



# MyView

(Absence – Return to Work Interview)

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## **Overview**

This process has been developed to allow Line Managers to enter the 'Return to Work Interview Date' and upload the 'Return to Work Interview Form' for their employees directly into MyView therefore removing the need to send/email paperwork to HR for updating. This will update the system reports immediately which will allow Line Managers to run the available RRS 'RTWI' report also Line Managers can check details and view RTWI forms held in MyView.

## Enter RTWI Date via MyView

### 1. Log-on to MyView

The image shows two screenshots of the MyView system. The left screenshot is a 'Living Wage' page with a list of instructions on how to view salary, grade, and spinal point. The right screenshot is the login page, which includes a 'Welcome' message, a 'Please enter your login details:' section with fields for 'Employee No' and 'Password', a 'Log in' button, and a 'Forgotten your password?' link. A red box highlights the 'Employee No' input field.

**Living Wage**

How to view your salary, grade and spinal point when logged into MyView

- Click on account on top right of page
- Select View My Details
- Select Appointment History
- Select your post by clicking down arrow
- Select the information icon at Pay Grade
- Select down arrow for current grade and you can see the spinal point and point value

**Welcome.**

Please enter your login details:

Employee No

Password

Log in

[Forgotten your password?](#)

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### 2. Click on the MyPeople tab

The image shows the MyView dashboard for a user named JOE. A red arrow points to the 'My People' tab in the top navigation bar. The dashboard includes a 'Welcome JOE' message, an 'Edit dashboard' button, and several widgets: 'Pay Documents' (4 items), 'In Progress' (0 items), 'Authorisation' (0 items), and 'EMPLOYEE ABSENCE INFORMATION'. The left sidebar shows the user's profile and a list of menu items.

myview

Me My People

JOE  
FILM PRODUCTION  
DIRECTOR

Dashboard

Latest News - Updated 7.01.20

My Pay Documents

My Personal Details

My Expenses

My Overtime

My Authorisations

My Training

My Responsibilities

My Documents

My Absence

Expense/Overtime Timetables

Welcome JOE

Edit dashboard

4 Pay Documents

In Progress

Authorisation

EMPLOYEE ABSENCE INF...

