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# Manager User Guide

## Processing Employee Sickness through MyView

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**Document:** Processing Employee Sickness through MyView

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**Version:** 1.2

**Status:** APPROVED

**Author:** Martyn Gallogly

# 1 Processing 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
1.2	APPROVED	19/01/21	Victoria Curtis	Approved

### 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: GoJ  
Date: 19/01/2021  
Version: 1.2

## **1.4 Introduction**

## **1.5 Purpose of Document**

To enable Managers to actively process Employee sickness via the self-service portal.

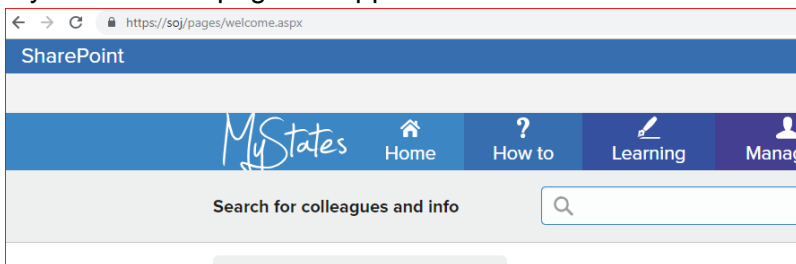
## 2 Logging in MyView

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

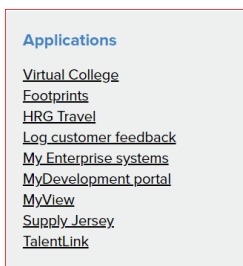
### 2.1 MyView

- Log into Chrome browser

MyStates home page will appear

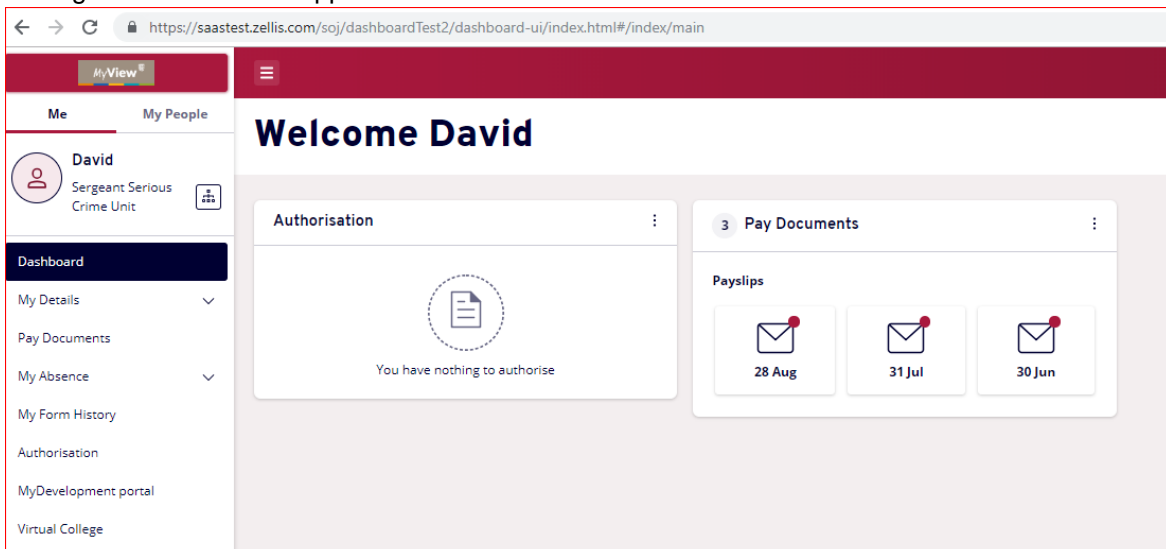


- Under the heading [Applications]



- 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](http://myview.gov.je) and use your standard user name and password to log in.

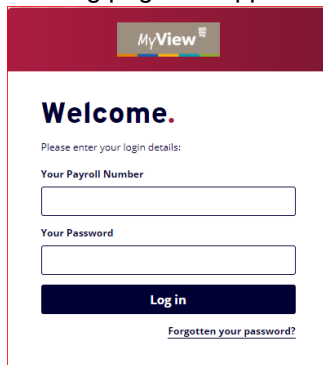
If your work email does with gov.je, you can log in from work or home using your payroll number and a password. To set up your password go to [myview.gov.je](http://myview.gov.je) with:

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

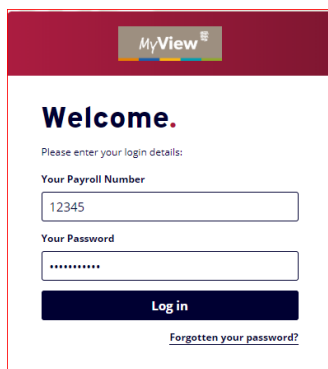
If you have problems logging in contact [peoplehub@gov.je](mailto:peoplehub@gov.je) or call 448230

