

MyView Guidance

Welcome to MyView

Accessing MyView on PKC Device

MyView can be accessed by clicking [here](#) or by link on ERIC homepage on a PKC Device and will login you in automatically if you have a PKC email address and accessing from a PKC device.

If you are needing to access from your own personal device please follow the below instructions:

Accessing MyView on Personal Device

To access MyView on your Personal Device you will need to download the Microsoft Authenticator App on your device. To do this search on your device for Microsoft Authenticator within App Store(iPhone) or Play(Android).



- MyView can be accessed on your own personal device by clicking this link [here](#). Please be aware this is a different link to one accessing from PKC Device.

Welcome to Perth & Kinross Council's MyView

To start using MyView, enter your employee number and password and click **Sign In**.

Remember, your password is case sensitive! If you've forgotten your password, click **Forgotten your password?** and an e-mail will be sent to you containing a system generated password. You can use this to log in but you will be asked immediately to create your own password.

Please note, after 3 incorrect password attempts your account will lock and the Forgotten Password request will not generate an e-mail.

In this case you should e-mail **MyView@pkc.gov.uk** to request a password reset.

Your password keeps your data safe, do not share it or write it down.

News/Announcements

**** Thursday 29th August 2024 @ 2.05pm **** **Authorisation Box** has been switched back on. Click on the "Edit Dashboard" box at the top right of your screen, to make the Authorisation Box appear on your MyView Dashboard again.

****Friday 5th July 2024 @ 11.38am****

P11D information for tax year 2023/24 has now been uploaded to MyView and is displayed under your **Pay Documents**. This document confirms any taxable benefits you have received during this period that have been reported to HMRC.

Welcome.

Please enter your login details:

Your employee number

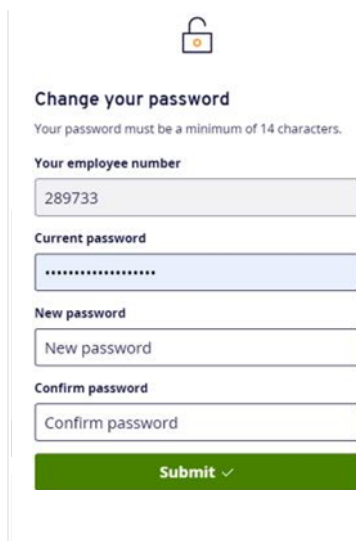
Your password

Log in

[Forgotten your password?](#)

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- When logging in for the first time on a personal device, click Forgotten your password option and enter the Employee Number provided on the Welcome Email.
- You will be prompted to create a new password of your own as shown below.



Change your password
Your password must be a minimum of 14 characters.

Your employee number
289733

Current password
.....

New password
New password

Confirm password
Confirm password

Submit ✓

Current password - Enter the password you were provided in the MyView Welcome Email.

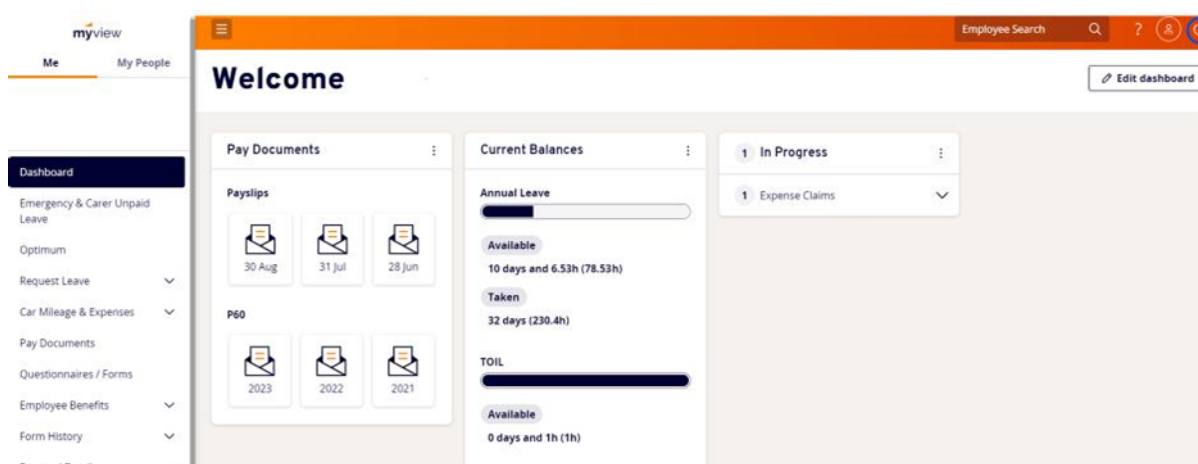
New Password – Enter a minimum 14 character password of your choice.

