

# MyView

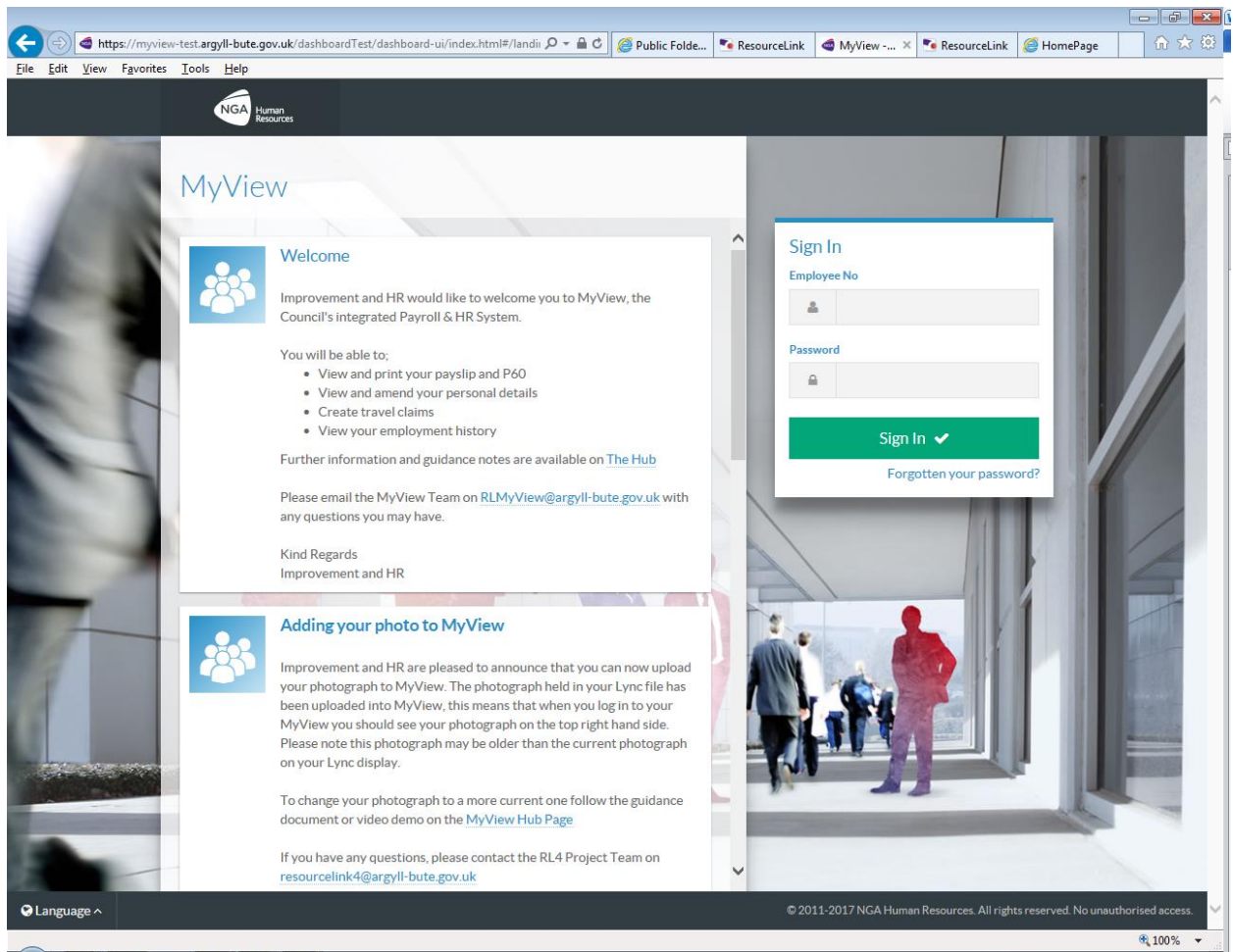
(Overtime & Additional Hours Claims)

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## Accessing the Overtime Module via MyView

### 1. Log-on to MyView via the link on either the Argyll & Bute website or the Hub



The screenshot displays the MyView web application interface. The browser address bar shows the URL: <https://myview-test.argyll-bute.gov.uk/dashboardTest/dashboard-ui/index.html#/landii>. The page features the NGA Human Resources logo in the top left corner. The main content area is divided into two columns. The left column contains a 'Welcome' message and a section titled 'Adding your photo to MyView'. The right column contains a 'Sign In' form with fields for 'Employee No' and 'Password', a 'Sign In' button, and a 'Forgotten your password?' link. The background of the page shows a blurred image of people in a modern office hallway.

**Welcome**

Improvement and HR would like to welcome you to MyView, the Council's integrated Payroll & HR System.

You will be able to;

- View and print your payslip and P60
- View and amend your personal details
- Create travel claims
- View your employment history

Further information and guidance notes are available on [The Hub](#)

Please email the MyView Team on [RLMyView@argyll-bute.gov.uk](mailto:RLMyView@argyll-bute.gov.uk) with any questions you may have.

Kind Regards  
Improvement and HR

**Adding your photo to MyView**

Improvement and HR are pleased to announce that you can now upload your photograph to MyView. The photograph held in your Lync file has been uploaded into MyView, this means that when you log in to your MyView you should see your photograph on the top right hand side. Please note this photograph may be older than the current photograph on your Lync display.

