

[What is MyView and why has the College implemented it?](#)

MyView is the online service for staff to view and amend the personal data held about them by HR and Payroll. MyView makes the College's processes more efficient and streamlined. MyView gives staff more control of their personal details, saves time and should enable the information stored to be more accurate.

[What can I see on MyView?](#)

Personal data: title, forenames and surname, known as, previous surname (if applicable) and NI number

Address: home address, contact numbers and email address

Bank account details: sort code and account number (only last four digits shown)

Emergency contact details: name, address and contact numbers of your next of kin
Equal opportunities information: marital status, gender, ethnicity, nationality and disability

My Timesheets (if applicable): here you can enter hours worked if you are a time-sheeted member of staff.

You can also view and print your monthly payslip and P60 certificate.

[What if I need to change any of my details?](#)

With MyView you can logon and edit your details, this submits an electronic form to ResourceLink (the HR Staff System) and automatically updates your details.

If you change your bank account an email is generated to yourself for security purposes informing you that your details have been changed and an email is also generated to the Payroll department informing them so they can check the details entered look correct.

[Why has the College removed paper payslips?](#)

The College is streamlining its processes and in this respect follows many other organisations including banks that have moved towards a paper-free environment.

[Can I get a certified copy of my payslip if required?](#)

Most banks etc do accept payslips printed from MyView, however, if you do require a certified copy of your payslip for the Home Office etc then please contact the Payroll department on SelfService-Payroll@rhul.ac.uk who will be able to issue you with a certified copy of your payslip.

[Will I receive a paper P60?](#)

From April 2011 you will no longer receive a paper copy of your P60. The P60 available on MyView is compliant with HMRC regulations. The 'duplicate' mark will no longer appear on P60s available on MyView and these can be printed as often as required.

[Is MyView safe?](#)

Strict security testing of MyView has been undertaken by NorthgateArinso the company who hosts MyView and our Staff System. These include working closely with Symantec to ensure that they are aware and adhere to the guidelines published by the Open Web Application Security Project in relation to secure web-application development and practises.

Application penetration tests of MyView are carried out by Symantec and occur at least once within a 12 month period. Symantec also advise NorthgateArinso on industry best-practice to ensure that they are using the best tools and checkpoints during the development of the web-based software. The latest penetration test summarized that Symantec found the application to 'be robust' and 'it was apparent that security had been considered from the design stage'

Please see the NorthgateArinso security statement:

<http://www.rhul.ac.uk/personnel/MyView%20Information/Microsoft%20Word%20-%20RHUL%20NorthgateArinso%20Hosted%20My%20View%20Security%20Statement.pdf>

[Keeping your details secure](#)

In line with the IT regulations available at:

<http://www.rhul.ac.uk/Information-Services/Computer-Centre/facilities-and-services/service-overview-and-regulations/computer-use.html>

staff should not give their username or password to any other person, these are solely for the use of the person they are assigned to.

[How do I logon to MyView in the first instance?](#)

To access MyView for the first time you require your employee number (payroll ref) and your date of birth.

Click on the 'forgotten password?' link on the MyView Sign In screen and enter your employee number and date of birth (DDMMYYYY) and click on reset my account. MyView will automatically send an email containing your MyView password to your RHUL email address, or the email address you have registered with the HR Systems Team.

[How do I find out my employee number?](#)

If you used to receive paper payslips, your employee number is on the front of your printed payslip.

However, if you do not know your employee number please contact SelfService-HR@rhul.ac.uk who will be able to provide you with it.

[What happens if I forget my password or answers to my security questions?](#)

Click on the 'forgotten password?' link on the MyView Sign In screen and enter your employee number and date of birth as prompted. MyView will then send you a new password to your registered email address.

[What happens if I lock my account?](#)

Contact the HR Systems Team on SelfService-HR@rhul.ac.uk and they will be able to unlock your account.

[Who should I contact with any problems or issues?](#)

Please contact the HR Systems Team on SelfService-HR@rhul.ac.uk with any problems or issues you find.

[What else will be available on MyView in the future?](#)

It is expected that MyView will be extended in the future to include the booking of Staff Development training courses and annual leave on-line.

[What should I do if I think someone else knows my password?](#)

If you believe someone else has access to your password then you should change this immediately. Click on 'Change Password' and follow the on-line instructions.