

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

Welcome to the My View User Guide for personal assistants (PAs). It provides a step-by-step guide to using the My View system.

## What is 'My View'?

My View is an online system that provides a secure way for you to view your payslips and other pay information (such as your P60).

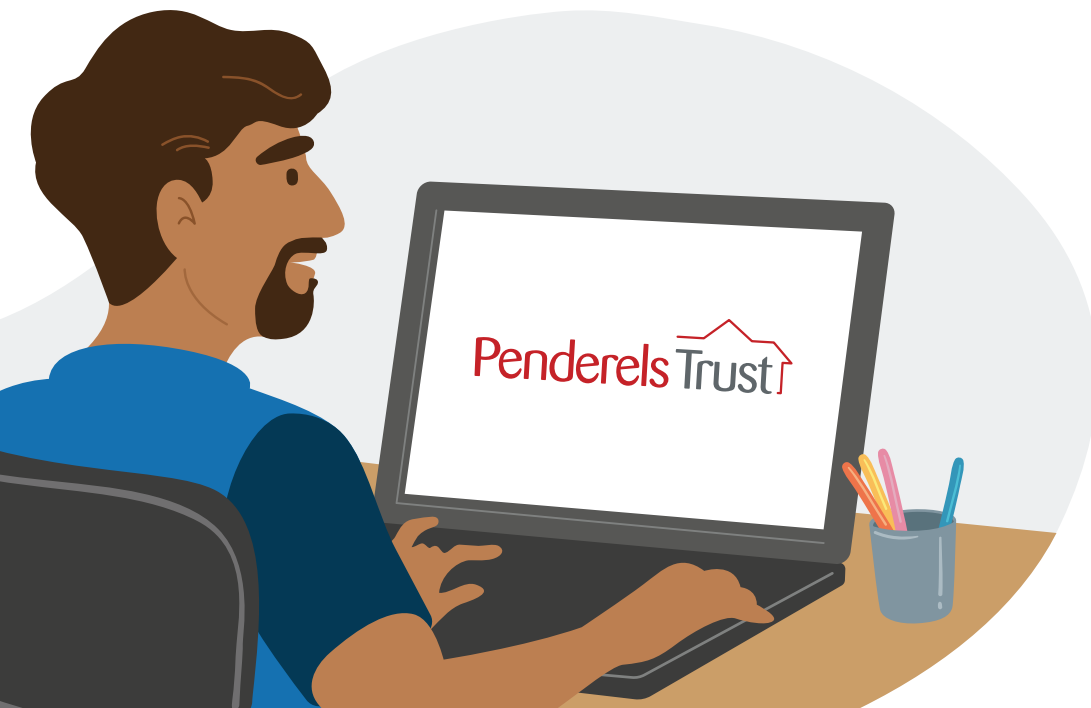
This information can also be viewed by your employer so they know how much to pay you for each pay period.

## 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 your employer 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. Please follow all the steps in this 'Getting Started' section.

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

The image shows a sample payslip for Jane Doe. A circular magnification highlights the top right section of the payslip, showing the 'Employee Ref. No.' field with the value '12345'. A green arrow points from this field to a text box on the right that reads: 'Your username is your **employee reference number** which can be found here'. The payslip includes sections for 'Pay and Allowances', 'Deductions', and 'Balances', and a 'NET PAY' section at the bottom.

PRIVATE AND CONFIDENTIAL

Jane Doe  
5 Lime Avenue  
Pennywell  
Sunderland  
SR5 8MN

SEE REVERSE FOR OPENING INSTRUCTIONS

Payslip No.	Payroll	Employee Ref. No.
0		12345

MRS Jane Doe

Pay and Allowances		Deductions		Balances	
Rate 1	72.50	Tax Paid	84.20	Earnings to Date	4415.58
15/11/22-14/12/22	R 9.6500			Taxable Pay to Date	4415.58
				Tax to Date	548.20
				Pension to Date	0.00
				Nat. Ins. Cont. to Date	0.00

NET PAY

\*Non-Taxable 0.00 \*Pre-Tax Deductions

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

## Step 1

Use the link 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 **employee reference number**.

