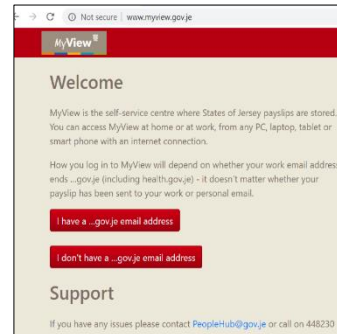**How to access your payslip using MyView**

You can access MyView using your work or home computer, or a mobile device, such as smart phone, laptop or tablet with internet connection. To access MyView;
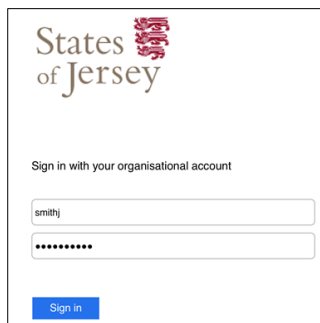
1) Search for www.myview.gov.je in your internet browser. (Internet Explorer, Microsoft Edge, Apple Safari etc.)

   If you have email address ending in 'gov.je'

2) Select 'I have a….gov.je email address'

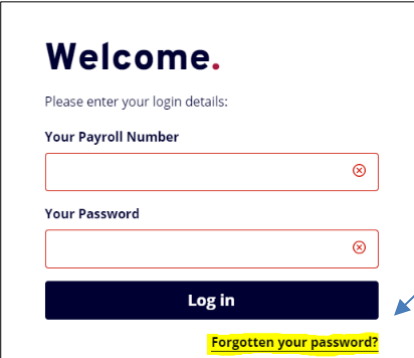3) Type your work computer 'Username' name i.e. jsmith, followed by your 'password'.

If you use your 'personal email address' to log in, select 'I don't have a….gov.je email address'.
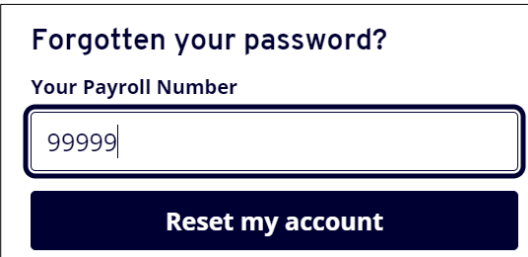
Please note: If you work in 'Education' or use your 'personal email address' and need password resets, you'll need to use your 'payroll number' and a 'password' to log in. You can refer to page 2 if you have **Forgotten your password?** to reset.

Logging into MyView – For education users logging in and for those staff who wish to use a personal email address


1) Type in the link www.myview.gov.je

2) Select 'I don't have a….gov.je email address'.

3) Type in your payroll number (found at the top of your payslip) and your password.

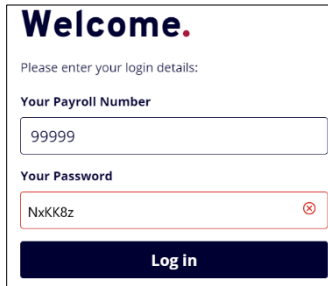4) If you don't know your password, select forgotten password.
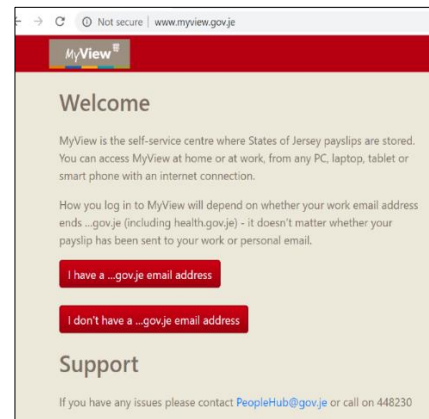
5) Enter your payroll number (found at the top of your payslip) and click 'Reset my account'.