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

Landing page will appear



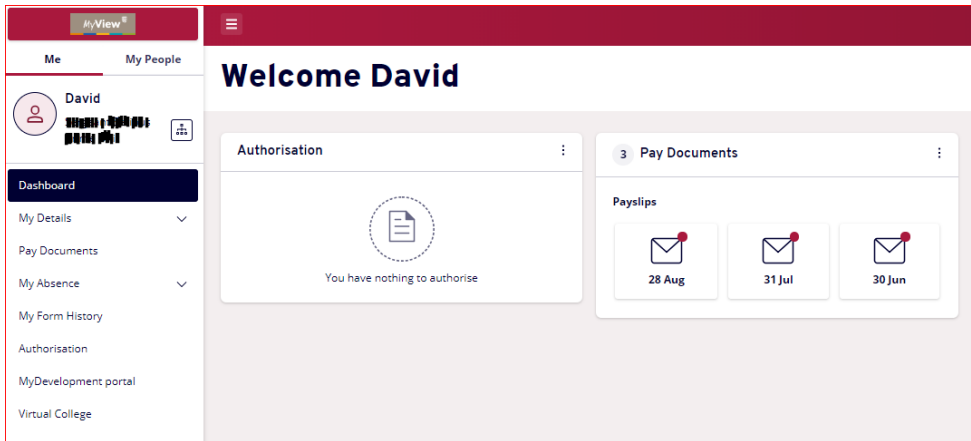
- At [Your Payroll Number], type in your Payroll number
- At [Your Password], type your password (this will be your login password)



- Click [Sign In]

### 3 Processing Employee Sickness

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



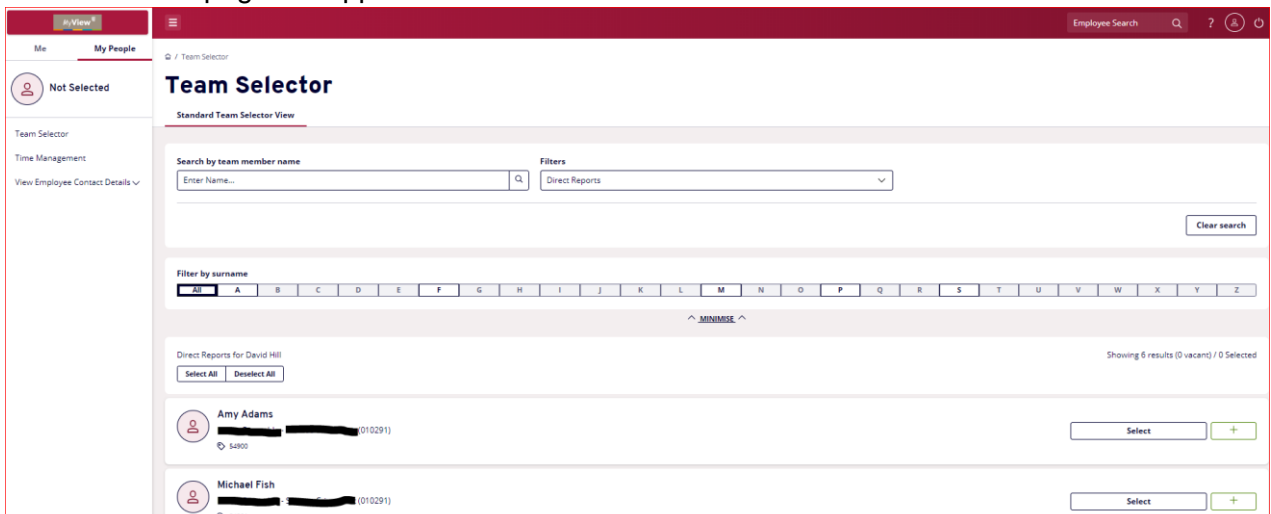
As you are on a Manager's security profile you will notice that your left border is split between [Me] and [My People]

[Me] – is “you”, you are an employee first, therefore anytime you click [Me], it will default to anything in relation to “you”.

[My People] – as a Manager you will have subordinates that report directly into you (based on correct Post to Post set-up). Anytime you click on [My People] a list of your staff will appear.

- Click [My People]

Team Selector page will appear



- Click on [Time Management]

Time Management page will appear – this contains previously submitted MyView absences

## Time Management

[Annual Leave Guidelines](#) | [Special Leave Policy](#) | [Managing Attendance](#) | [HR Privacy Notice](#)

A history of all absences for your team is displayed below. You can view details of the absence by clicking on the individual record. Select 'Team View' to view a weekly calendar for one or more of your direct reports, or select the 'Calendar View' to access the absence calendar for an individual.