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

Enter your **employee reference number** which is also your **username**

Click '**Forgotten your Password?**'

## Step 2

In the '**Forgotten your password?**' section, enter your **employee reference 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

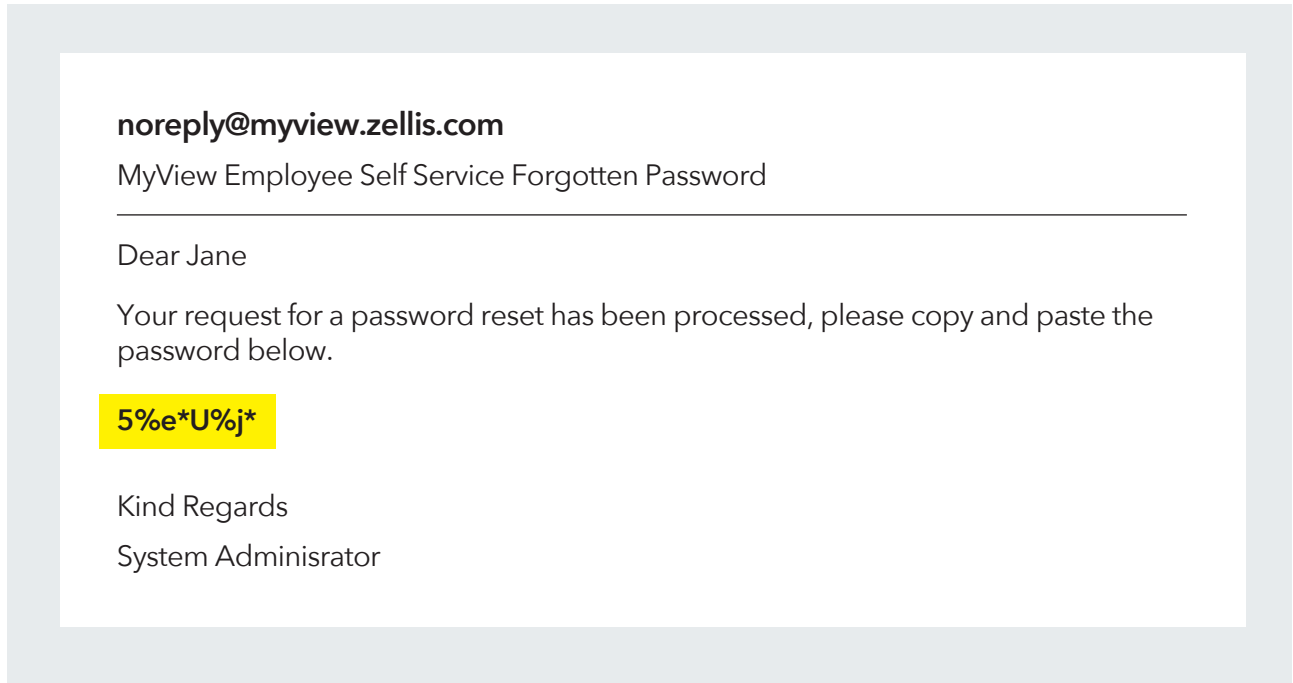
12345

Reset my account

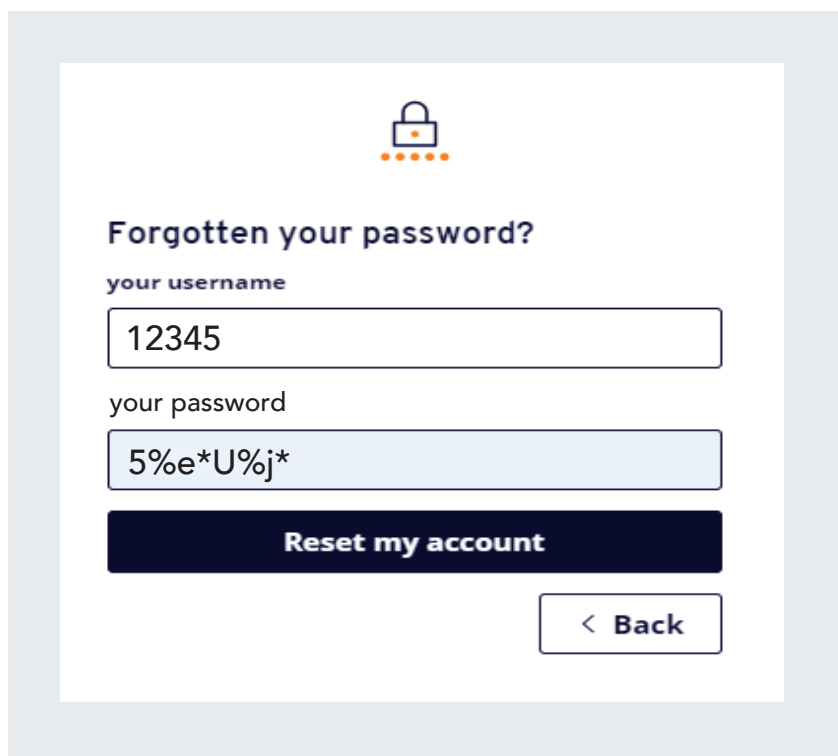
< Back

## 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.

The screenshot shows a 'Change your password' form with the following fields and annotations:

- your username:** A text input field containing '12345'. A green circle highlights the field with a line pointing to the text: 'Enter your **employee reference number** which is your **username**'.