(A reset password email will be sent to your email address held on the system – this temporary password will only last for 60 minutes so you will need to create your own before the time runs out)
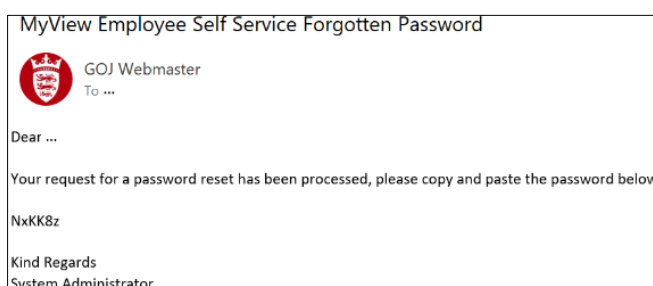
6) Type in your payroll number and your temporary password ie
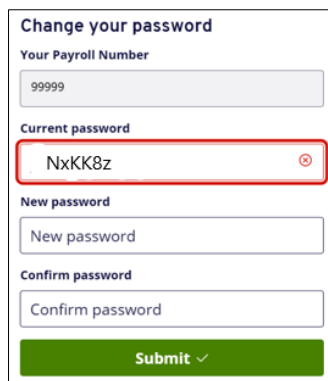   'NxKK8z' when you go to log back into MyView.

Welcome.

Please enter your login details:

Your Payroll Number

99999

Your Password

NxKK8z ⊗

Log in

7) Enter in your temporary password followed by your new password. You will need to also
   confirm your new password.

Change your password

Your Payroll Number

99999

Current password

NxKK8z ⊗
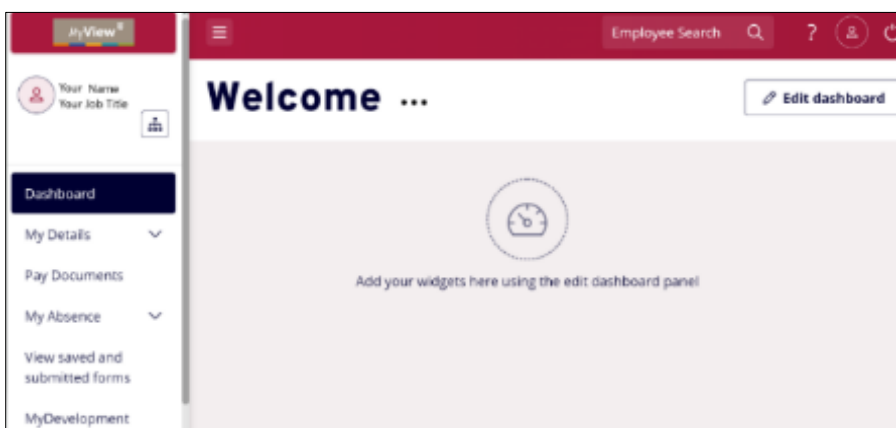
New password

New password

Confirm password

Confirm password

Submit ✓

Your password will need to contain a capital letter and a number and be 8 or more characters long
i.e. Welcome01. Your new password will last for 365 days before you are asked to create a new
one.

If you don't receive an email in your personal email account, contact peoplehub@gov.je. They will
update your correct personal email address. You can then follow the password reset and you will
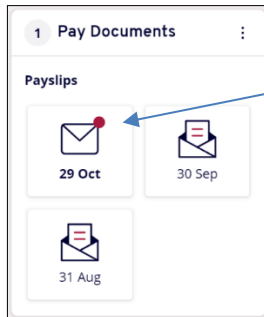receive the reset email instructions.

Once you're logged in, you'll see the screen below which is your 'Dashboard' view.

MyView®

Employee Search 🔍 ? (👤) ⏻

Your Name
Your Job Title

Welcome ...

✎ Edit dashboard

Dashboard

My Details ⌄

Pay Documents

My Absence ⌄

View saved and
submitted forms

MyDevelopment

Add your widgets here using the edit dashboard panel

Viewing your payslip

Once in MyView 'Dashboard' you will see a 'widget' called 'Pay Documents', containing your last 3 payslips. To view your latest payslip.

1) Click using your mouse on the payslip you wish to view.

 The red spot shows which payslip hasn't been viewed.

Your payslip will then appear on screen

View historical (old) payslips

1) Click on 'Pay Documents' on the left-hand side of your MyView page.

