

MyView – Self-Service for the Staff System

Introduction

The College and the HR department are committed to improving the quality of data held on the Staff System (HR System) and with this in mind we are now able to offer employees direct self service access through MyView to their personal details held on the Staff System.

What is MyView?

MyView allows employees to view their own personal details held on the Staff System, including addresses, bank details and payslips and to update or correct certain items as necessary. This means that the University will have more accurate and up to date details on record, and it will be easier for staff to make important changes without having to fill in paper forms or requesting that the HR/Payroll departments make the changes for them.

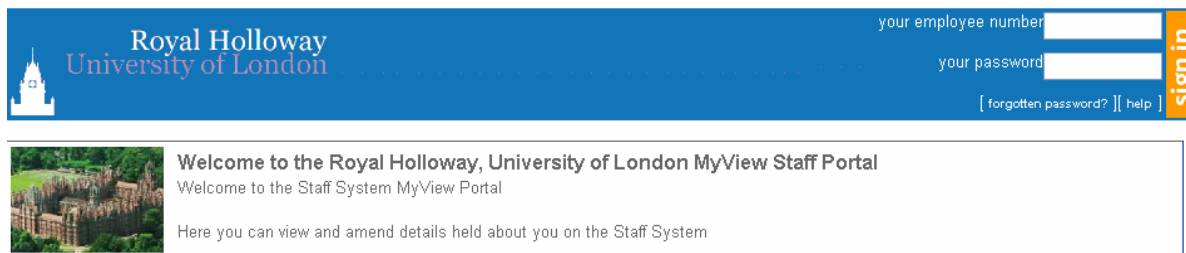
How do I use MyView?

Logging in:

MyView can be accessed through clicking on the link from the HR web pages or clicking the link below:

<https://myview.rhul.northgate-is.com/rhvl/Portal/>

This will take you to the secure MyView login Screen as shown below:



To login the first time click on forgotten password, you will then be prompted to enter your employee number (which can be found on the front of your printed payslip, employee ref) and your date of birth (DDMMYYYY).

The system will then generate a secure password which will be sent to your Royal Holloway e-mail address. **If you do not know how to access your RHUL e-mails please inform your line manager who will contact the HR Systems team on your behalf.**

You must log back into MyView using this newly generated password within 20 minutes or else the password will expire.

To log back in enter your employee number and copy and paste the newly generated password, then click on Sign In. You will then be prompted to enter your date of birth and to set up answers to a couple of security questions (the answers are case sensitive) and then to change your password (passwords must be a minimum of 7 characters and must have at least 2 different types of characters contained within them).

REMEMBER - you must not share your MyView password with anyone, as they could potentially view and amend your personal details which include your bank details.

For future logins enter your employee number and password and click on Sign In. Enter your date of birth and the answers to your security questions.

What Information will I see?

There are 2 main categories of information you can see:

- Personal details
- Payslips and P60s

Personal details – it will be your own responsibility to keep this information up to date and accurate.

- Bank/Building Society Details – here you can view and amend the bank/building society details where you receive your monthly pay. If you update your details using MyView a confirmation e-mail will be sent to you.
- Addresses & Telephone Numbers – here you can view and amend the addresses and contact telephone numbers held for you on the Staff System (all fields are amendable)
- Equal Opportunities Details – here you can view and amend you marital status, ethnic origin, nationality and indicate whether you consider yourself to be disabled.
- My Details - personal information – here you can view your names, date of birth, gender and national insurance number (only 'Known As' is amendable)
- Emergency contacts details – here you can view and amend the details of people we should contact in an emergency (all fields are amendable)

Payroll

- Online payslip – the most recent payslip issued (printable)
- Payslip history – list of your payslips from the current and last tax year (all printable)
- P60 – Your year end details for the last 2 tax years (printable but can only be used as a duplicate)

Signing Out of MyView

You must sign out of MyView by clicking on Sign Out especially if you are not using your own private PC as other people may be able to view and amend your details if you fail to sign out.

What if I forget my MyView Password?

If you forget your password click on [forgotten password?]

You will be prompted for your employee number and your date of birth.

Click on [reset my account]

A e-mail will be sent to your RHUL inbox shortly. You must log back into MyView using this newly generated password within 20 minutes or else the password will expire. You will then be prompted to change your password and reset up the answers to your security questions.

What if I have any questions or problems with using MyView?

Any problems you experience logging in to MyView should be reported to the HR Systems Team using the e-mail address: SelfService-HR@rhul.ac.uk .

Any questions relating to the information shown in the Self Service screens should also be directed to the HR Systems Team using the e-mail address: SelfService-HR@rhul.ac.uk