

# 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.

**We have written a separate My View User Guide for your PAs.**

## **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.

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](mailto: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

The image shows a timesheet form for John Smith. A callout circle highlights the 'Code: Group 1' field. Another callout circle highlights the 'Comp: 54321' field. A text box on the right explains that the username is the employer number, which can be found in the top right corner of the timesheet or on payroll summaries.

Employer:	John Smith	Code:	Group 1
Employee:		Comp:	54321
Period Ending:		Tax Wk.:	

We must receive this timesheet no later than **1pm on the Monday** after the week ending date entered at the top of the page. Please email it to [timesheets@penderelstrust.org.uk](mailto:timesheets@penderelstrust.org.uk). If you are unable to do this, you can post it to Penderels Trust, Resource House, 1A Brandon Lane, Coventry, CV3 3GU.

Date	Day	A.M.	P.M.	Rate 1	Sleep In Rate	Holiday Pay (value)
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					
	Monday					
	Tuesday					

### Payroll Summary example

The image shows a payroll summary table. A callout circle highlights the 'Domestic Employer' field with the value 'CG54321'. Another callout circle highlights the 'Name' field with the value 'John Smith'. A text box on the right explains that the username is the employer number, which can be found in the top right corner of the payroll summary.

Domestic Employer	Name	Address	Employee Number	First Forenames	Surname	Person on	Employees Pension	Total Gross	Date
CG54321	John Smith	58 Park Avenue Pennywell Sunderland SR7 4BL	98765	Name	Name	57	7.43	323.85	14/12/2022
						57	7.43	323.85	

## Step 1

Use the link below to access **My View**:

<https://penderelstrust.hcm.zellis.com/myview/dashboardui/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.

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

Click 'Forgotten your Password?'

## 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.

Forgotten your password?

