

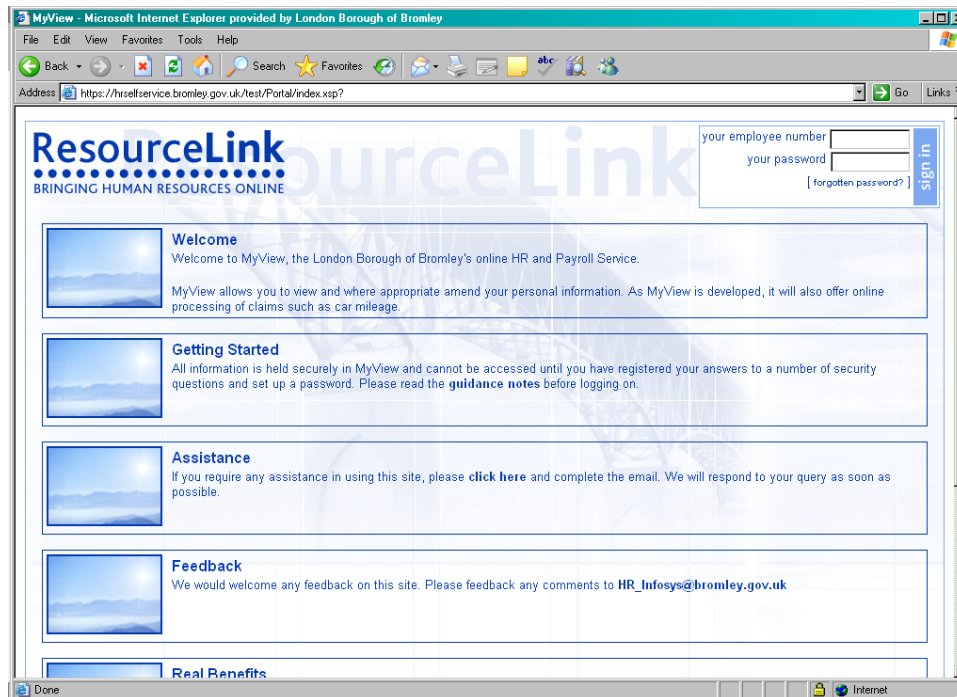
## HR and Payroll Self Service

### Guidance Notes

MyView is the new online HR and Payroll Service for employees of the London Borough of Bromley. If you have not already accessed MyView, follow the link below:

<https://hrselfservice.bromley.gov.uk/live/Portal/index.xsp>

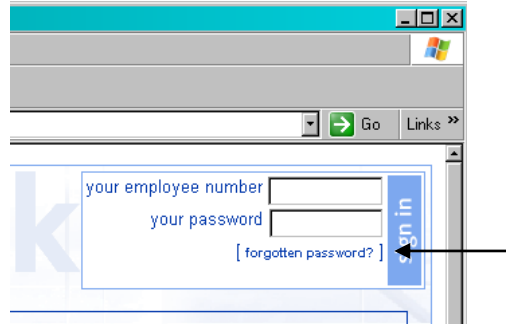
All staff can see their own records via MyView. Managers can view information about their team members via MyTeam. Managers have access to this information to ensure Business Continuity; in case of emergencies involving staff members and to manage their establishment.



We welcome any feedback on this site and the guidance notes. Please let us have your comments by emailing [HR\\_Infosys@bromley.gov.uk](mailto:HR_Infosys@bromley.gov.uk)

## Logging In and Security

To log in to MyView you require your employee number and a password. Your employee number is your distinct six digit number that can be found on the front of your payslip. If you are a new member of staff, you can obtain this number from your line manager.



To generate a password, you must first click on the forgotten password prompt as indicated above – this is located on the top right hand side on the welcome page. You will then be asked to enter your employee number and confirm your date of birth. Once this has been completed and verified, you will receive an email with a generated password to enable you to log on. You will need to log on with this password within 10 minutes otherwise this will become invalid. If this happens, please repeat the instructions to generate another password.