EMPLOYEE ABSENCE INFORMATION

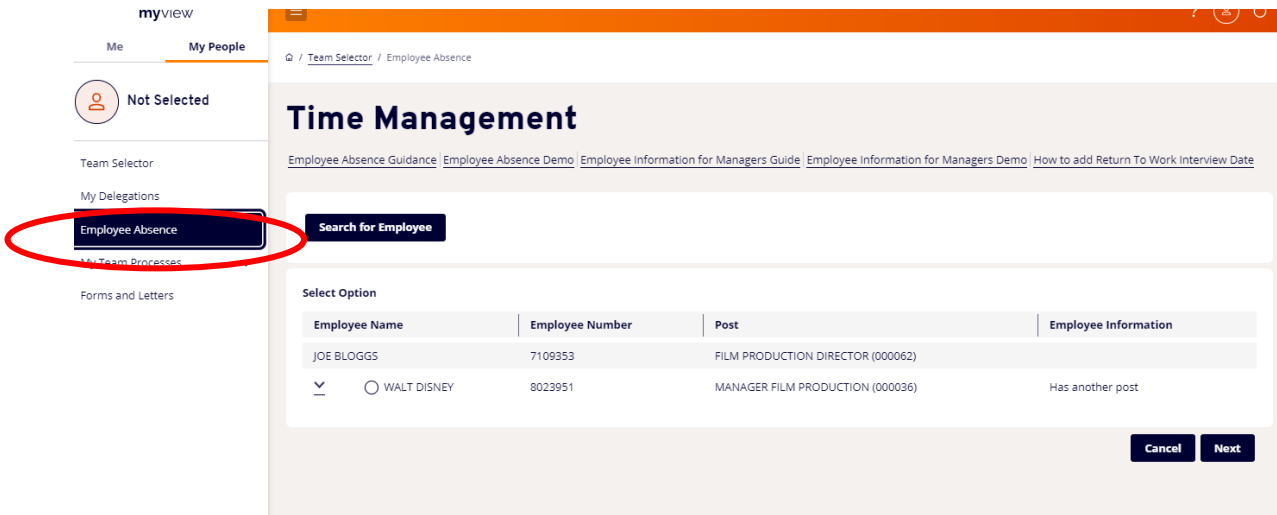
Employee Absence for all posts

Sickness: 3 or more Occas All Posts

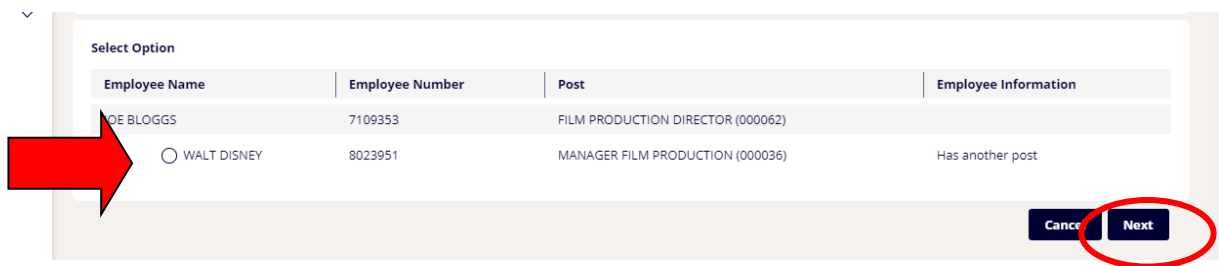
Sickness: 10 or more days All Posts

RTWI CompleteNot Complete All Posts

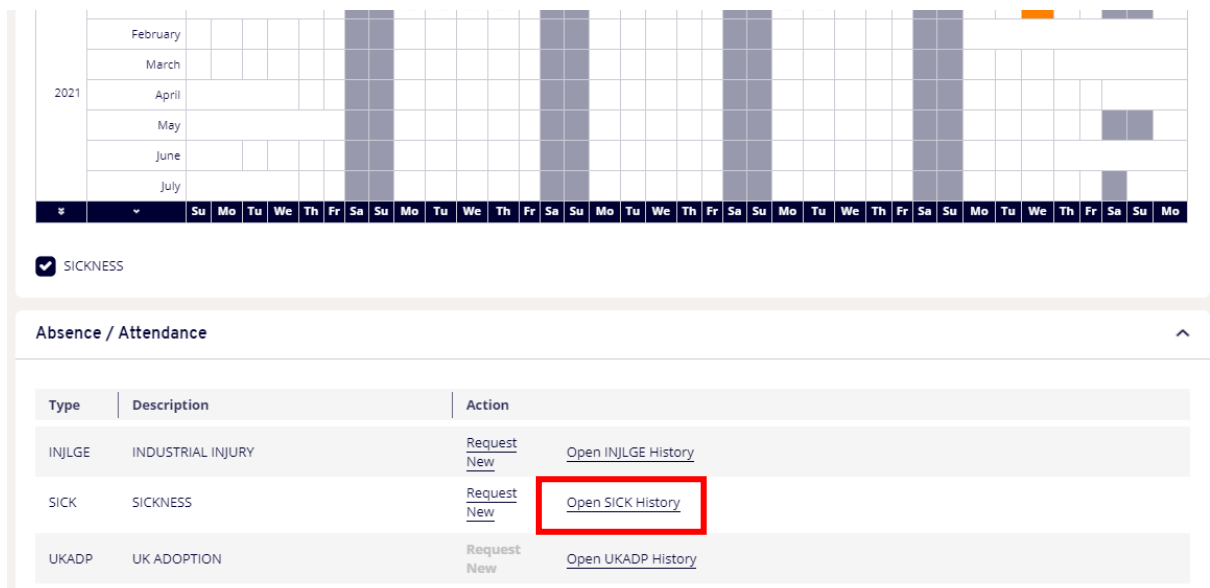
### 3. Click on Employee Absence



4. Select the relevant employee and click 'Next'



5. Click on 'Open Sick History' or 'Open INJLGE History' if employee was absent due to an Industrial Injury



6. Click on 'Edit' against relevant absence period

SICK

Created Date	Employee	Type	Description	From	To	Action
27/01/2021	WALT DISNEY	SCK	SICKNESS	18/01/2021	19/01/2021	<b>View</b> <b>Edit</b> <b>Delete</b>