- Current password:** A text input field containing '5%e\*U%j\*'. A red border highlights the field, and a green circle highlights a red 'x' icon in the field's right corner. A line points to the text: 'Enter the **temporary password**'.
- New password:** A text input field containing 'New password'. A green circle highlights the field with a line pointing to the text: 'Enter your **new chosen password**'.
- Confirm password:** A text input field containing 'Confirm password'. A green circle highlights the field with a line pointing to the text: 'Re-enter your **new chosen password**'.

At the bottom of the form is a green 'Submit' button with a checkmark icon.

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

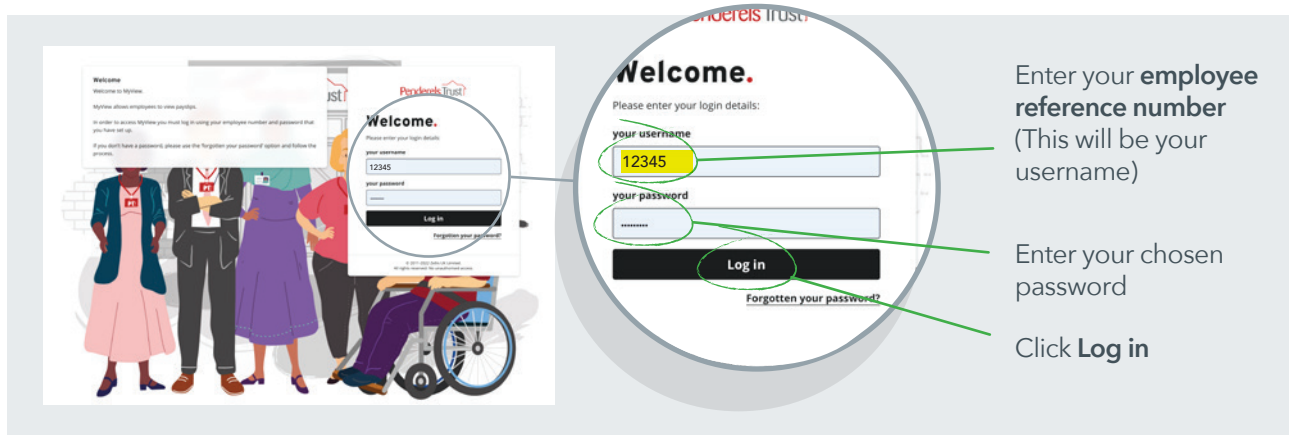
### Step 1

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

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

To log in, enter your **employee reference number** (which is also your username), enter your chosen password and click Log in.

