

# MyView Changes

## Overview of Key Functionality

2019



ROYAL  
HOLLOWAY  
UNIVERSITY  
OF LONDON

# Key Differences



1. New look and feel to My View with Royal Holloway branding package
2. New dashboard with customizable shortcuts
3. New look payslips
4. New 'My History' feature which displays all changes/actions made within My View
5. The ability to view progress of a timesheet claims including any previous actions that had been taken
6. The ability to select a team member to authorise timesheet claims and view claim history
7. The ability to view your staff emergency contact details
8. The ability to view your staff direct reports current appointment details
9. New reporting function for Managers that include a suite of reports

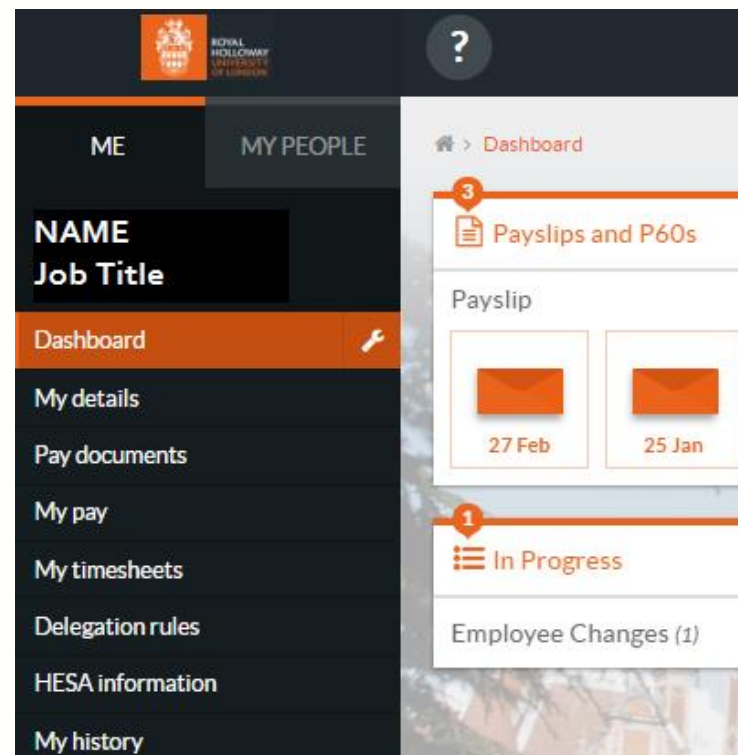
# 1. New look and feel



## Sidebar Navigation with TABS for Employee and Manager Functionality



- Welcome to MyView
- My details
- Payslips and P60's
- My Timesheets
- My Team
- Responsibilities
- HESA Information
- Performance Development review



## 2. New dashboard with customizable shortcuts



Shortcuts to functions such as My pay, Authorisations and In Progress actions

The screenshot displays the Royal Holloway University of London dashboard. The top navigation bar includes the university logo, a help icon (?), and user information: "Welcome, NAME", "Account", and "Sign Out". The left sidebar shows navigation options: "ME", "MY PEOPLE", "NAME", "Job Title", "Dashboard" (highlighted with a wrench icon), "My details", "Pay documents", "My pay", "My timesheets", "Delegation rules", "HESA information", and "My history". The main dashboard area features several customizable shortcut widgets:

- My pay:** A widget titled "View All Pay Documents" containing two "Payslip" cards. The first card shows a date of "27 Feb" and the second shows "25 Jan". Below these cards is an "Unopened Docs" indicator with a count of "5".
- Birthdays:** A widget with a "2" notification badge. It lists two birthdays: "APR 16" for "Employee Name" (in 36 days) and "MAY 25" for "Employee Name" (in 75 days).
- Authorisation:** A widget with a "1" notification badge. It displays the text "You have nothing to authorise".
- In Progress:** A widget with a "1" notification badge. It shows "Employee Changes (1)" with a dropdown arrow.

# 3. New look Pay Slips



A user friendly interface that will replace the Pay documents option

The screenshot shows a user interface for 'All Pay Documents'. The top navigation bar includes the Royal Holloway logo, a search icon, and user information: 'Welcome, NAME', 'Account', and 'Sign Out'. The left sidebar contains navigation options: 'ME', 'MY PEOPLE', 'NAME', 'Job Title', 'Dashboard', 'My details', 'Pay documents', 'My pay' (highlighted), 'My timesheets', 'Delegation rules', 'HESA information', and 'My history'. The main content area is titled 'All Pay Documents' and includes a currency selector (£ %). Below the title are filters for 'View' (All, Opened, Unopened) and 'Document Type' (Payslips). A 'Results per page' dropdown is set to 12, and it shows 'Showing 6 results'. The table below lists the following data:

<input type="checkbox"/>	Pay Date	Document Type	Payments	Deductions	Net Pay	
<input type="checkbox"/>	27/02/2019	Payslip	100%	24%	76%	
<input type="checkbox"/>	25/01/2019	Payslip	100%	24%	76%	
<input type="checkbox"/>	21/12/2018	Payslip	100%	24%	76%	
<input type="checkbox"/>	27/11/2018	Payslip	100%	24%	76%	
<input type="checkbox"/>	26/10/2018	Payslip	100%	10%	90%	

# 4. New My History feature



Details of changes made and ready access to timesheet submission status

The screenshot shows the 'My History' page in the Royal Holloway system. The page is titled 'Form History' and includes search filters for keywords, dates, and event types. A table below displays search results, including a record for 'Emergency Contact Details' with a status of 'Authorised'.