your username

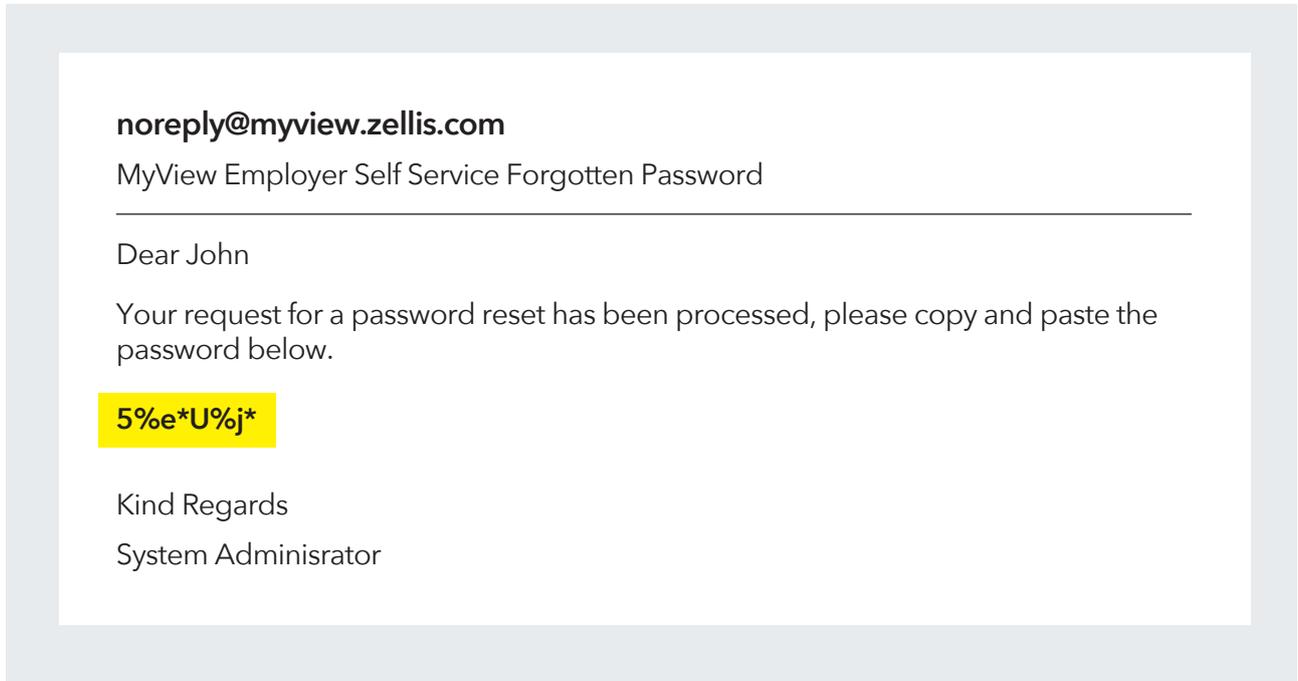
ER54321

Reset my account

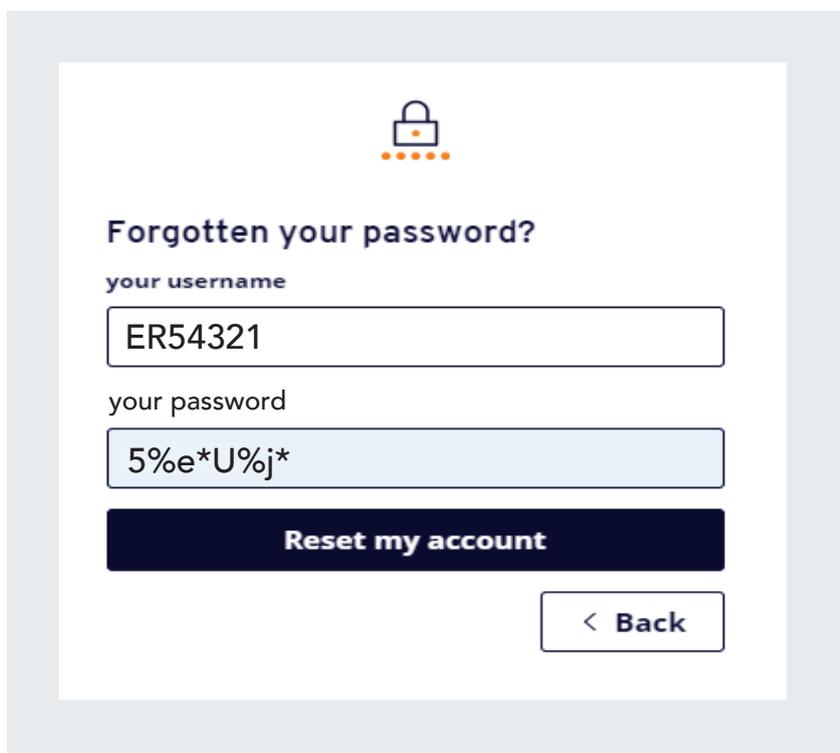
< Back

## Step 3

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'**.



## Step 4

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.

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.

