

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 <u>www.myview.gov.je</u> 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'

÷	C O Not secure waw.myview.gov.je
	MγView [®]
	Welcome
	MyView is the self-service centre where States of Jersey payslips are stored. You can access MyView at home or at work, from any PC, laptop, tablet or smart phone with an internet connection.
	How you log in to MyView will depend on whether your work email address endsgov,je (including health.gov,je) - it doesn't matter whether your payslip has been sent to your work or personal email.
	I have agovje email address
	I don't have agov.je email address
	Support
	If you have any issues please contact PeopleHub@gov.je or call on 448230

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 <u>www.myview.gov.je</u>
- 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.

Welcome.	
Please enter your login details:	
Your Payroll Number	
Your Password	
8	
Log in	
Forgotten your 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)

MyView Employee Self Service Forgotten Password	
GOJ Webmaster To	
Dear	
Your request for a password reset has been processed, please copy and paste the password be	low
NxKK8z	
Kind Regards	
System Administrator	

C	O Not secure www.myview.gov.je
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١	Welcome
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	Support
1	fyou have any issues please contact PeopleHub@gov.je or call on 448230



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:	Please enter your login details:				
Your Payroll Number					
99999					
Your Password					
NxKK8z	⊗				
Log in					

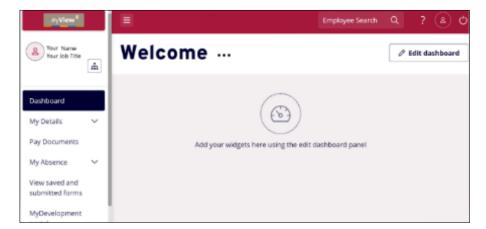
7) Enter in your temporary password followed by your new password. You will need to also confirm your new password.

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 <u>peoplehub@gov.je</u>. 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.

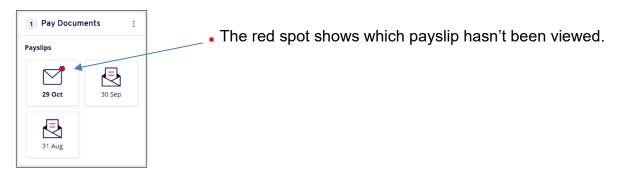




Viewing your payslip

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.



Your payslip will then appear on screen

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18/12/2828			12
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BACS	A.		
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TOTAL Ponten15		1094. DEDUCTIONS	
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Private & Confidentia			

View historical (old) payslips

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

Your Job Title	payslips			
Dashboard	A full history of your pay required.	slips will be displayed here. You	can browse the forms and	select to print t
My Details 🗸 🗸	Payslip Documen	tation		
Pay Documents My Absence	Period	Tax Year	Pay Date	Payslip Page(s)
View saved and submitted forms	<u>10</u>	_2021	29/10/2021	1
MyDevelopment	09	2021	30/09/2021	1
portal	08	2021	31/08/2021	1

2) Click on relevant payslip, selecting either the 'Period', 'Tax Year' or 'Pay Date'. This will open your payslip.

Payslip Documentation				
Period	Tax Year	Pay Date		
10	2021	29/10/2021		
09	2021	30/09/2021		
08	2021	31/08/2021		
07	2021	30/07/2021		



3) To change the 'year', select the drop-down menu and click on the relevant year and choose your payslip.

View Payslips for	2021	~
	2021	
	2020	
	2019	
	2018	
	2017	

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.....

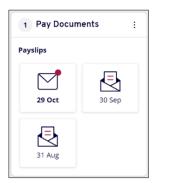
1) Click on 'edit dashboard'

J/View [®]	Employee Search	۹ ? (۵) و	
2 Your Name Your Job Title	Welcome		🖉 Edit dashboard
Dashboard			
Ny Details V Pay Documents	Add your widgets here using the edit dashboard panel		
My Absence 🗸 🗸			
View saved and submitted forms			
MyDevelopment			

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.

Private & Confidential	
	Next Previous Print

- 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

Print Total: 1 sheet of paper	?	
Printer		*
Microsoft Print to PD	F V	
Copies		
1		
Pages		
e.g. 1-5, 8, 11-13	3	
Colour		Ī
Colour	~	
		*
Print	Cancel	



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

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smithj

- 2) Click with your mouse on your internet browser
- Type http://managedprint/papercutid/ into your internet browser search bar and hit enter on your keyboard.

PaperCut	User ID retrieva ×
\leftrightarrow \Rightarrow G	① managedprint/papercutid/
PaperCut	
Back to User Summary	PaperCut User ID retrieval page
	click on a button to recieve your ID via your email
	Retrieve ID Code Generate New ID Code

4) Select the button 'Retrieve ID Code'.

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

PaperCut Use	r ID retrieval page	
	o recieve your ID via your email	
Your ID code has	been sent to : 👘 youremial@gov.je	
Retrieve ID Code	Generate New ID Code	