A Guide to MyView for Managers
Introduction

The My People module of MyView allows the following:

- View post and costing details for employees that report to the manager (either directly or for teams that your direct report manage).
- View limited personal and contact details for employees that report to the manager (either directly or for teams that your direct report manage).
- View upcoming birthdays for employees that report to the manager (either directly or for teams that your direct report manage).

Managers should always be aware that they have access to sensitive data and they are personally responsible for ensuring that others who have not been granted access cannot view the information. This responsibility includes ensuring that computer screens are not left unattended whilst displaying personal data and that printouts or reports containing sensitive information are not left near shared printers.
Dashboard

Your dashboard will have 2 additional widgets as a manager which will indicate if any action is required or provide you with instant information.

Authorisation

Any requests for your direct reports to amend their photos or for eForms that may require some form of authorisation on your part will appear here. You will also receive e-mail notification to your LSE e-mail address.

To approve or reject, expand the section and select the employee’s name. Check the information or photo provided and then either Approve or Reject. Notification will be provided via e-mail to the employee.

Birthday

The birthday widget allows you to see if any team birthdays are coming up. You can adjust to a set number of days as well as descent levels to capture your direct report teams.
Navigation

Managers have access to 2 modules, ME and MY PEOPLE.

To view your direct reports please click on My People

You will have access to the following:

- Team Selector
- Employee Visa Details
- Manager Reports
Navigating around Team Selector

You can search for members of your team using the search button or filter by Surname. Or you can select from a name on the list provided.

Selecting a name will open a new screen which will provide the following information on the employee:

- Limited Personal Details
- Current Post
- Post History

Post History will allow you to drill down on certain elements of information by using the + box.

DETAILS

- Post
- Job
- Post Grade
- Start Date
- Start Reason
- End Date
- End Reason
- Service In Post
- Projected End Date
- Main Post Flag

Position Status

Work Pattern

Contract Hours

FTE

Pay Grade

Cost Centre Detail

Organisation Structure
You will also be able to view the same information of your direct reports team by selecting Show Reports

If you are unable to see a team member in Team Selector or can see an employee that you do not manage please e-mail hr.myview@lse.ac.uk
Employee Visa Details

If you have members of the team who have visa restrictions, you can view the details by selecting Employee Visa Details.

Select the individual and click select. If a visa is currently valid the details will be displayed.

Manager Reports

As a manager you have the ability to run some very basic reports directly from MyView.

The reports available are:

Manager Reports

Enter Descent Level

- Absence Between Two Dates
  - A summary of employee absences between two dates for Single and Multi-Post Absence
- Absence Summary For This Year
  - Displays a summary of group absences during this calendar year for Single and Multi-Post Absence
- Length of Service
  - Displays length of time employees have been with the organisation
- List of Employees
  - Displays a list of employees in your group
- Probations Due
  - Displays a list of employees with a future probationary date, or one within the last 31 days.

Select which report you would like to run and amend the Descent Level if you wish to report further down than your direct report (if your direct report has reports)

Reports which require date parameters will prompt you to enter the details

Manager Reports

Absence Between Two Dates Parameters

Upon clicking next, a very simple report will be displayed which can be printed if required.
If you require additional information that cannot be obtained within Manager Reports please contact hr.systems@lse.ac.uk who will be able to assist