
Manager User Guide

Amending Employee Sickness through MyView

Document: Amending Employee Sickness through MyView

Last Updated: 05/11/2020

Version: 1.1

Status: APPROVED

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1 Amending Employee Sickness through MyView

Document Control

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1.2 Change History

VERSION	STATUS	DATE	AUTHOR	SUMMARY OF CHANGES
1.1	DRAFT	05/11/20	Martyn Gallogly	Initial Draft

1.3 Document Approval

Document Issued By:

Name: Martyn Gallogly
Position: ResourceLink Consultant (Systems Team)
Company:

Document Approved By:

Name: Victoria Curtis
Position: Systems Manager
Company: Government of Jersey
Date: 23/02/2021
Version: 1.1

1.4 Introduction

1.5 Purpose of Document

To enable Managers to actively edit / delete Employee sickness which has already been processed through the self-service portal.

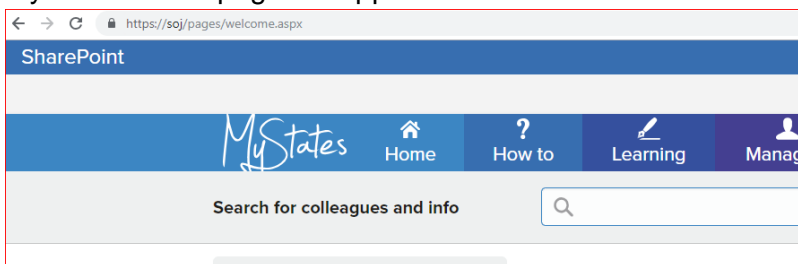
2 Logging in MyView

If your work email ends @gov.je or @[health.gov.je](https://www.health.gov.je) and you are logged in at work, you will have automatic access to MyView and will go directly to the dashboard without being asked to log in. For this reason, it's important that you follow best practice (and our IT policy), and always lock your screen when away from your desk. If you are logged in to an unattended computer, other people will be able to access your payslip etc

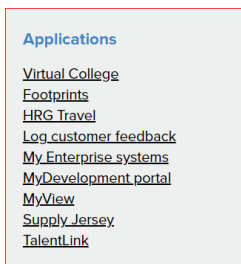
2.1 MyView

- Log into Chrome browser

MyStates home page will appear

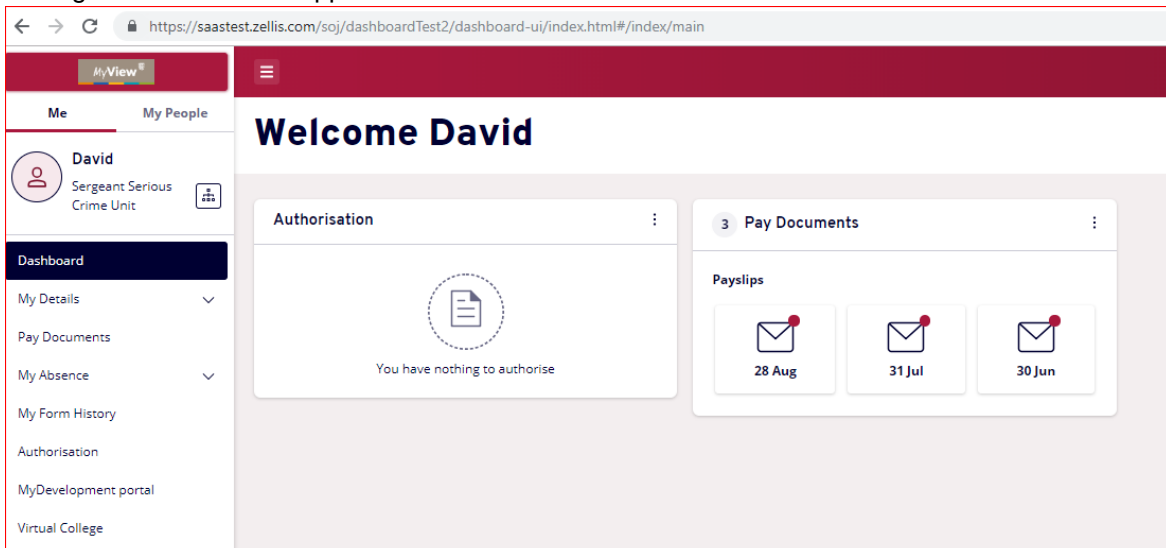


- Under the heading [Applications]



- Click on [MyView]

Manager Dashboard will appear



2.2 Logging into MyView from outside of work

Outside of work, from any smart phone, laptop, tablet or other device with internet access, go to myview.gov.je and use your standard user name and password to log in.