As part of your first login, you will be asked to confirm your date of birth. This should be formatted as dd/mm/yyyy. You will then be asked to set your answers to three security questions:

- Memorable Place e.g. Bromley
- Name of last school attended e.g. Grange Hill
- Mothers maiden name

These questions are in place to ensure added security of information by verifying users logging into the system.

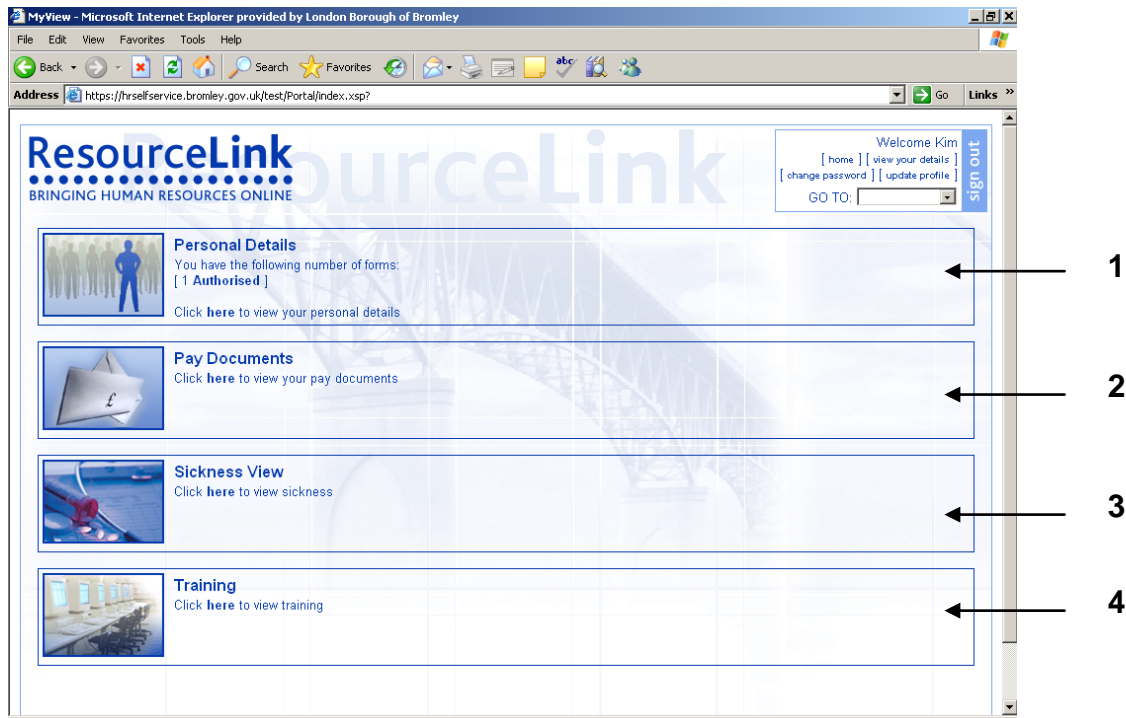
You will then be asked to set a password which must be a minimum of 5 characters long and must include each of the following:

- Lower Case
- Upper Case
- Numeric

e.g. Bromley1

You will then be asked to login again with your employee number and new password. You will be asked to answer one of the security questions at random for each subsequent login.

**Remember, for your own security, please do not disclose your password to anyone else.**



## MyView – What you will see

### 1) Personal Details

Within Personal Details, you are able to view and where applicable amend your personal details. You have the option of viewing and amending your bank details, contact details, personal details and In Case of Emergency (ICE) details that are held within the integrated HR & Payroll database. See page 4 for how to do this.

### 2) Pay Documents

Within Pay Documents, you are able to print and view online versions of your payslips and P60s.

### 3) Sickness Record

This calendar allows you to view your record of sickness. If you hover the cursor over the coloured insert on the calendar the dates of the sickness absence are displayed.