27/01/2021	WALT DISNEY	SCK	SICKNESS	18/01/2021	19/01/2021	<b>View</b> <b>Edit</b> <b>Delete</b>
27/01/2021	WALT DISNEY	SCK	SICKNESS	04/01/2021	07/01/2021	<b>View</b> <b>Edit</b> <b>Delete</b>
27/01/2021	WALT DISNEY	SCK	SICKNESS	04/01/2021	07/01/2021	<b>View</b> <b>Edit</b> <b>Delete</b>

**Back** **View Team Calendar**

7. Enter the date you conducted the 'RTWI' and click submit

Dates **Full Day** 1st Half 2nd Half Open Ended

From \* 18/01/2021

To \* 19/01/2021

Days

Total Time 0.00 **Confirm planned work time**

Reason \* ABDOMINAL PAIN

Reason Type \* STOMACH, LIVER, KIDNEY & DIGESTION

Cert Type \* SELF CERTIFICATE, SIGNED BY EMPLOYEE

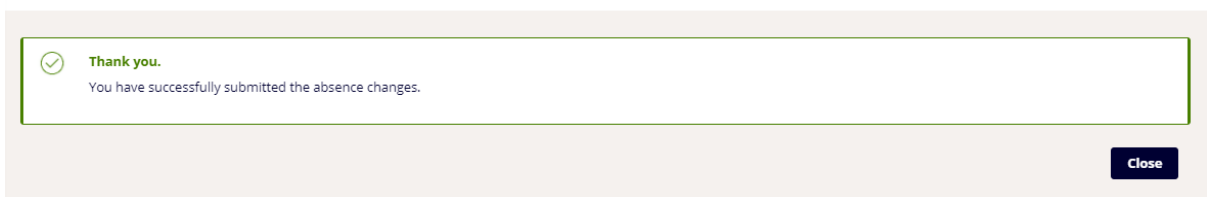
Certificate Expiry Date

I confirm that an entry has been made in the Health & Safety Accident Book.