## Section Two: Using My View

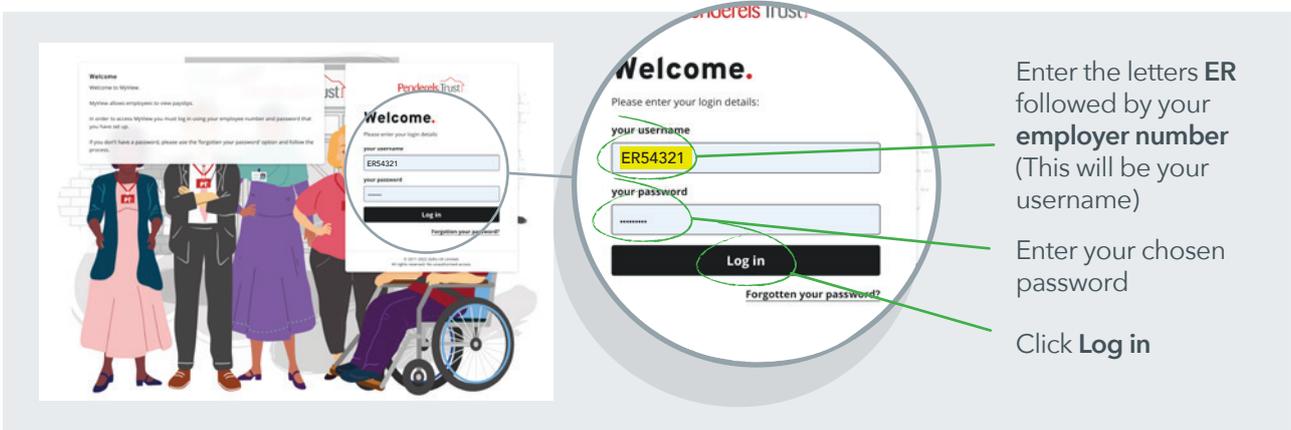
### Step 1

Use the link below to access **My View**:

<https://penderelstrust.hcm.zellis.com/myview/dashboardui/index.html#/landing>

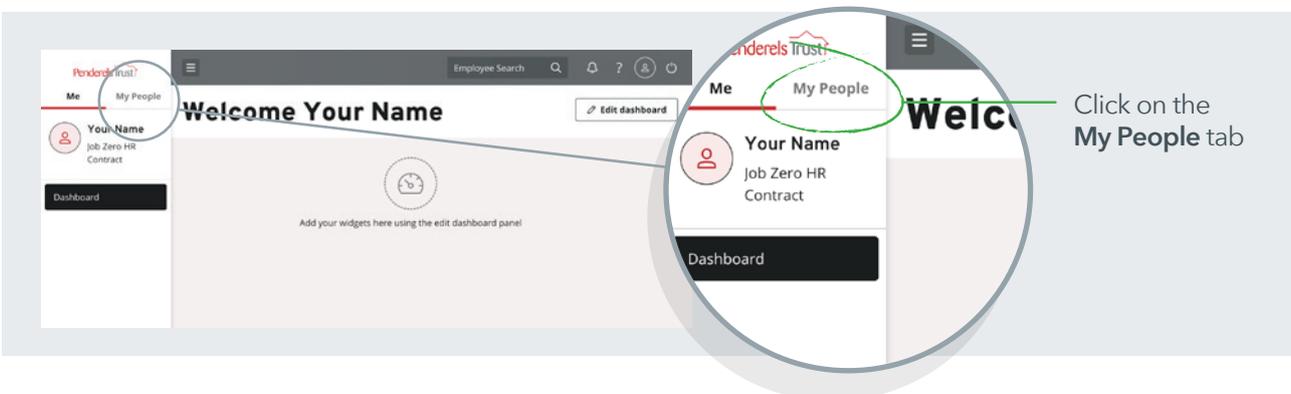
To log in, enter the letters **ER** followed by your **employer number** (which makes up your username), enter your chosen password and click Log in.

