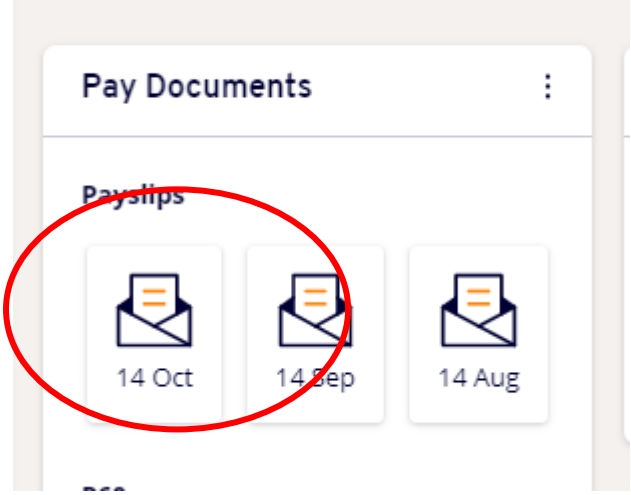
MyView

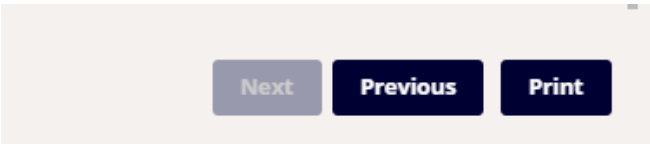
(Printing payslips/P60's)

MYVIEW – PRINTING DOCUMENTS

Log into MyView, open payslip



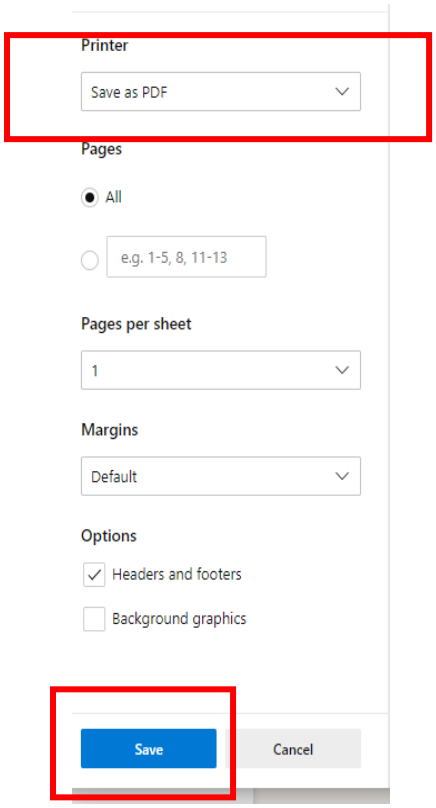
There will be buttons on the bottom right of the page and you should select print

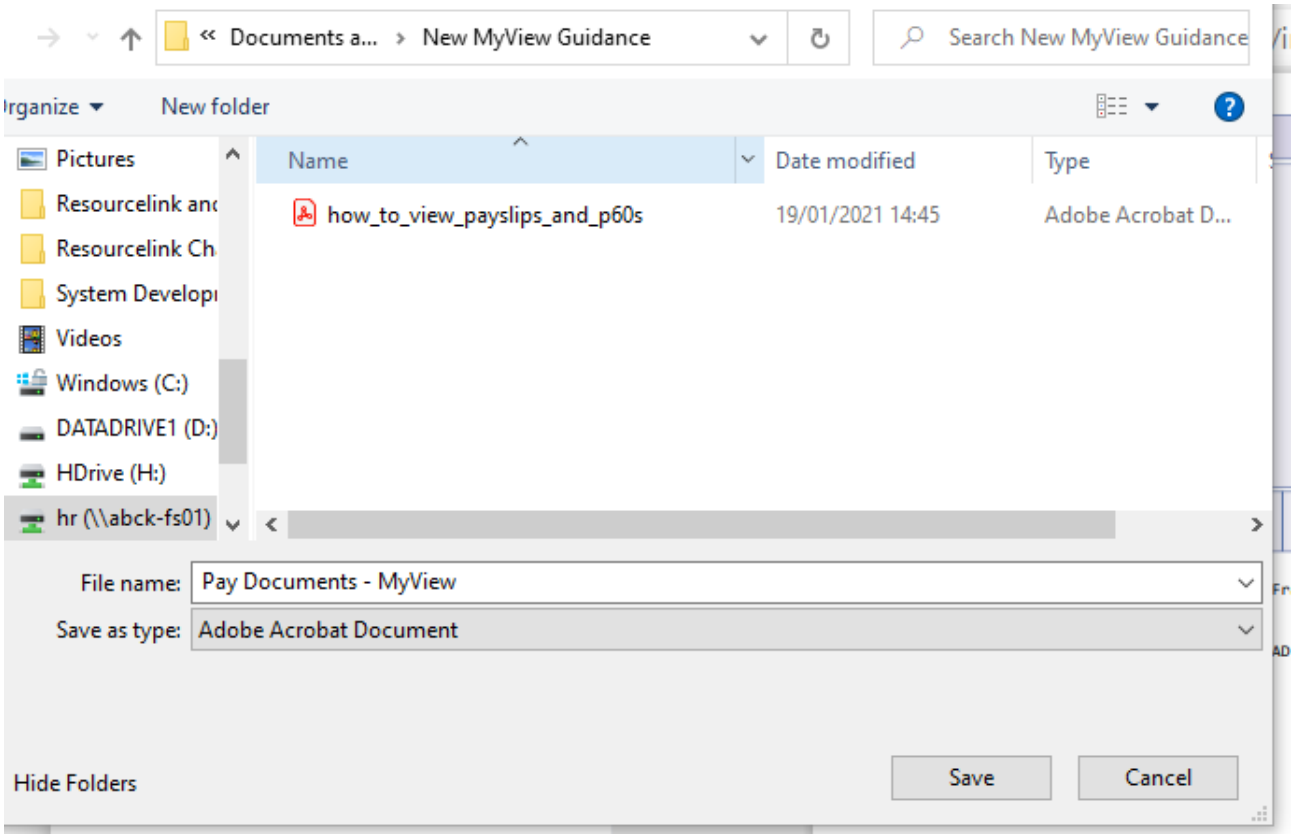


Please note that there is no functionality to print the Argyll & Bute Council logo therefore if this is required then you will need to print onto headed paper. Headed paper can be provided from your departmenal admin team.

Printing your payslip to PDF

If you require to print your payslip to PDF to email elsewhere follow the above and select print. Then select save to pdf on the print menu and save to your device.


Printer
Save as PDF
Pages
All
e.g. 1-5, 8, 11-13
Pages per sheet
1
Margins
Default
Options
Headers and footers
Background graphics
Save
Cancel


Documents a... › New MyView Guidance
Search New MyView Guidance
Organize
New folder
Pictures
Resourcelink and
Resourcelink Ch
System Develop
Videos
Windows (C:)
DATADRIVE1 (D:)
HDrive (H:)
hr (\\abck-fs01)
Name
Date modified
Type
how_to_view_payslips_and_p60s
19/01/2021 14:45
Adobe Acrobat D...
File name: Pay Documents - MyView
Save as type: Adobe Acrobat Document
Hide Folders
Save
Cancel

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: 19/01/21

Author: HR Development Team, Customer Support Services, HROD

Document issue	Revision date	Previous revision date	Program Version	Summary of Changes	Reviser
1.0	21/06/18			Guidance reviewed – no amendments necessary.	Karen Thompson
2.0	19/01/21	21/06/18	R25U01	Guidance updated with new screen shots	MyView Support Team