

# MyView

How to navigate the system

## Employee Self-Serve

User Guide

## MyView

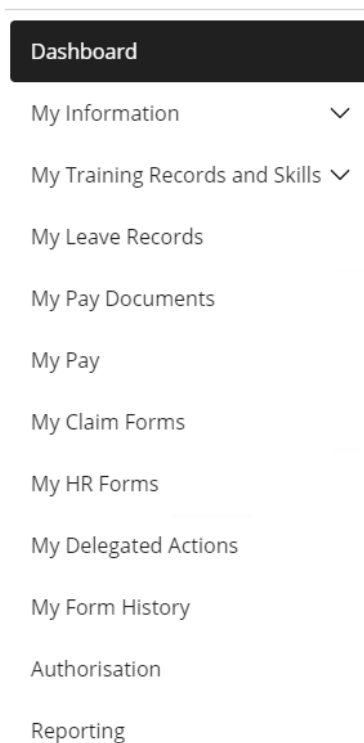
MyView is a self-service tool which allows you to view your payslips, check your tax code, update your home address and personal information, and claim your Campus Jobs hours.

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://lincn.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.

# Time Management

Select Post or Delegation  ▼

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.

Type Campus Jobs Hours

Comments

Date \*

hh mm hrs decimal

Total Time \*   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.

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:

Type Campus Jobs Hours

Comments

Date \*  

hh mm hrs decimal

Total Time \*   4.50


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

Cost Centre \*

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.


Click 'Submit'.

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

 **Error**  
Cost Centre is invalid.

Type Campus Jobs Hours


Comments

Date \*  

hh mm hrs decimal

Total Time \*   4.50

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

Cost Centre \*  

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.

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.

Week Ending

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Category	Comments
Week Ending	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash		
27/02/2021									
06/03/2021									
13/03/2021									
20/03/2021									
27/03/2021		CJH 4.50						Hours	Open day
<b>03/04/2021</b>									
10/04/2021									
17/04/2021									
24/04/2021									

Previous
View Entitlement Details
View Full Screen
Print
Cancel

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.