**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.



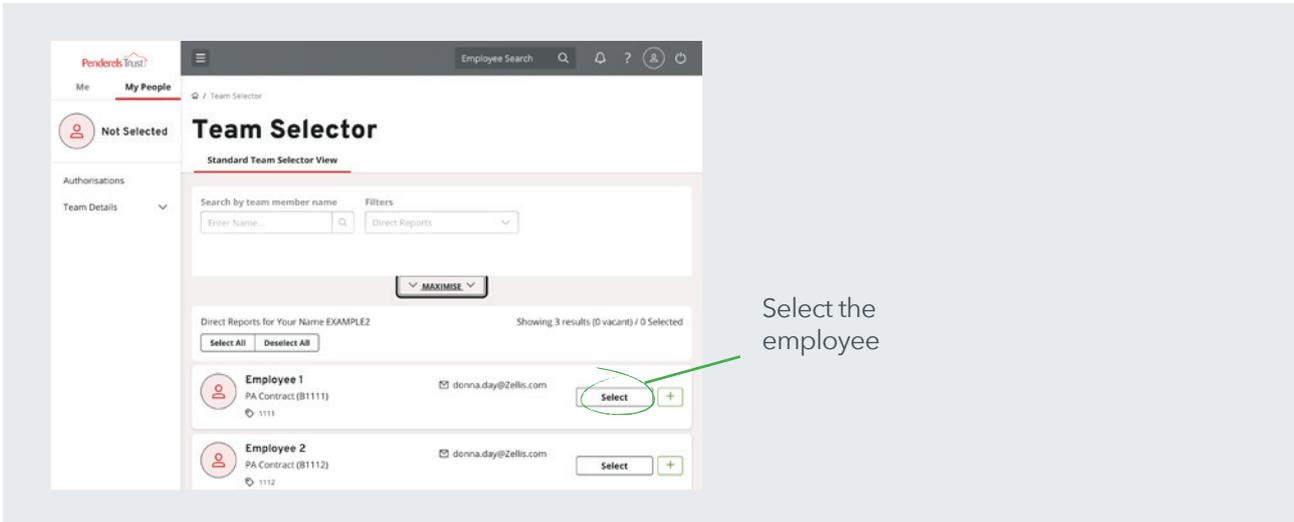
### Step 2

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.

