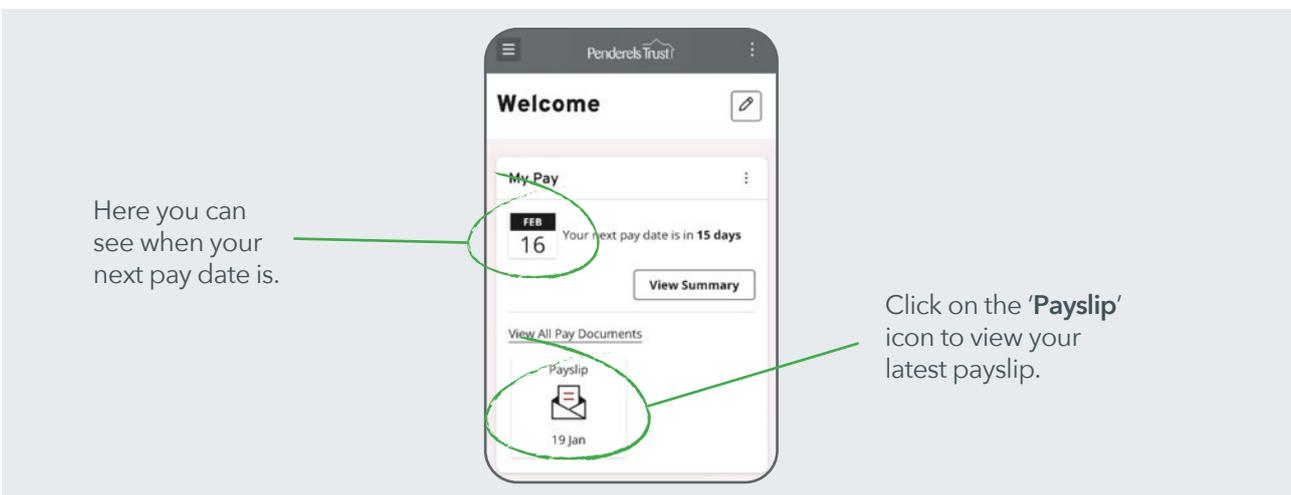
Step 3

You can now see your latest payslip including the net amount your employer needs to pay you.
You can also download the payslip to your device if you wish.
If you scroll down the page, you will be able to see the breakdown of your payslip.

Download your payslip by clicking this icon.

Here you can see the net figure. This is the amount your employer needs to pay you.
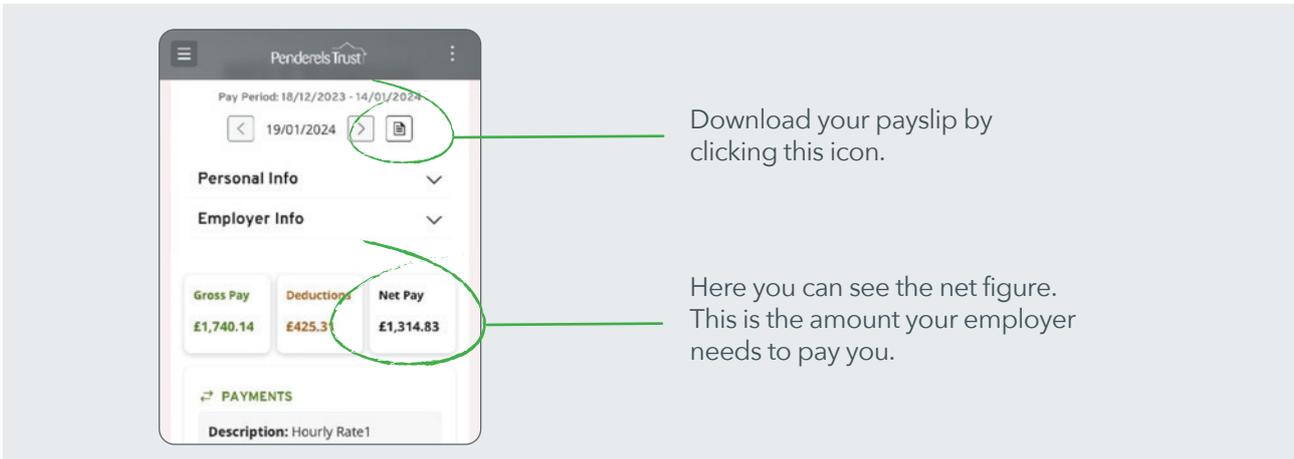
Step 4