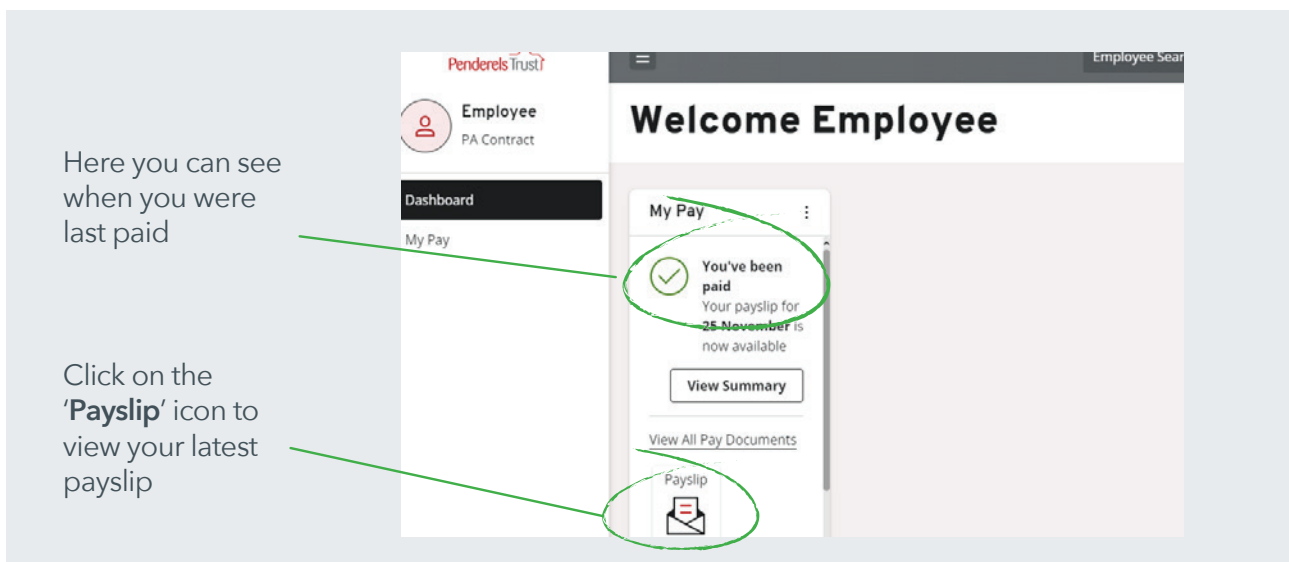
**NOTE:** If this is the first time you have used My View and have not registered, please go to Section One and complete the Getting Started process.



### Step 2

Once logged in, you will see the Welcome page. This page will show you when you last had a payslip.

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.

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

Gross Pay	PAYE Tax	NIC	Others	Net Pay
£1,000.00	£200.00	£3.96	£0.00	£796.04

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

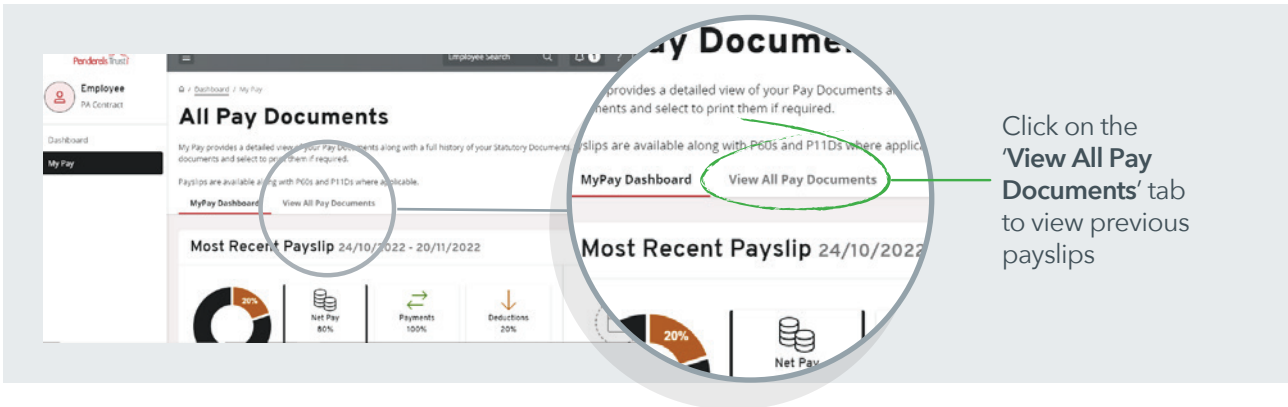
### Step 4

To access other pay documentation such as previous payslips or your P60, click on the **My Pay** tab.