Return To Work Interview Date 22/01/2021

**Cancel** **Submit**

8. You will receive a confirmation message that you have successfully submitted the changes. You can now select Close.

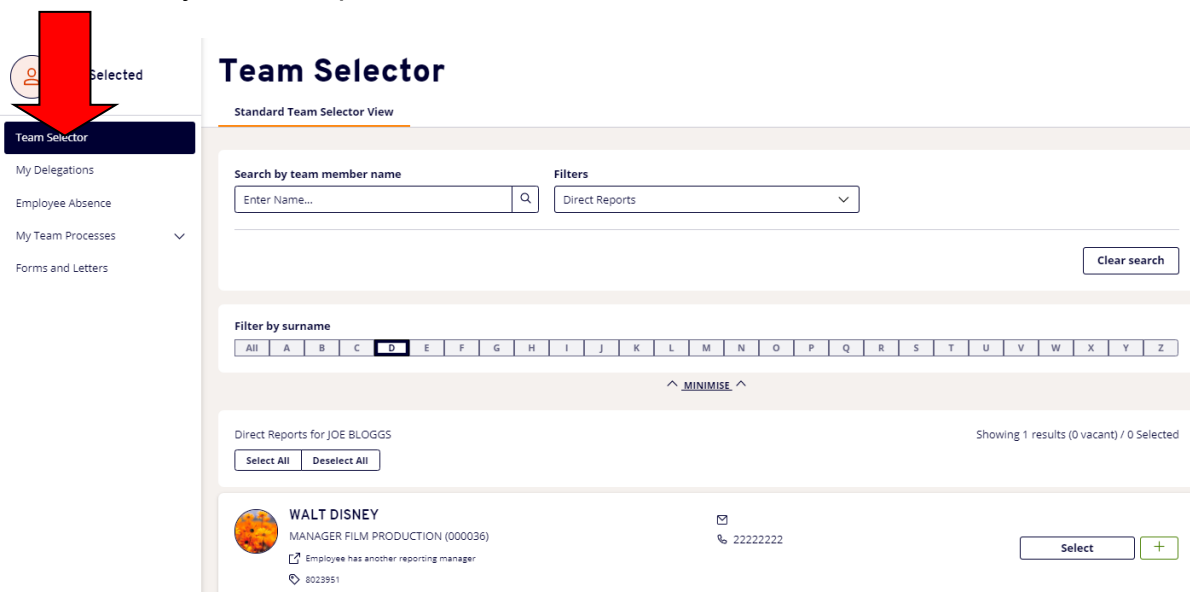


## Upload RTWI Form via MyView

Before starting this section please ensure that you have saved the RTWI form in your own directory using the following naming structure to ensure consistency

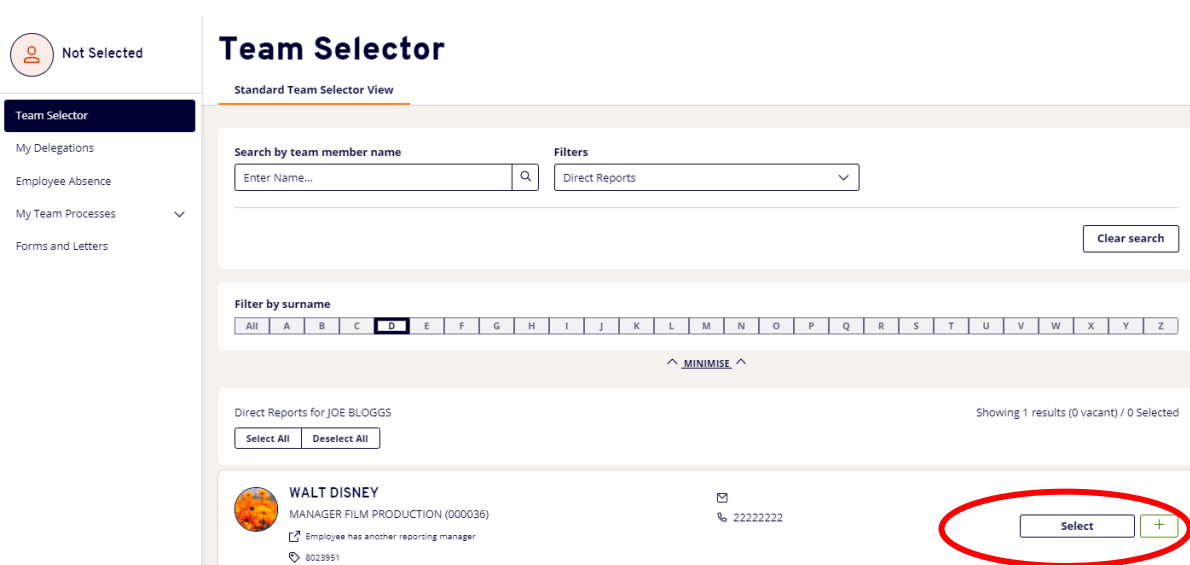
**'Date of RTWI & RTW' (i.e 230517 RTW)**