**Form History**

Keyword Search: Enter keywords to search

Date from: dd/mm/yyyy

Date to: dd/mm/yyyy

Event Filter: Employee Changes, Relationship Details

Status Filter: Authorised, Open, Rejected, Submitted, Withdrawn

Results per page: 20

Showing 9 results

Description	Event	Status	Raised Date
Employee: MR EMPLOYEE NAME - Emergency Contact Details	Relationship Details	Authorised	13 Feb 2019

# 5. View progress of timesheet claims



Submit or withdraw timesheets and view authorised, amended or rejected status

**ME** MY PEOPLE

NAME  
Job Title

Dashboard

My details

Pay documents

My pay

**My timesheets**

Delegation rules

HESA information

My history

Welcome, NAME Account ▾ Sign Out

[How do I complete My T](#)

### My Timesheets [ You have one claim ]

For details of how to complete your timesheet click [here](#) or use the link in the box on the right.

If you work in more than one role it is essential that you select the correct role from the drop down menu, (bottom right of th screen). This ensures that your claimed hours of work can be authorised by the correct line manager.

Work for less than a full hour needs to be entered as a digital number; for example, 5 and a quarter hours should be entered 5.25; and, 6 and three-quarter hours should be entered as 6.75.

Timesheets authorised by your line manager by 15th of the month will be paid in the current month. Timesheets authorised a 15th of the month may not be processed until the following month.

**IMPORTANT INFORMATION FOR ALL STUDENT WORKERS**

*The working week is Monday to Sunday.*

*During term time, Students **MUST NOT** work more than 20 hrs per week, (paid, unpaid or voluntary). This includes wo both inside and outside the College.*

*Postgraduate Research Students are restricted to 20 hrs per week throughout the year.*

*Timesheets must be submitted on a weekly basis as soon as the work is completed.*

***Tier 4 Students** working hours are restricted by Immigration rules which will be clearly stated on your Biometric Residence Permit / Visa stamp.*

*Failure to comply with any of the above may impact upon the offer of continuing work and payment for any outstand work.*

*Rejected*

<u>Date</u>	<u>Form</u>	<u>Description</u>	<u>Value</u>
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# 6. The ability to delegate tasks



Delegate permission to a team member to authorise or reject timesheets

The screenshot shows the 'Delegation rules' page in the Royal Holloway University of London portal. The page is titled 'Delegation of Authorisation' and contains three main sections: 'Delegation', 'Post Delegation', and 'Post Delegated rules'. Each section has a collapse icon (minus sign) on the right. The 'Delegation' section includes an 'Add New' button. The left sidebar is currently set to 'MY PEOPLE' and lists various navigation options, with 'My timesheets' highlighted in orange. The top header shows the user's name and 'Account' settings.



# 7. View your staff emergency contact details



Team details available to line managers in accordance with the College policy

The screenshot shows a web interface for 'MyView' at Royal Holloway University of London. The top navigation bar includes the university logo, a help icon (?), and user information: 'Welcome, NAME', 'Account', and 'Sign Out'. A left-hand sidebar menu contains options: 'ME', 'MY PEOPLE', 'NAME Job Title', 'Team Selector', 'Authorisations', 'Employee claims', 'Manager RRS reports', and 'My team contact details' (which is highlighted in orange). The main content area shows a breadcrumb trail: 'Team Selector > My team contact details'. Below this is a section titled 'Personal Details [NAME has 0 forms]'. A paragraph states: 'You are required to maintain your personal details via MyView, at all times. To view, amend or validate this information select from the details below.' Under the heading 'GDPR', it says: 'To comply with GDPR you will be asked to confirm and re-submit this information on a regular basis. Details about how your personal data is processed can be found in the Staff Data Collection Notice on the Staff Intranet.' Below this, it says 'Click the headings below to view and amend your personal details' and lists two items: 'Address & Telephone Numbers' and 'Emergency Contact Details'. The 'Emergency Contact Details' item is highlighted with an orange border. A 'Back' button is located at the bottom right of the content area.

# 8. Direct reports current appointment details



Ability to view direct reports and the employees who report into them

The screenshot displays the 'Team Selector' interface. At the top, there is a navigation bar with the Royal Holloway logo, a help icon, and user information including 'Welcome, NAME', 'Account', and 'Sign Out'. A left-hand navigation menu contains options: 'ME', 'MY PEOPLE', 'Not Selected', 'Team Selector', 'Performance development review', and 'Manager RRS reports'. The main content area is titled 'Team Selector' and includes a breadcrumb 'Home > Team Selector'. Below the title is a 'STANDARD TEAM SELECTOR VIEW' section with a search bar labeled 'Search by team member name' containing the placeholder 'Enter Name...' and a search icon. To the right of the search bar is a 'Filters' dropdown menu currently set to 'Direct Reports'. A 'Clear search' button is located to the right of the search bar. Below the search bar is a 'Filter by surname' section with a row of buttons for each letter of the alphabet (A-Z) and an 'All' button. The 'L' and 'R' buttons are highlighted. A '< MINIMISE >' button is located below the surname filter. At the bottom of the interface, it displays 'Direct Reports for EMPLOYEE NAME' and 'Showing 3 results (1 vacant) / 0 Selected'.

# 9. Reporting functionality for Managers



View information from pre-configured reports that can be downloaded

