An introduction to MyView at LSE

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Step 1 → Overview

MyView is a self-service platform used by employees and managers at the School. There are two sides to MyView: Employee Self Service (ESS), and Manager Self Service (MSS).

Note: for more information about the MSS side of MyView and carrying out line manager approval processes, see the other available quick cards on the HR MyView webpages.

MyView allows LSE staff to carry out various self-service tasks, including:

- Viewing and updating personal details
- Viewing payslips and other financial documents
- Submitting changes to bank details
- Viewing and reporting absence due to illness
- Viewing and requesting annual leave

Step 2 → Accessing MyView

How to access MyView

MyView uses single sign-on, meaning your LSE IT username and password are also used to log in to MyView e.g. SMITHJA

Logging into MyView

To log in to MyView, enter the following link in your Internet browser bar.

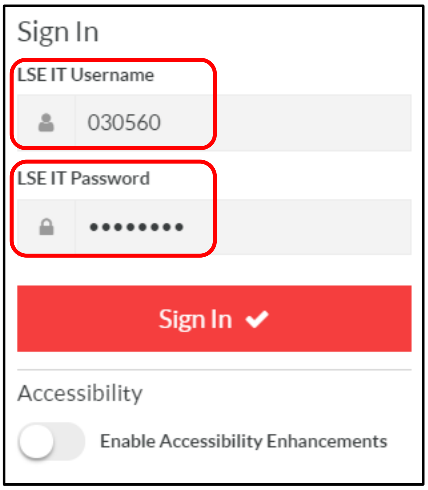
https://myview.lse.ac.uk/dashboard/dashboard-ui/index.html#/landing

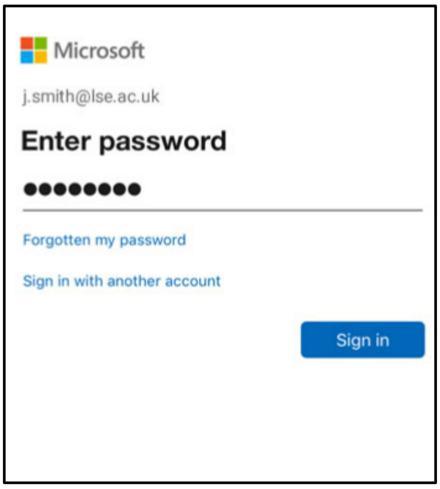
You must now enter the following details:

LSE IT Username: enter your LSE IT username here.

LSE IT Password: enter your LSE IT password here.

Click **Sign In** to sign in to MyView.





Select the **Enable Accessibility Enhancements** radio button from the Sign In window to enable MyView accessibility features. These features can also be managed in your account.

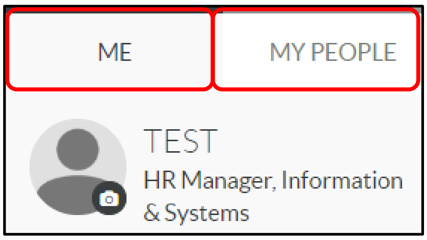
If you have not recently authenticated using Multi-Factor Authentication (MFA), you may be asked to first sign in to Office 365 using your LSE IT username and password.

For further guidance on logging in using MFA, please visit the page below:

https://info.lse.ac.uk/staff/divisions/dts/help/guides-faqs/mfa

Note: as MyView contains sensitive employee information, the system automatically signs you out after 1 minute of inactivity.

Step 3 → Navigating MyView



The difference between MyView and My People

The Me dashboard is displayed on every employee's MyView account. The core features of MyView can be accessed from the Me dashboard.