1. Once you have updated the RTWI date as above click on 'Team Selector'



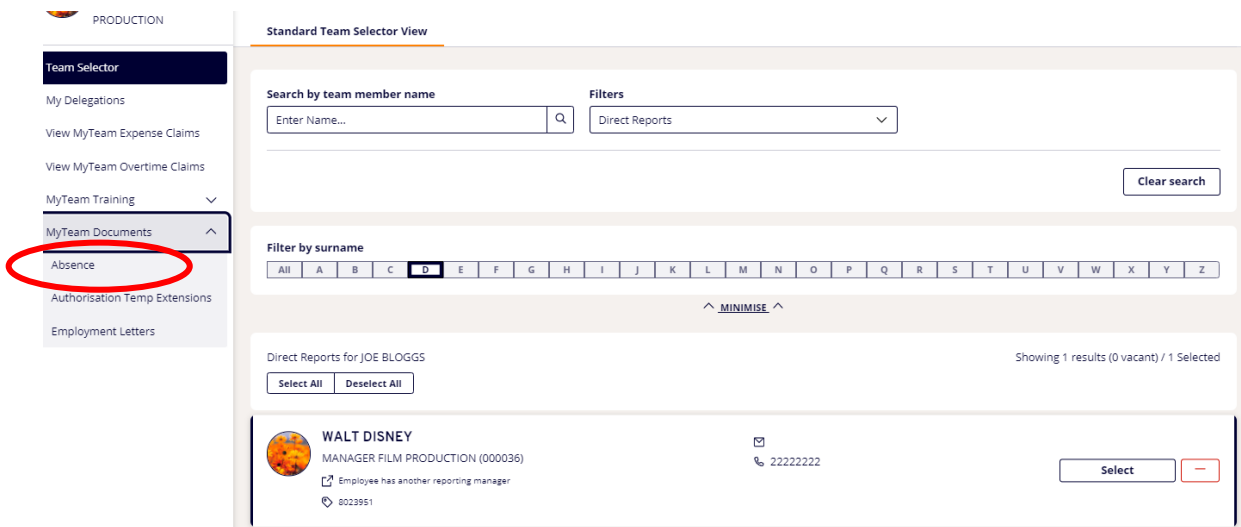
The screenshot shows the 'Team Selector' interface. A red arrow points to the 'Team Selector' menu item in the left-hand navigation bar. The main content area is titled 'Team Selector' and 'Standard Team Selector View'. It features a search bar with the placeholder 'Enter Name...' and a search icon. To the right of the search bar is a 'Filters' dropdown menu set to 'Direct Reports'. Below the search bar is a 'Clear search' button. Underneath is a 'Filter by surname' section with a row of letters from A to Z, where 'D' is highlighted. Below this is a 'MINIMISE' button. The main content area displays 'Direct Reports for JOE BLOGGS' with 'Showing 1 results (0 vacant) / 0 Selected'. There are 'Select All' and 'Deselect All' buttons. The result is for 'WALT DISNEY', 'MANAGER FILM PRODUCTION (000036)', with a phone icon and the number '22222222'. Below this is a 'Select' button and a green '+' button.

