



MyView

How to navigate the system

Employee Self-Serve

User Guide

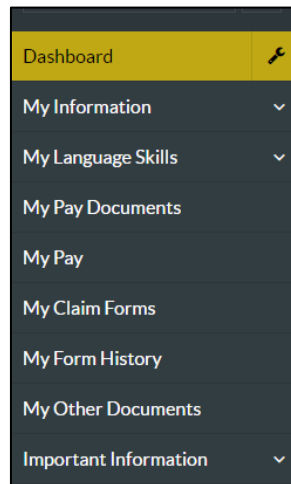
MyView is a self-service tool which allows you to view your payslips, check your tax code, update your home address and personal information, and claim your Campus Jobs hours.

To log on to MyView click the link <https://hr.lincoln.ac.uk/hrselfservice/> and click on the MyView icon and log on with your normal log in information. Please use Chrome as this is more compatible than Internet Explorer.



If you need your log in details resetting, please contact the ICT department on ext. 6500. The first time you log in, Multi factor authentication (MFA) will need to be set up. ICT have produced this guide: <https://lncn.ac/mfaguide> should you need any assistance.

Once logged in, on the left-hand side, you will see a range of options:

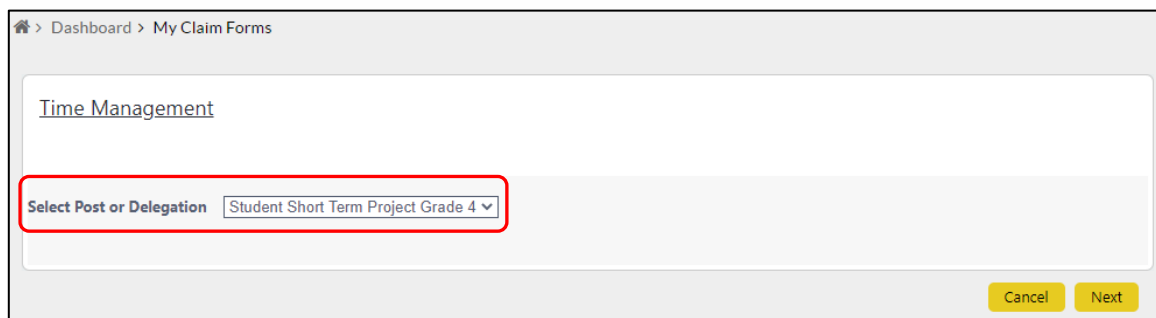


To update information – click on ‘My Information’

To view your payslip – click on ‘My Pay’

To make a claim – click on ‘My Claim Forms’

If you are wanting to make a claim, and you have more than one post, click the drop down menu to choose the post you wish to claim against. Click next.



If you only have one post it will take you straight to the Calendar. Each post is assigned to a Manager to approve.

On the Calendar, right-click on the date you wish to claim for and select 'Campus Jobs Hours'. Claims are to be submitted on a day-by-day basis.

Dashboard > My Claim Forms

Create Campus Jobs Hours - Claire Jones (1001899) - Student Short Term Project Grade 4 (CJ060)

FOR ASSOCIATE HOURS ENTER THE UNIT CODE IN COMMENTS.

Type: Campus Jobs Hours

Comments: [Empty text box]

Date *: 14/06/2020

Total Time *: hh: mm hrs decimal: 0.00

Do you want to charge to a different cost centre? Yes No

Note: All payment and / or lieu time for this extra attendance will be calculated automatically based on business policy. Enter **only** the actual hours of the extra attendance worked.

Cancel Submit

In the 'Comments' box, add details about the work you have undertaken, e.g. Student Ambassador open day. Add in the name of the Hiring Manager into the 'Comments' box, to ensure your claim can be checked by the approving manager.

Check the date is correct. If you need to amend, please click on the Calendar icon and select the correct date.

In the 'Total Time' section, enter the hours and then the minutes worked. If claiming for half an hour, enter '30'.

If you have been provided with a cost centre or project code, select 'Yes' next to 'Do you want to charge to a different cost centre?'. Ensure it is the format of 7 numbers and a letter, e.g. 0000001F.

The Suffix must be added to the 7 numbers of the project code.

Your claim should look like this:

Dashboard > My Claim Forms

Create Campus Jobs Hours - Claire Jones (1001899) - Student Short Term Project Grade 4 (CJ060)

FOR ASSOCIATE HOURS ENTER THE UNIT CODE IN COMMENTS.

Type: Campus Jobs Hours

Comments: Open day

Date *: 07/06/2020

Total Time *: hh: mm hrs decimal: 5: 30 5.50

Do you want to charge to a different cost centre? Yes No

Cost Centre *: 0000001F

Note: All payment and / or lieu time for this extra attendance will be calculated automatically based on business policy. Enter **only** the actual hours of the extra attendance worked.

Cancel Submit

Click 'Submit'.

If the 'Cost Centre' or 'Project Code' is invalid, it will show this message:

Create Campus Jobs Hours - Claire Jones (1001899) - Student Short Term Project Grade 4 (CJ060)

FOR ASSOCIATE HOURS ENTER THE UNIT CODE IN COMMENTS.

Error

- Cost Centre is invalid.

Type: Campus Jobs Hours

Comments: Open day

Date *: 07/06/2020 L 18

Total Time *: : hrs decimal 5.50

Do you want to charge to a different cost centre? Yes No

Cost Centre *: 0000000F

Note
All payment and / or lieu time for this extra attendance will be calculated automatically based on business policy. Enter **only** the actual hours of the extra attendance worked.

Cancel Submit

Please check the code given on the Student Engagement email from Campus Jobs or contact your Hiring Manager if you are unsure. **If your claim is submitted without a Cost code / Project code, it may be rejected.**

Once submitted, the claim will appear in red on your Calendar and you should receive an email to confirm you have submitted a claim. A further email will be sent once it has been approved.

Dashboard > My Claim Forms

Time Management - Claire Jones (1001899) - Student Short Term Project Grade 4 (CJ060)

To cancel annual leave requests that have not been approved, please follow these steps:
> Select **My Form History** > Click on the text for the entry that you wish to cancel (with a status of Submitted) > Press **Withdraw** > Submit new request (if applicable)

To cancel approved annual leave requests, please follow these steps:
> Select **My Leave Records** > Click **Open HOL History** from the Absence/Attendance table > Scroll down then select **Delete** next to the relevant entry > Press **Submit**

Contract Type: Atypical Outstanding Balances (with period end date)

Contract Status:

Contracted Hours: 0

Week Ending 11/07/2020 L 18

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Week Ending	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Category	Comments
	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash		
30/05/2020																
06/06/2020																
13/06/2020	CJH	5.50													Hours	Open day
20/06/2020																
27/06/2020																
04/07/2020																
11/07/2020																
18/07/2020																

Should your claim be rejected, you will need to resubmit through the system. The Approving Manager should email you to advise why your claim has been rejected.

All claims must be approved by Monday midday to be processed for payment into your account on the Friday of that week. Please note that Bank Holiday timings may differ.