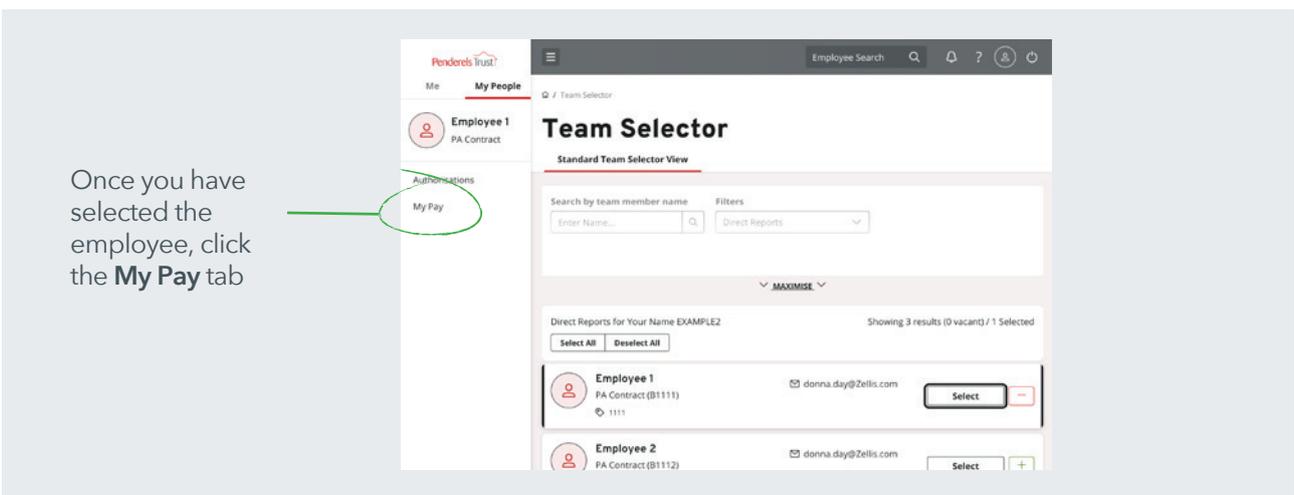


### Step 3

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

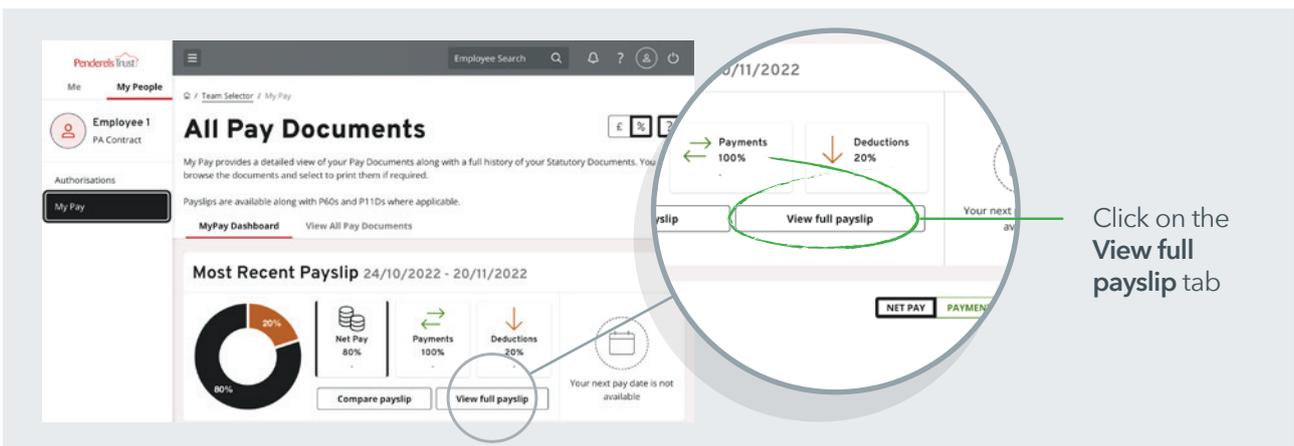


Once you have selected the employee you wish to view, click the **My Pay** tab.



### Step 4

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



# Step 5

Employee payslip example

The screenshot displays the 'Payslip' page for 'MRS E Example' with a pay period of 24/10/2022 - 20/11/2022. The interface includes a sidebar with 'My People' and 'My Pay' sections. The main content area shows employee details and a summary table:

Gross Pay	PAYE Tax	NIC	Others	Net Pay
£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

Below the summary table, there are sections for 'PAYMENTS' and 'DEDUCTIONS'. The 'PAYMENTS' table shows a 'Hourly Rate1' of 100.00 units at a rate of 10.0000, resulting in an amount of £1,000.00. The 'DEDUCTIONS' table shows 'Tax Paid' of £200.00. A green circle highlights the 'Net Pay' value of £796.04 in the summary table.

Here you can see the **Net Pay** Figure  
This is the amount you need to pay your employee

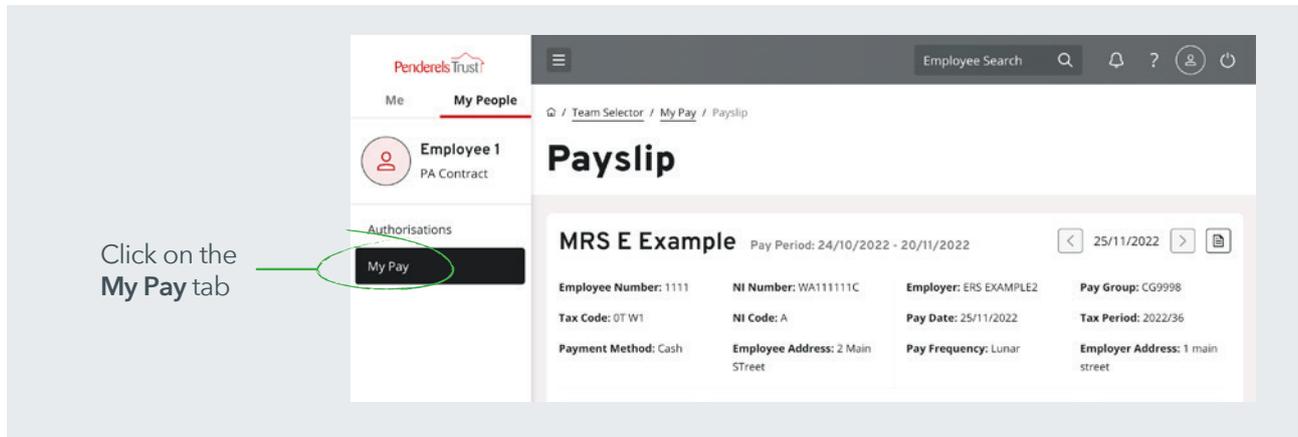
You can download the payslip to save onto your device if you wish.