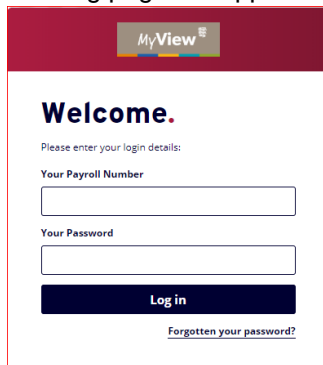
If your work email does with gov.je, you can log in from work or home using your payroll number and a password. To set up your password go to myview.gov.je with:

- Access to your email address your payslips were sent to previously
- Your five-digit payroll number

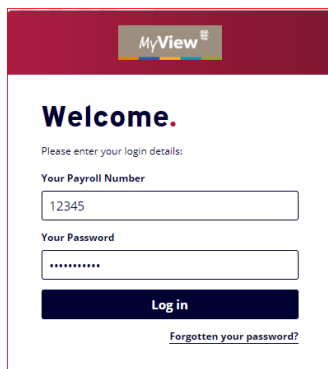
If you have problems logging in contact peoplehub@gov.je or call 448230

- Type in the following URL: <https://saas.zellis.com/soj/dashboard/dashboard-ui/index.html#/landing>

Landing page will appear



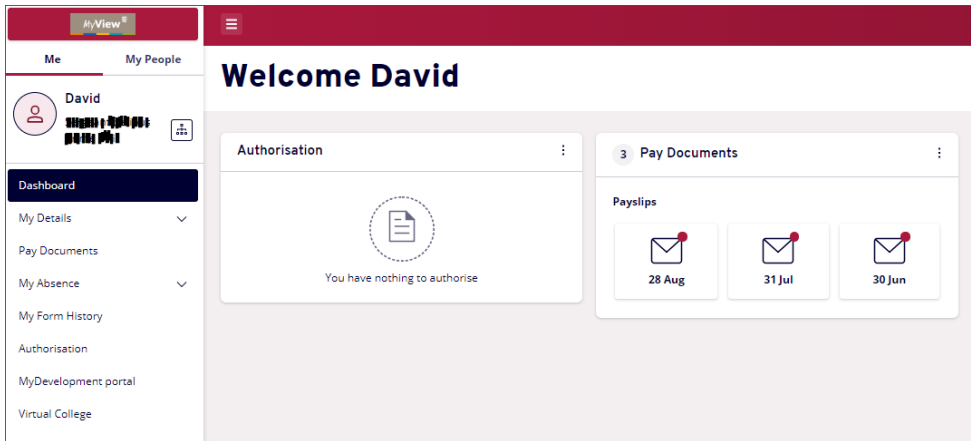
- At [Your Payroll Number], type in your Payroll number
- At [Your Password], type your password (this will be your login password)



- Click [Sign In]

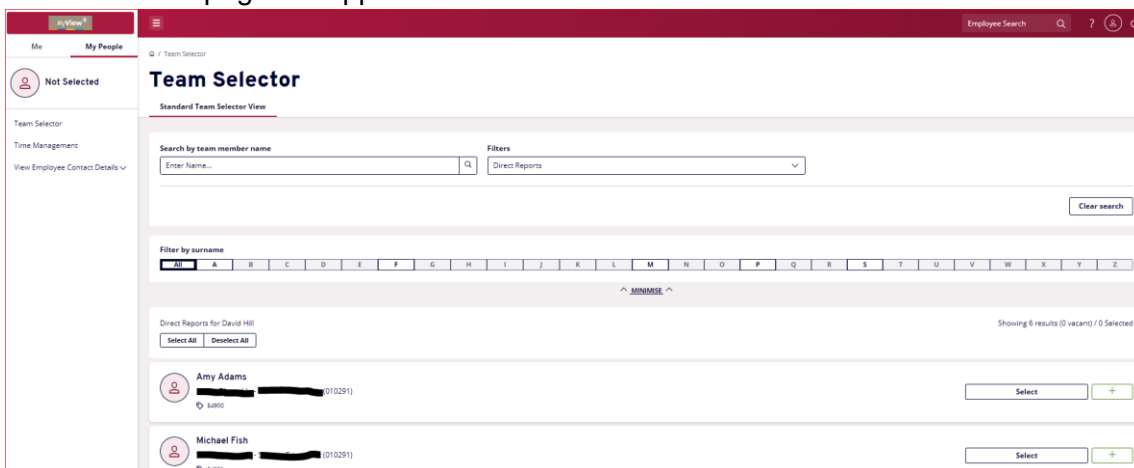
3 Editing Employee Sickness

Once you have logged into you MyView you will be presented with the following Dashboard screen.