Confirm Password – Re-enter the new 14 character password you have just created.

Submit – Click Submit once you're happy with the passwords entered.

- If you can't remember your password in the future, click on **Forgotten your Password?** and a system generated password will be sent to your email.
- You will then be asked to setup Multi-Factor Authentication through the Microsoft Authenticator App. You will be asked to manually copy a code or scan a QR code from MyView to the Authenticator App to register. Once setup you will be required to enter 6-digit code each time you login. See guidance [here](#).
- Once you have successfully logged in, the first screen displayed is the **MyView Homepage**.

MyView Homepage



- It is important to log out of MyView once you have finished. To do this, click on **power icon** at the top right of screen.

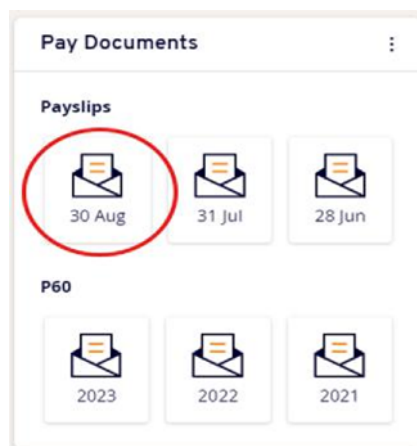
If you require assistance accessing MyView, please contact the MyView team. The team are available Monday to Friday 8.45am to 5pm and can be contacted on 01738 475555 (option 5) or emailing MyView@pkc.gov.uk.

If you require assistance out with normal working hours, please email the team confirming your name and employee number and they will respond as quickly as possible.

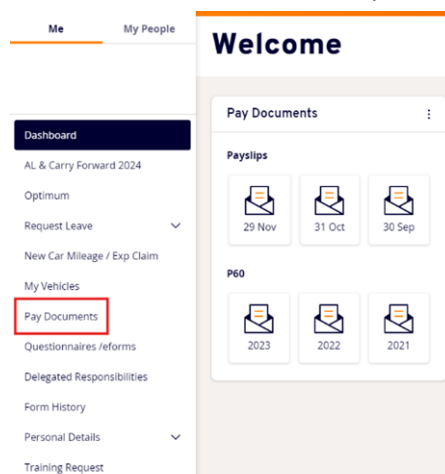
Pay Documents

You can access your current and historical pay documents quickly and easily via MyView. There are two ways you can do this:

- There is a **Pay Documents** box on your MyView homepage which shows your last 3 payslips and P60's.



- Click on the envelope icon as highlighted above, to open the relevant pay document. Your selected Payslip or P60 will then display on your screen.
- You can also see current and historical pay documents from previous years by selecting **Pay Documents** from the left-hand side menu of MyView.



- Once selected, a list of your current pay documents will be displayed.
- To view a payslip, go to the **Payslip Documentation** section and click on the relevant **Pay Date** as shown below.
- Your selected Payslip will then display on your screen.
- If you wish to view payslips from a previous year, go to **View Payslips** field and click on the drop down box and select the relevant year.

Payslip Documentation			
Period	Tax Year	Pay Date	Payslip Page(s)
05	2024	30/08/2024	1
04	2024	31/07/2024	1
03	2024	28/06/2024	1
02	2024	31/05/2024	1
01	2024	30/04/2024	1
View Payslips for 2024			
			Page 1 All

- To view your P60 information, go to the **Annual Documentation** section and click on the **View** button for the relevant year.

Annual Documentation	
Tax Year	P60
2023	View
2022	View
2021	View
2020	View
2019	View
2018	View
2017	View