2) Click on relevant payslip, selecting either the 'Period', 'Tax Year' or 'Pay Date'. This will open your payslip.
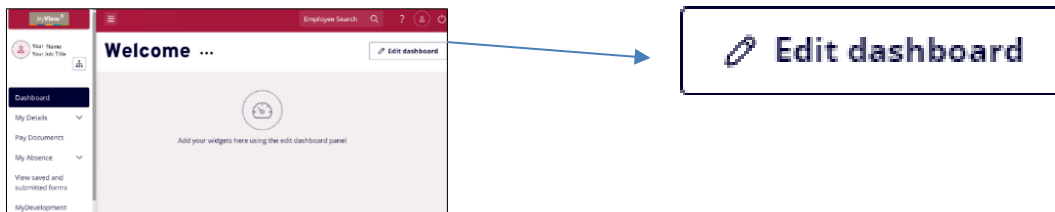
3) To change the 'year', select the drop-down menu and click on the relevant year and choose your payslip.
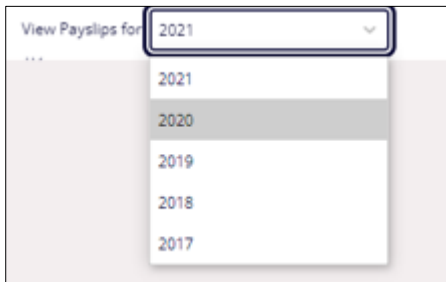
I don't have a 'pay documents' widget on my dashboard

If you have no payslip widget showing on your MyView Dashboard, to add the widget 'pay documents' go to the top right hand side of the screen and…..
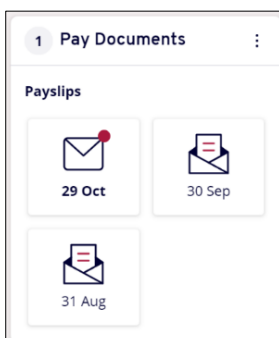
1) Click on 'edit dashboard'

2) Then click on 'pay documents'

The pay documents widget will now appear on your MyView dashboard

Printing a payslip
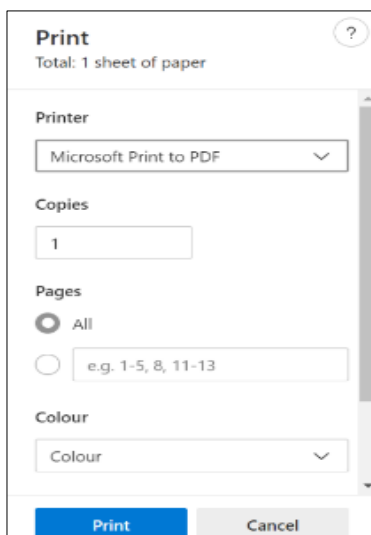
1) Log in to MyView and select the payslip you'd like to print.

2) On the right-hand side of the screen, scroll down to the bottom of the document by using your mouse to click and hold the scroll bar and drag to the bottom.

Click with your mouse the 'print' button.

3) When the printing pop up appears - select print.

4) Go to printer and enter your ID printer code. You will need your printer code to access your work printer
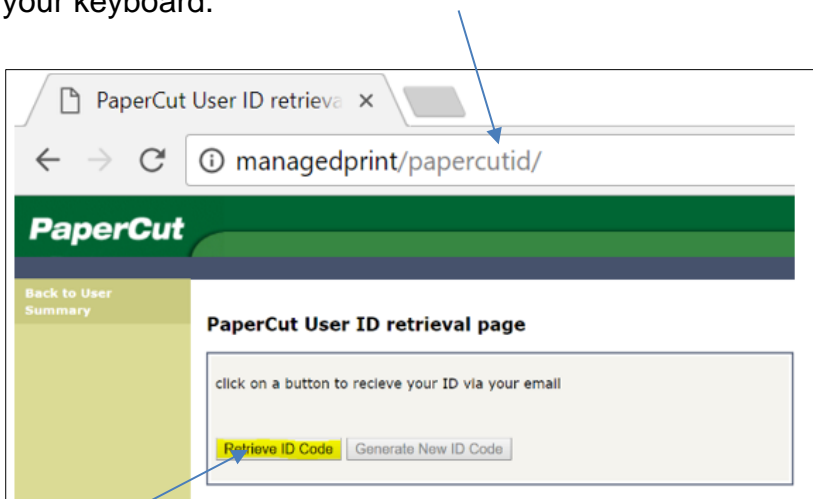
If you don't have a printer code but have a gov.je email address, follow the below steps.

1) Log into your office computer

2) Click with your mouse on your internet browser

3) Type http://managedprint/papercutid/ into your internet browser search bar and hit enter on your keyboard.

4) Select the button 'Retrieve ID Code'.

Your 'printer code' to access your work printer will be sent to your email address on screen.