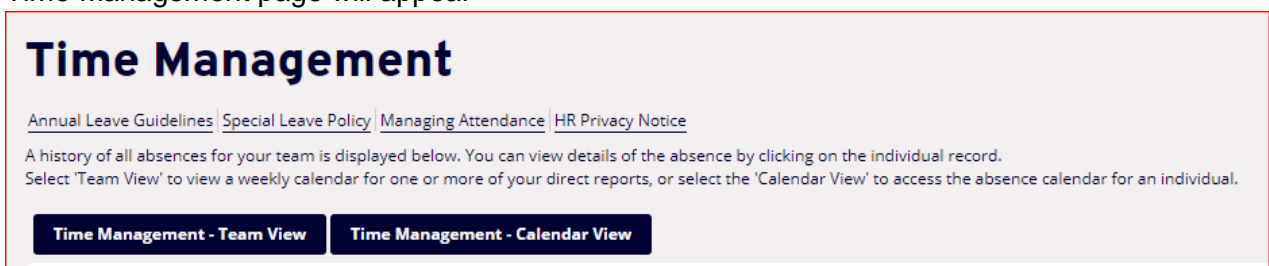
- Click [My People]

Team Selector page will appear



- Click on [Time Management]

Time Management page will appear



- Click on [Time Management – Team View]

Employee Name	Employee Number
<input type="checkbox"/> David Hill	[REDACTED]
<input type="checkbox"/> Alan Shearer	[REDACTED]
<input type="checkbox"/> Amy Adams	[REDACTED]
<input type="checkbox"/> Demi Moore	[REDACTED]
<input type="checkbox"/> Gavriilo Princip	[REDACTED]
<input type="checkbox"/> Michael Fish	[REDACTED]
<input type="checkbox"/> Michel Platini	[REDACTED]

- Select the Employee which you want to edit / delete

<input checked="" type="checkbox"/> Demi Moore	[REDACTED]
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- Click [Next]

Current week calendar view will appear

		Week Ending 31/10/2020										Next >					
Name	Employee No.	Avg Weekly Contract Hrs	Sunday 25/10/2020		Monday 26/10/2020		Tuesday 27/10/2020		Wednesday 28/10/2020		Thursday 29/10/2020		Friday 30/10/2020		Saturday 31/10/2020		Flex
			Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Hours	Balance	
Demi Moore	55904	40															

- Click on calendar icon 31/10/2020 📅

Calendar will appear

October 2020							
S	M	T	W	T	F	S	
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

- Select the week date which you want to edit / delete

Calendar view week will change showing previously entered sick days

		Week Ending 12/09/2020										Next >					
Name	Employee No.	Avg Weekly Contract Hrs	Sunday 06/09/2020		Monday 07/09/2020		Tuesday 08/09/2020		Wednesday 09/09/2020		Thursday 10/09/2020		Friday 11/09/2020		Saturday 12/09/2020		Flex
			Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Hours	Balance	
Demi Moore	55904	40			SCK	8.00	SCK	8.00	SCK	8.00	SCK	8.00	SCK	8.00			

- Using your mouse, manoeuvre to any of the dates and right click

Drop down box will appear with [Add >]; [View]; [Edit] and [Delete]

3.1 Editing Sickness

- Select [Edit] then select [SCK Sickness]

Sickness Form should appear

Edit Sickness - Demi Moore (██████████)

[Annual Leave Guidelines](#) | [Special Leave Policy](#) | [Managing Attendance](#) | [HR Privacy Notice](#)
Use this module to request Annual Leave, Special Leave (Paid & Unpaid), Time off in Lieu, and Flexi Leave.

Previously Updated By David Hill (25306) on 29/10/2020

Type Sickness

Comments

Dates **Full Day Part Day Open Ended**

From *

To *

hrs decimal

Total Time **Confirm planned work time**

Reason *

Cert Type *

Certificate Expiry Date

Return To Work Interview Date

- Edit accordingly

Total Hours have been populated based on contract hours stored in the payroll application.

Previously Updated By David Hill (25306) on 29/10/2020

Type Sickness

Comments

Dates **Full Day Part Day Open Ended**

From *

To *

hrs decimal

Total Time **Confirm planned work time**

Reason *

Cert Type *

Certificate Expiry Date

Return To Work Interview Date

- Click [Confirm planned work time]

Once the above has been finalised, please click [Complete] button

Thank you.
You have successfully submitted the absence changes.

Once you have clicked [Complete] it will take you back to the employees calendar view from recently edited sickness

			Week Ending 12/09/2020														
Name	Employee No.	Avg Weekly Contract Hrs	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Flex
			06/09/2020	07/09/2020	08/09/2020	09/09/2020	10/09/2020	11/09/2020	12/09/2020	Hours							
			Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Balance
Derm Moore	55904	40			SCR	8.00	SCR	8.00	SCR	8.00	SCR	8.00	SCR	8.00			

Process End