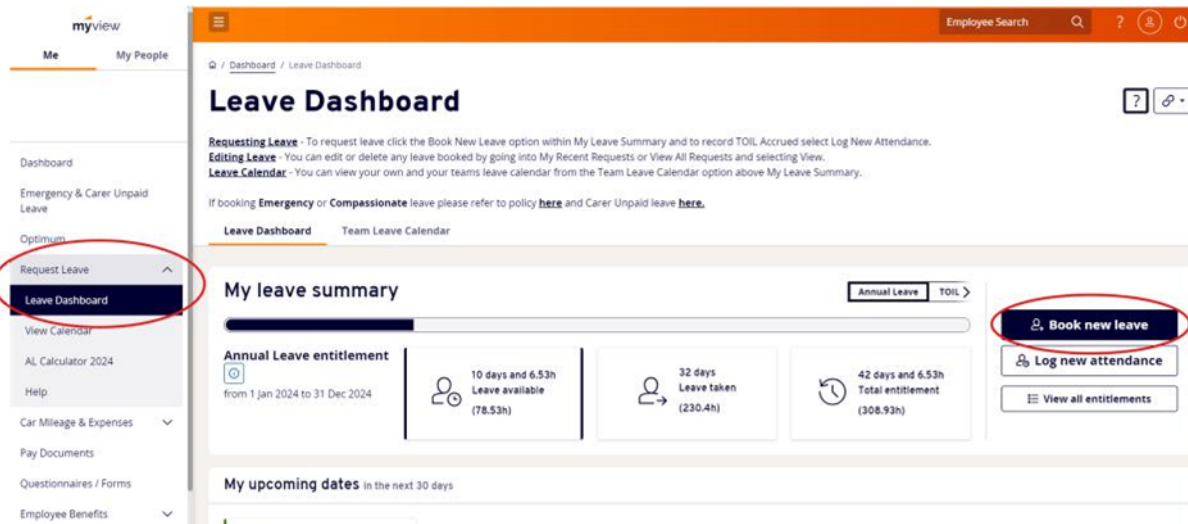
Requesting Leave

You can now book your own leave without the requirement of your manager doing this on your behalf. You will receive an email notification as soon as your manager has actioned your request so you will be able to keep a close eye on the progress of the authorisation.

You can also monitor your own annual leave balance and see a breakdown of your entitlement.

Please note, some of the leave types available on MyView may not be suitable for your Terms and Conditions i.e. Flexi Leave. If you are unsure, please discuss with your manager in the first instance.

- To request leave via MyView, click **Request Leave** from the left-hand side menu and select **Leave Dashboard**.
- Please be aware when requesting leave, depending on what device you are using, you may have to turn your mobile phone /tablet sideways, so a fuller screen is displayed.
- To book leave select **Book new leave** from the right-hand side of page.



myview

Me My People

Dashboard / Leave Dashboard

Leave Dashboard

Requesting Leave - To request leave click the Book New Leave option within My Leave Summary and to record TOIL Accrued select Log New Attendance.
Editing Leave - You can edit or delete any leave booked by going into My Recent Requests or View All Requests and selecting View.
Leave Calendar - You can view your own and your teams leave calendar from the Team Leave Calendar option above My Leave Summary.

If booking **Emergency** or **Compassionate** leave please refer to policy [here](#) and Carer Unpaid leave [here](#).

Leave Dashboard Team Leave Calendar

My leave summary

Annual Leave TOIL

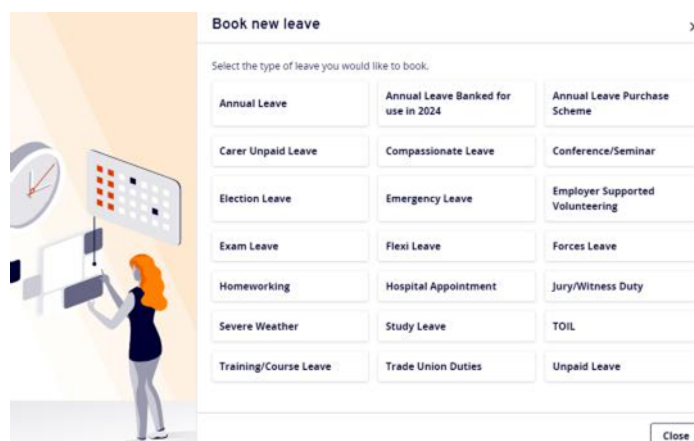
Annual Leave entitlement
 from 1 Jan 2024 to 31 Dec 2024

- 10 days and 6.53h Leave available (78.53h)
- 32 days Leave Taken (230.4h)
- 42 days and 6.53h Total entitlement (308.93h)

My upcoming dates in the next 30 days

[Book new leave](#)
[Log new attendance](#)
[View all entitlements](#)

- You can check your leave entitlements within Leave Dashboard under **My leave summary** section at top of page, showing your annual leave **Remaining Balance**. It is worthwhile keeping a close eye on this to see how many hours you have remaining for the rest of the year.
- When requesting leave from **Book new leave** option you will be prompted with the different leave types available to you.




Book new leave

Select the type of leave you would like to book.

Annual Leave	Annual Leave Banked for use in 2024	Annual Leave Purchase Scheme
Carer Unpaid Leave	Compassionate Leave	Conference/Seminar
Election Leave	Emergency Leave	Employer Supported Volunteering
Exam Leave	Flexi Leave	Forces Leave
Homeworking	Hospital Appointment	Jury/Witness Duty
Severe Weather	Study Leave	TOIL
Training/Course Leave	Trade Union Duties	Unpaid Leave

Close

- Once selected, the **Leave Request form** will open, ready for you to enter the required details.