2. Select the relevant Employee and the left hand menu will change

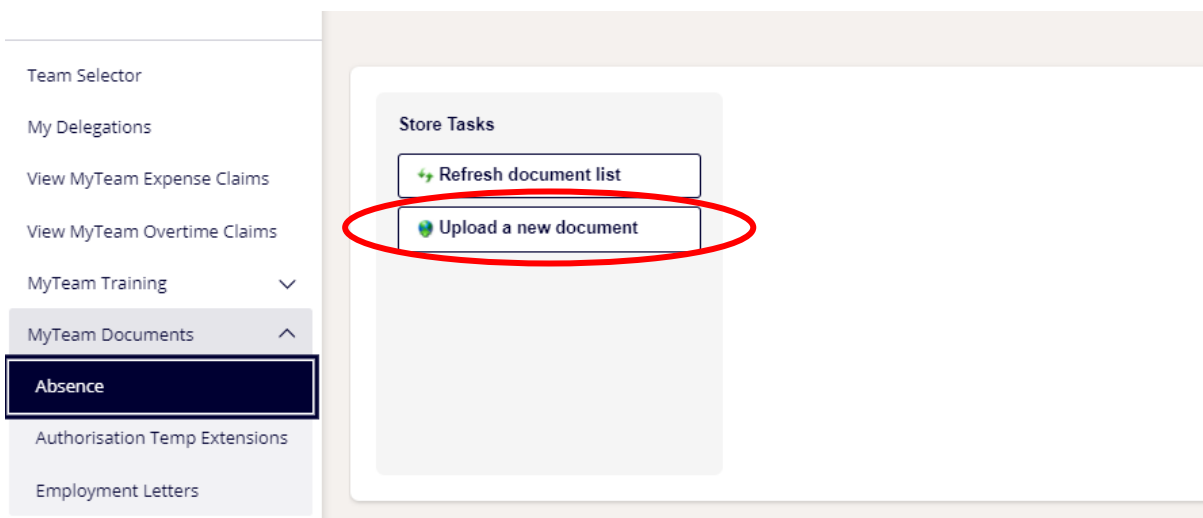


The screenshot shows the 'Team Selector' interface after an employee has been selected. The left-hand navigation bar now shows 'Not Selected' at the top and 'Team Selector' highlighted. The main content area is the same as in the previous screenshot, but the 'Select' button and the green '+' button are circled in red.

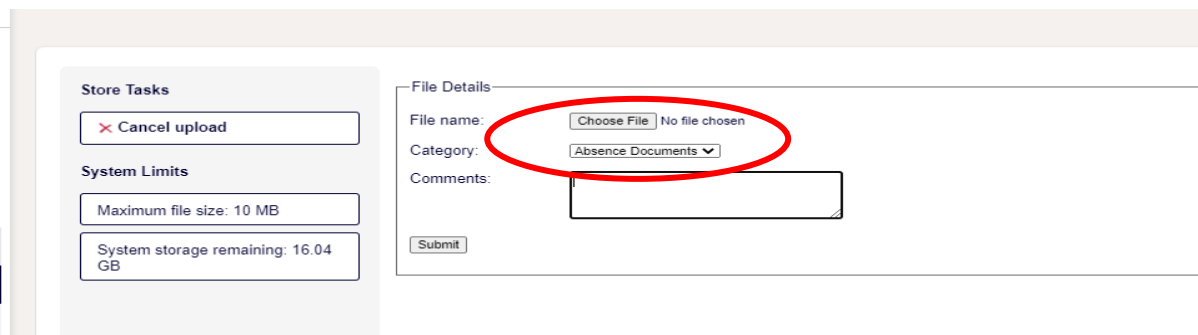
3. Click on My Team Documents drop-down and select Absence



4. Click on 'Upload a new document'



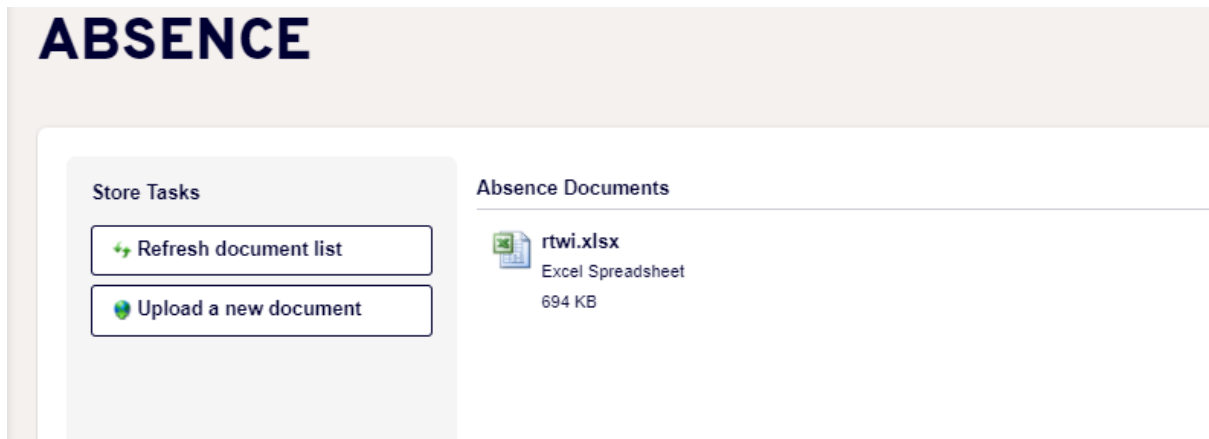
5. Click on 'Choose file' and retrieve the RTWI form from your Directory and ensure category is Absence Documents, then click on submit