To access other pay documentation such as previous payslips or your P60, click on the three lines in the top left corner to access the 'My Pay' tab.
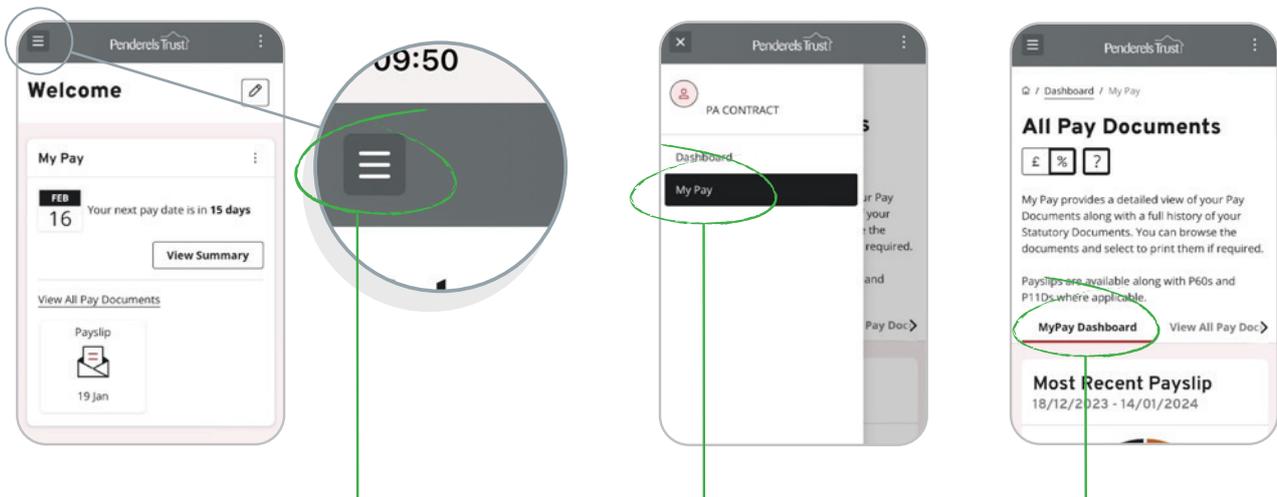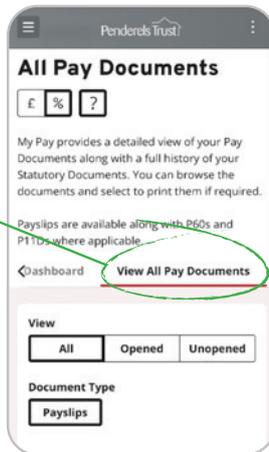

Click here to open the side bar.

Click on **My Pay** tab.

This takes you to your **MyPay dashboard**.
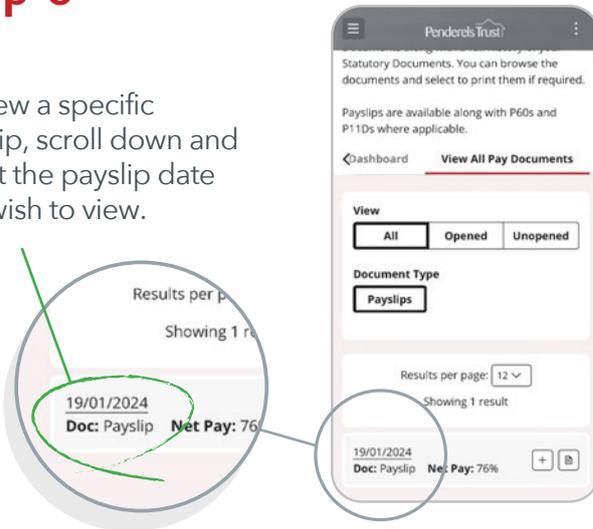
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Step 5

Click on the '**View All Pay Documents**' to view previous payslips.
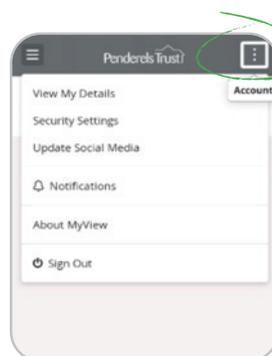

Step 6

To view a specific payslip, scroll down and select the payslip date you wish to view.

Step 7

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 employee reference number. You can find this in the top right hand corner of your payslip (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 employee reference number and check 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**.

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.