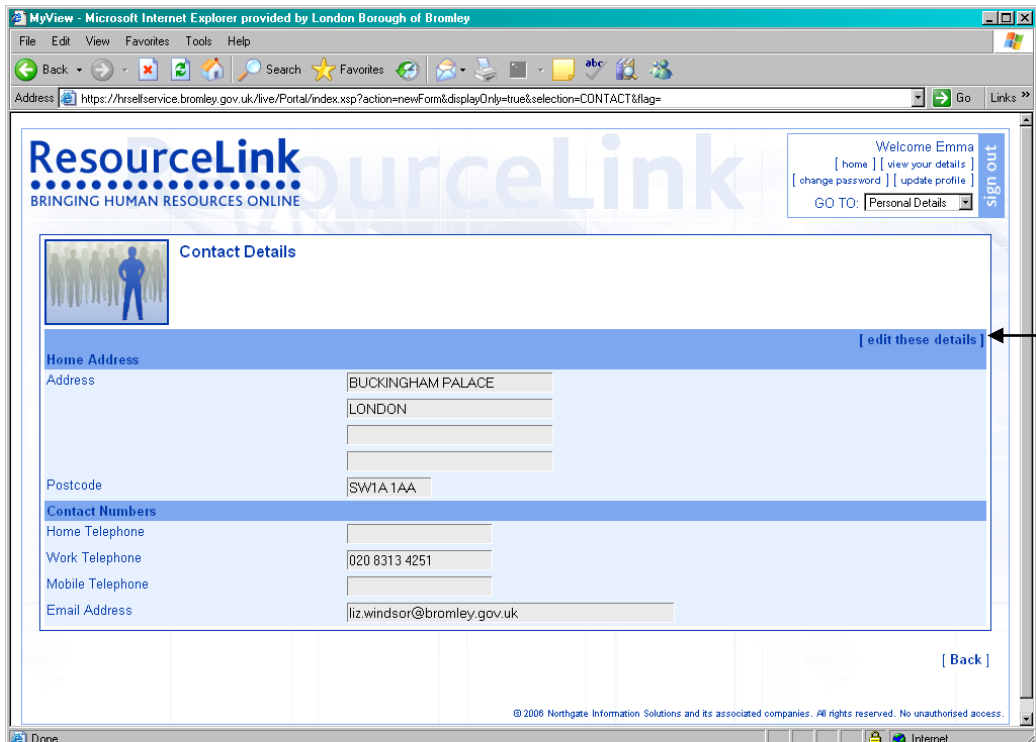
### 4) Training Record

This calendar allows you to view your record of corporate training courses attended. If you hover the cursor over the coloured insert on the calendar the name of the course will be displayed.

### 5) Post Details

To view information about your current and previous posts see page 4.

## Changing your personal details

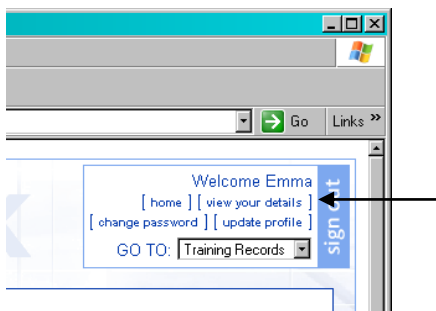


To update your details within MyView, you must first click on the edit these details (as shown above). You can then make changes to any editable fields and then either press

- a) **Save** – This allows you to save the form you have completed so far and come back to it at a later time without the changes being made. Or
- b) **Submit** – This sends the amended details direct to Resource Link, the HR & Payroll database.

Some details cannot be updated e.g. date of birth. If you need to change your surname, please contact HR Business Services, who will require you to take in original documentation e.g. your marriage certificate.

## Viewing your post details



To view your details regarding your current and historic post holding, click on view my details found in the top right hand corner of the MyView site.

Please note, the current HR & Payroll System came into operation on 1<sup>st</sup> June 2003. Anybody in post prior to that date will have this as their post start date.