To change your photograph to a more current one follow the guidance document or video demo on the [MyView Hub Page](#)

If you have any questions, please contact the RL4 Project Team on [resourcelink4@argyll-bute.gov.uk](mailto:resourcelink4@argyll-bute.gov.uk)

**Sign In**

Employee No

Password

**Sign In** ✓

[Forgotten your password?](#)

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## Creating a new Overtime Claim

1. Click on MyOvertime and then click on Create/View previous claims

The screenshot displays the NGA Human Resources portal interface. At the top, the browser address bar shows the URL: <https://myview-test.argyll-bute.gov.uk/dashboardTest/dashboard-ui/index.html#/index>. The user is identified as MINNIE, Marketing Assistant. The left-hand navigation menu is expanded, and a red arrow points to the 'Create/view previous claims' option under the 'My Overtime' section. The main content area of the dashboard features three panels: 'Pay Documents' (No pay documents available), 'In Progress' (You have no forms in progress), and 'Authorisation' (You have nothing to authorise). The footer of the page contains the text: © 2011-2017 NGA Human Resources. All rights reserved. No unauthorised access.

2. The following screen will display and will default with your Main Post details, if you are claiming for another post please select from the dropdown list, once the correct post is displayed click 'Create New Claim'

The screenshot shows a web browser window with the URL <https://myview-test.argyll-bute.gov.uk/dashboardTest/dashboard-ui/index.html#/index>. The page header includes the NGA Human Resources logo, a welcome message for 'MINNIE', and links for 'Account' and 'Sign Out'. The left sidebar menu lists various user options, with 'Create/view previous claims' highlighted in blue. The main content area is titled 'Irregular Claims [ You have 0 claims ]' and contains a welcome message: 'Welcome to the Council's Irregular Claims page. From here you will be able to complete and submit your irregular hours i.e. additional basic, overtime, standby, etc. You will also be able to view the history of any MyView irregular claims you have either saved, submitted for authorisation and those claims that have been authorised through for payment or rejected by your line manager.' At the bottom of the main content area, there is a dropdown menu currently set to 'Marketing Assistant' and a blue 'Create New Claim' button. A large red arrow points from the left towards the dropdown menu.

3. The following screen will be displayed, in the description box please enter the period the claim covers (i.e 01/07/17 – 31/07/17)

The screenshot shows a web browser window displaying the 'Irregular Claims' form in the NGA Human Resources system. The user is identified as MINNIE, Marketing Assistant. The form is titled 'Irregular Claims' and includes instructions: 'The sections below are designed for you to claim additional hours and allowances. Additional hours or allowances should be claimed under the relevant section and descriptions completed fully where required. Please use the Help screens available.' and 'Please ensure you enter a clear description for your claim (e.g. Add Hours Mth10)'. The form has three main sections: GENERAL CODES, OVERTIME, and RESPONSIBILITY ALLOWANCE. Each section has a dropdown menu for 'Claim Date' and a text input for 'Amount/Units'. The 'Description' field is pre-filled with '01/07/17 - 31/07/17' and is highlighted with a red arrow. The 'Total' for each section is currently 0.00. A note for each section states: 'NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll.' The footer of the page reads '© 2011-2017 NGA Human Resources. All rights reserved. No unauthorised access.'

4. Next enter the hours worked against the relevant code, in this example additional basic hours have been claimed (further guidance is available by clicking on the help field against each section)

- Select the correct code from the dropdown list
- Enter the date the hours were worked
- Enter the number of hours worked
- Enter a discription

NGA Human Resources

Welcome, MINNIE Account Sign Out

Dashboard > Create/view previous claims

### Irregular Claims

The sections below are designed for you to claim additional hours and allowances. Additional hours or allowances should be claimed under the relevant section and descriptions completed fully where required. Please use the Help screens available.

Please ensure you enter a clear description for your claim (e.g. Add Hours Mth10).

Position Marketing Assistant  
Description 01/07/17 - 31/07/17

#### GENERAL CODES [ help ]

	Claim Date	Amount/Units	
Additional Basic Pay (1020)	09/10/2017	5.00	derived rate
			Description Preparing a marketing report
			--Select--
Total for GENERAL CODES		0.00	NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll.

#### OVERTIME [ help ]

	Claim Date	Amount/Units	
Total for OVERTIME		0.00	NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll.

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- At this stage you can enter further data by following the steps at Section 4, save the claim to allow you to add further information at a later date or submit the claim to your manager for authorisation

The screenshot shows a web browser window with the URL <https://myview-test.argyll-bute.gov.uk/dashboardTest/dashboard-ui/index.html#/index>. The user is logged in as MINNIE, Marketing Assistant. The dashboard sidebar on the left lists various options, with 'Create/view previous claims' selected. The main content area displays a form for creating or viewing claims. It is divided into three sections: RESPONSIBILITY ALLOWANCE, EMERGENCY CALL OUT & STAND-BY, and PUBLIC HOLIDAY CODES. Each section has a 'Claim Date' dropdown menu (currently set to '--Select--') and an 'Amount/Units' input field (currently set to 0.00). Below each section, there is a 'Total' value of 0.00 and a note: 'NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll.' At the bottom of the form, there is a 'GRAND TOTAL' of 0.00. Buttons for 'Back', 'Reset', 'Save', and 'Submit' are located at the bottom right of the form area. The footer of the page contains the copyright notice: '© 2011-2017 NGA Human Resources. All rights reserved. No unauthorised access.'

**It is advisable to only submit 1 claim per month**