**Time Management - Team View** | **Time Management - Calendar View**

Open

Submitted

Authorised

Created Date	Employee	Type	Description	From	To	Action
<a href="#">28/10/2020</a>	<a href="#">Micheel Fish</a>	SCK	Sickness	<a href="#">01/09/2020</a>	<a href="#">03/09/2020</a>	<a href="#">Add</a>
<a href="#">27/10/2020</a>	<a href="#">Alan Shearer</a>	SCK	Sickness	<a href="#">01/09/2020</a>	<a href="#">04/09/2020</a>	<a href="#">Add</a>
<a href="#">27/10/2020</a>	<a href="#">Michel Platini</a>	SCK	Sickness	<a href="#">05/10/2020</a>	<a href="#">08/10/2020</a>	<a href="#">Add</a>

Withdrawn

Rejected

If you are using MyView – Time Management for the first time then the above page will be blank.

- Click on [Time Management – Team Viewer]

### Employee list will appear

Select Option  People Individually  Direct Reports  Whole Team

**Select All** | **Deselect All**

Employee Name	Employee Number	Post	Employee Information
David Hill	[REDACTED]	[REDACTED] (010312)	
<input type="checkbox"/> Alan Shearer	[REDACTED]	[REDACTED] (010291)	
<input type="checkbox"/> Amy Adams	[REDACTED]		
<input type="checkbox"/> Demi Moore	[REDACTED]		
<input type="checkbox"/> Gavvito Princip	[REDACTED]		
<input type="checkbox"/> Michael Fish	[REDACTED]		
<input type="checkbox"/> Michel Platini	[REDACTED]		

- Select Employee

Demi Moore [REDACTED]

- Click [Next]

### Current week calendar view will appear

< Previous | Week Ending 31/10/2020 | Next >

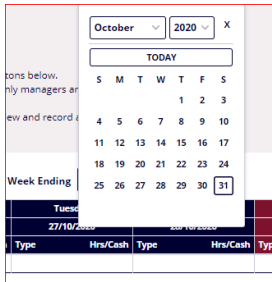
Name	Employee No.	Avg Weekly Contract Hrs	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Flex
			25/10/2020	26/10/2020	27/10/2020	28/10/2020	29/10/2020	30/10/2020	31/10/2020	Hours							
			Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash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

Previous | View Entitlements | View Full Screen | Print | Cancel

- Click on calendar icon 31/10/2020 📅

### Calendar will appear





- Select Date

Calendar view week will change

			Week Ending 12/09/2020										Next >			
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	Balance					
			Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	
Demi Moore	55904	40														

- Using your mouse, manoeuvre to the first date of employee sickness and right click

Drop down box will appear with [Add > ]

- Select [Add . ] then select [SCK Sickness]

			Week Ending 12/09/2020										Next >			
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	Balance					
			Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	
Demi Moore	55904	40														

Sickness Form should appear

## Create Sickness - Demi Moore ( [REDACTED] )

[Annual Leave Guidelines](#) | [Special Leave Policy](#) | [Managing Attendance](#) | [HR Privacy Notice](#)

Enter details of your request here.

Type Sickness

Comments

Dates Full Day Part Day Open Ended

From \* 07/09/2020

To \*

hrs decimal

Total Time

Reason \* --Select--

Cert Type \* --Select--

Certificate Expiry Date

Return To Work Interview Date

- At Comments you may enter some text or leave blank – press tab key

- At [From \*] click on calendar icon and enter date OR just simply type the first day of absence DD/MM/YYYY
- If [Part Day], highlight the [Part Day] circle, other continue
- At [To \*] click on calendar icon and enter date OR just simply type the last day of absence DD/MM/YYYY
- If [Part Day], highlight the [Part Day] circle, other continue

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

**Type Sickness**

Comments: Called into Manager and advised ill.

Dates: Full Day Part Day Open Ended

From \*: 07/09/2020 [Calendar Icon]

To \*: 11/09/2020 [Calendar Icon]

hrs decimal

Total Time: 40.00 **Confirm planned work time**

Reason \*: --Select--

Cert Type \*: --Select--

Certificate Expiry Date: [Calendar Icon]

Return To Work Interview Date: [Calendar Icon]

- Click [Confirm planned work time]
- At [Reason \*], click on drop down menu and select the reason for absence
- At [Cert Type \*], click on drop down menu and select whether a certificate was provided by the employee
- If Cert Type selection is [Medical Certificate] then at [Certificate Expiry Date], click on calendar icon and enter date OR just simply type the expiry date DD/MM/YYYY
- At [Return to Work Interview Date], click on calendar icon and enter date OR just simply type the date of RTW Interview Date DD/MM/YYYY

**Type Sickness**

Comments: Called into Manager and advised ill.

Dates: Full Day Part Day Open Ended

From \*: 07/09/2020 [Calendar Icon]

To \*: 11/09/2020 [Calendar Icon]

hrs decimal

Total Time: 40.00 **Confirm planned work time**

Reason \*: Eye problems

Cert Type \*: Medical Certificate

Certificate Expiry Date: 11/09/2020 [Calendar Icon]

Return To Work Interview Date: 14/09/2020 [Calendar Icon]

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

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

		Week Ending 12/09/2020																
Name	Employee No.	Avg Weekly Contract Hrs	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Flex	
			Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Hours	
Demi Moore	55904	40			SCK	8.00	SCK	8.00	SCK	8.00	SCK	8.00	SCK	8.00				

Process End