Click on the **My Pay** tab

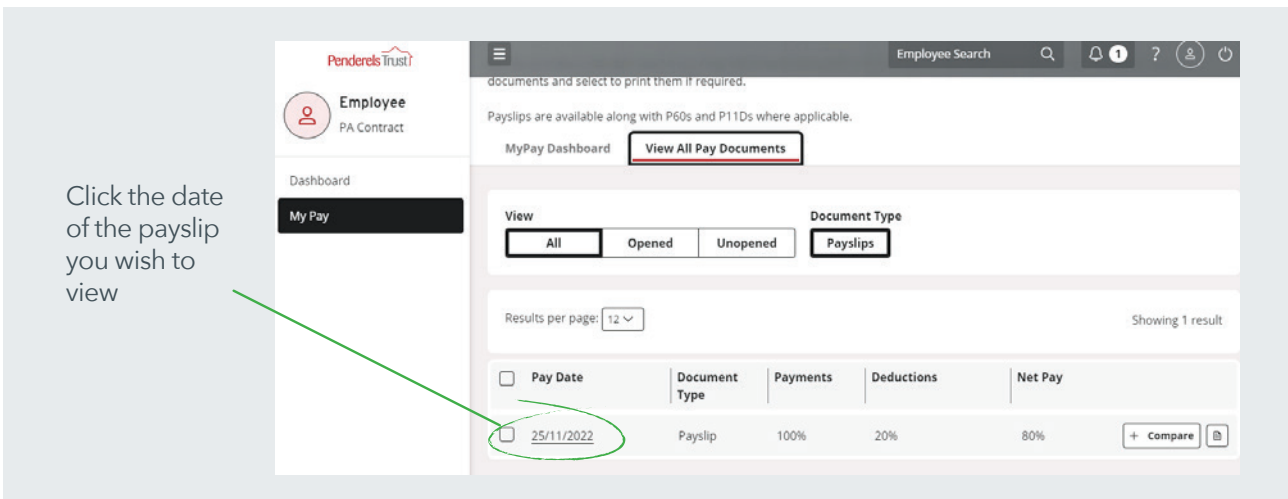
## Step 5

To view previous payslips, click the **View All Pay Documents** tab



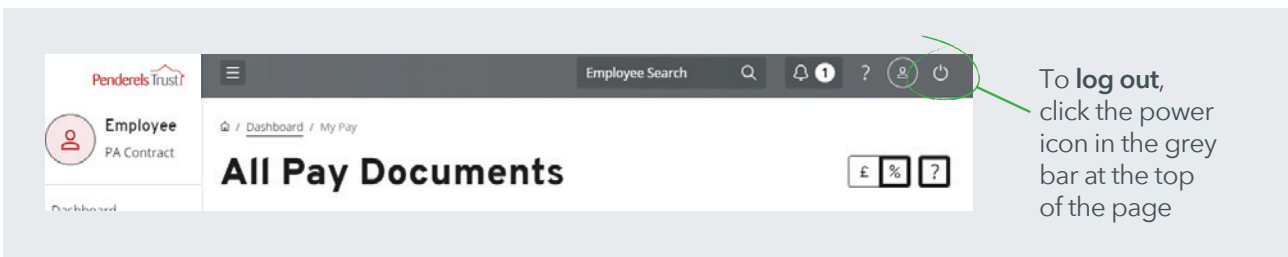
## Step 6

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



## Step 7

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/dashboard-ui/index.html#/landing>

### **Q: What is my username?**

Your username is your employer 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?**

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.