This screenshot is identical to the one above, showing the 'Payslip' page for 'MRS E Example'. A green circle highlights the download icon (a document with a downward arrow) located in the top right corner of the payslip details area.

To download a copy of the payslip, click the download icon

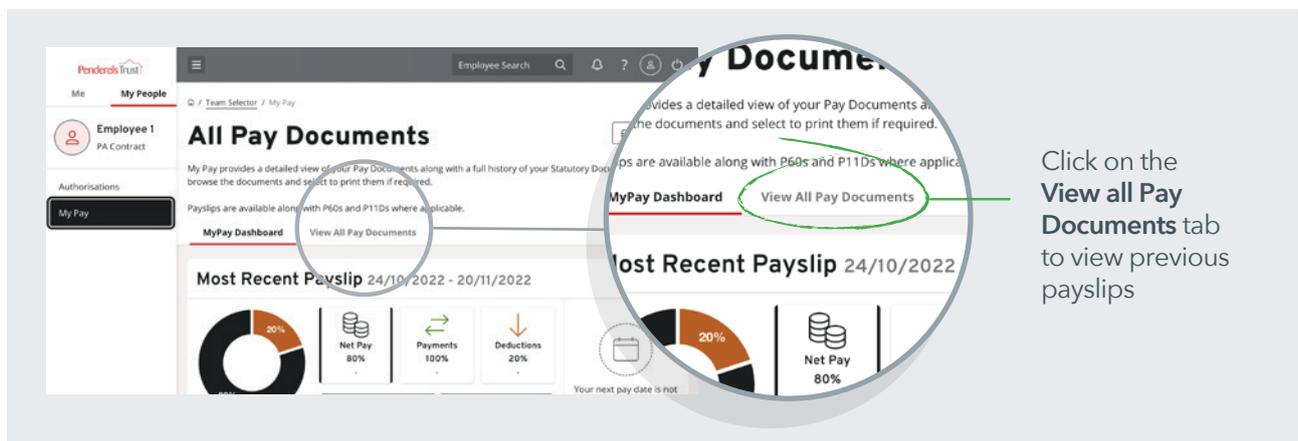
## Step 6

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



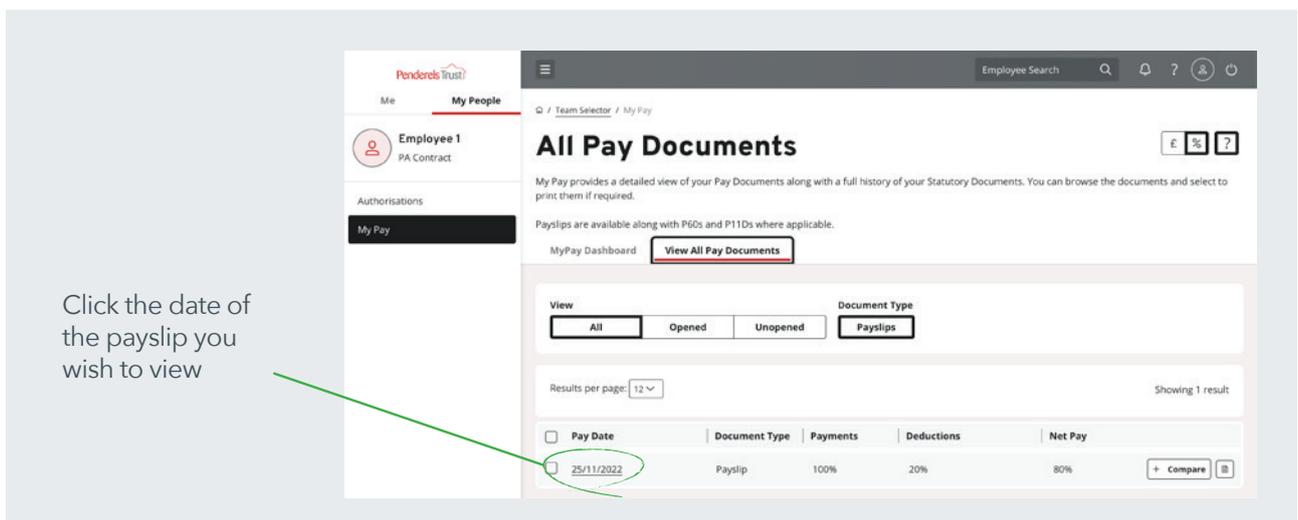
## Step 7

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



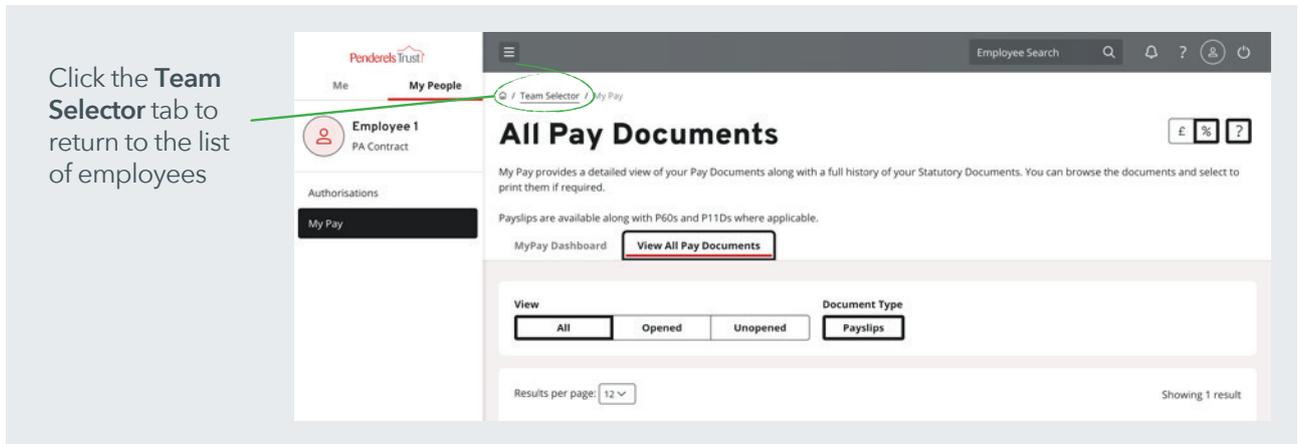