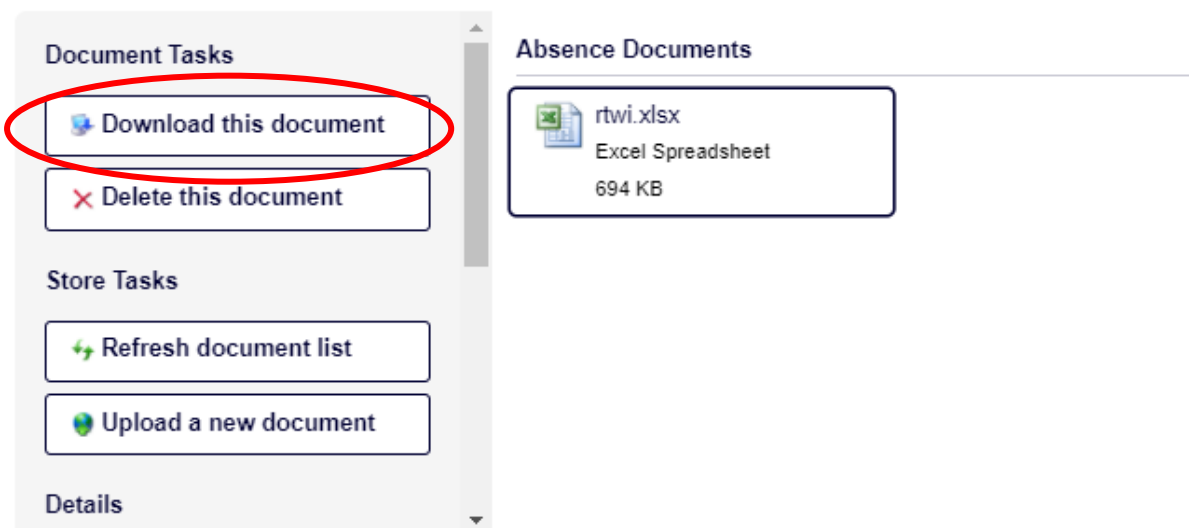


The information is now held against the employee record

6. To view uploaded documents click go to Absence documents as above and select the document.



7. The document tasks will now change and you can download and view



## DOCUMENT HISTORY

### Copyright Notice

The original format of this document is copyright Argyll and Bute Council.

### Document Location

The source of the document will be found on the [HR SharePoint](#).

### Revision History

**Date of this revision:** 27/01/21

Author: HR Development Team, Customer Support Services, HROD

Document issue	Revision date	Previous revision date	Program Version	Summary of Changes	Reviser
1.0	06/03/17			RTWI Dates for Line Managers to enter via MyView	Lorraine Brodie
2.0	19/05/17	06/03/17		RTWI – Managers can upload form to employee MyView record	Lorraine Brodie
3.0	31/01/19	19/05/17		RTWI – Viewing uploaded documents	Karen Mitchell
4.0	27/01/21	31/01/19	R25U01	Update to screenshots	MyView Support Team