Book new leave - Annual Leave

Available

10 days and 6.53h (78.53h)

Taken

32 days (230.4h)

Type Annual Leave

Comments

Dates

Full Day

Part Day

From *

17/09/2024

To *

hours

mins

hrs decimal

Total Time

0.00

Confirm planned work time

- In the **From** field, enter the date you would like your leave to start.
- In the **To** field, enter the date you would like your leave to end.
- You can enter the dates in manually or click on the blue calendar icon. This will open a calendar as shown below so you can select your relevant dates.

September

2024

X

Type

Comments

TODAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

From *

To *

- Click on **Confirm planned work time** to access your work pattern information.

Type Annual Leave

Comments

Dates

Full Day

Part Day

From *

17/09/2024

To *

17/09/2024

hours

mins

hrs decimal

Total Time

7

12

7.20

Confirm planned work time

- The work pattern we have recorded on the core system will display and is based on an average of your annual hours so this information will appear incorrect.
- You are required to enter the actual contracted hours you are scheduled to work for the dates you wish to take as leave.

- To do this, click into the box(es) under the relevant days and amend the hours accordingly as shown below. i.e. if you are due to work 8 hours on a specific day, enter 0800 into the box.
- However, if the work pattern information is correct for the leave you have requested, please do not make any changes.

	SUN	MON	TUE	WED	THU	FRI	SAT	
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hour
21/09/2024	0:00	7:12	7:12	7:12	7:12	7:12	0:00	36

- Please note your manager will thoroughly check the hours you have recorded for each day so if the information you have entered is incorrect, your manager will decline your request.
- Select **Save** once you're happy with the work pattern you have entered.
- You may receive an alert notification as shown below. Please ignore this message and click

Alerts

- Average hours entered is different from contract hours of 32. Are you sure you wish to continue?

Save again to continue.

- You will then return to the Leave Request Form.
- Once you're happy with all the information entered in your leave request form, click **Submit** and a confirmation message will be displayed.

From *

17/09/2024

☒
☐

To *

17/09/2024

hours

mins

hrs decimal

Total Time

7

12

7.20

Confirm planned work time

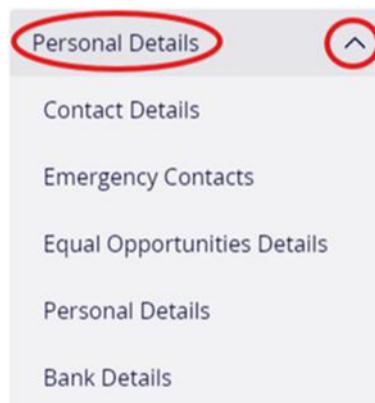
Submit

- Your line manager will be notified via email of your submitted request.
- If your line manager does not authorise/reject your leave request within 8 calendar days, it will escalate to their line manager. If they do not authorise/reject within 8 calendar days, your request will automatically be rejected and you will have to re-submit.

Personal Details

You can view and update your own personal information at any time without the need to contact Employment and Payroll Services. You can update the following personal information:

- Contact Details – Home address, telephone numbers, work and personal email address.
 - Emergency Contact Details
 - Equal Opportunity Details
 - Personal Details - Marital Status and Surname
 - Bank Details
- To do this, click on the downward triangle against **Personal Details** to expand further options.



- Select the relevant section you wish to update. In this example, we will use the Bank Details form however all of the Personal Details forms are similar in appearance.
- Please be aware there is on screen Employee instructions on each of the Personal Details Forms.

- Enter an effective date of when you would like your personal information changes to happen.
- You can enter the dates in manually or click on the blue calendar icon.
- Click **Next** to move to the next step.
- The details you wish to change will then be displayed.

Effective Date

Bank

Complete

Bank Details

Previous

- ☒ Bank Type ☐ Bank Account ☐ Building Society Account ☐ Account Details not available
- Account Number **Edit**
- Account Name
- Sort Code
- Bank Name
- Branch
- ☐ Click on **Edit** and new fields will appear so you can record the changes.

Effective Date

Bank

Complete

Bank Details

☒ Bank Type ☐ Bank Account ☐ Building Society Account ☐ Account Details not available

Account Number

New Account Number

Confirm Old Account Number

Account Name

Sort Code

Bank Name

Branch

- ☐ Enter the required information and once you're happy with the amendments made, click **Submit** and the changes will be updated automatically.

Require further assistance?

If you require assistance using any of the MyView functions, please contact the MyView team. The team are available Monday to Friday 8.45am to 5pm and can be contacted on 01738 475555 (option 5) or emailing MyView@pkc.gov.uk.

If you require assistance out with normal working hours, please email the team confirming your name and employee number and they will respond as quickly as possible.