## Step 8

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



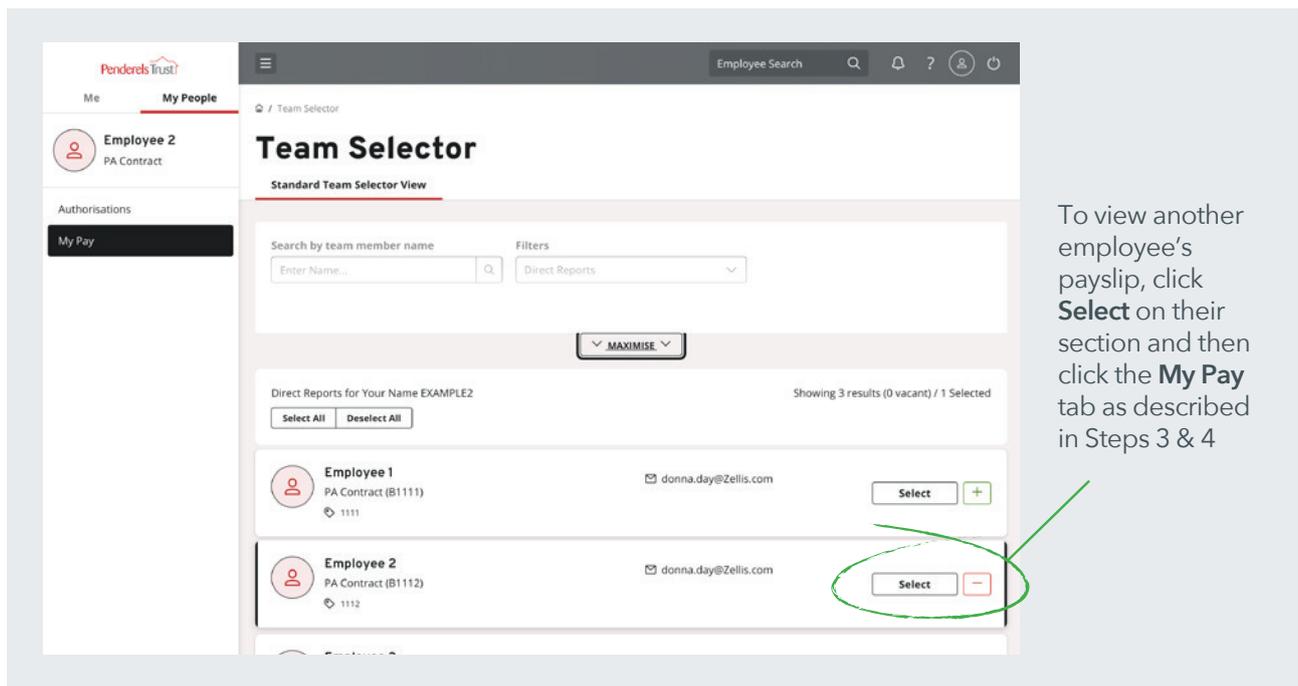
## Step 9

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



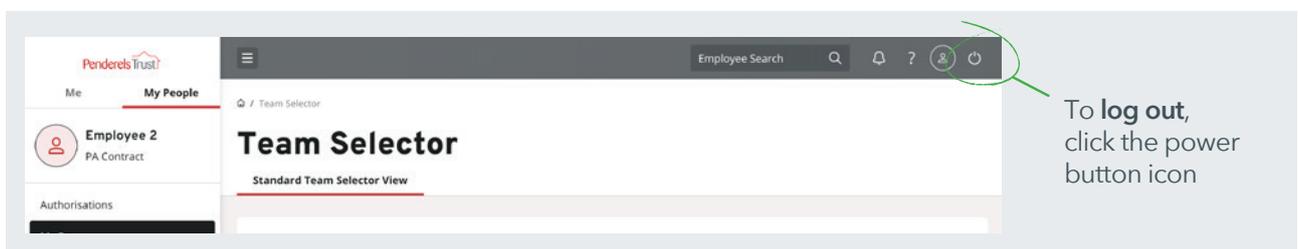
## Step 10

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



## Step 11

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



## Frequently Asked Questions

**Q: What is the website link I need to use?**

Please check you are using the right link which is:

<https://penderelstrust.hcm.zellis.com/myview/dashboardui/index.html#/landing>

**Q: What is my username?**

Your username is your payroll number with ER in front of it. 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?**

Please click on 'Forgotten your password?' button at the bottom of the home 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 email, what do I do?**

Please check the email account is the one you signed up with. Please check your spam folder. If you still haven't received it, email us at [myview@penderelstrust.org.uk](mailto:myview@penderelstrust.org.uk) for more help.