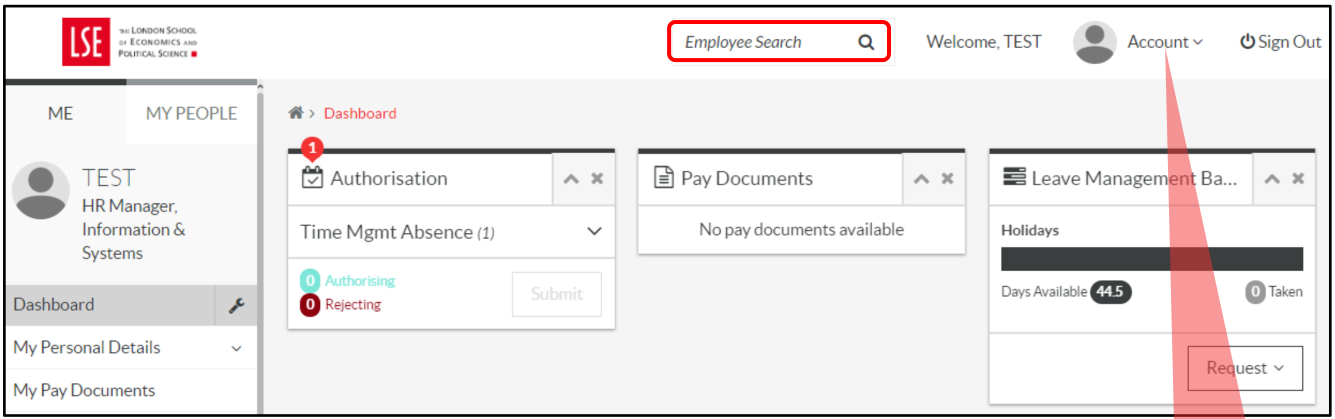
My People is the dashboard used by managers and users with delegation authority. Additional features are available from My People, including information about your direct reports, and manager reporting.

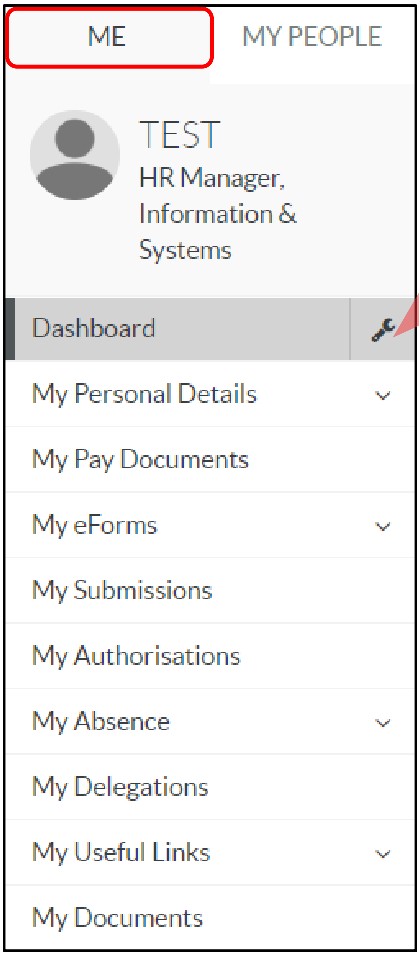
Step 3 → Navigating MyView (continued)

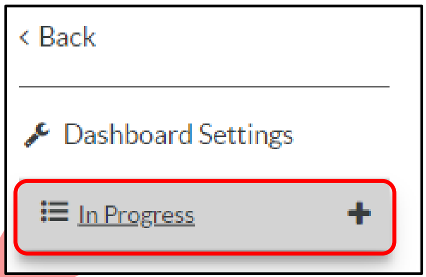
An overview of your Dashboard

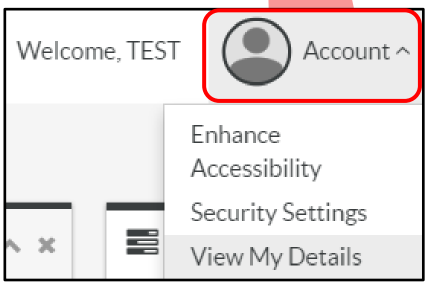
The MyView Navigation menu is displayed to the left of the Dashboard. From here, you can access other MyView features.

At the top of the Dashboard, information about your account, sign out options, and the Search bar, are displayed. These features can be accessed from anywhere in MyView. The MyView Dashboard displays widgets you can use to carry out frequently-used tasks quickly.







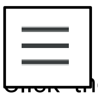


Adding widgets to your Dashboard

When the Manage Dashboard (spanner icon) is displayed, you can add widgets. Click **Add (+)** next to the widget you want to add to your dashboard.

The Navigation menu

The MyView Navigation menu is displayed on the left of the screen. Depending on the size of your browser window, this may automatically be collapsed.



Click the **Expand Dashboard** icon (three lines icon above) to expand the Navigation menu and view your options. There are more details on the Navigation menu on the following page.

Your account

Click **Account** to display the Account drop-down list. The following features are available:

Enhance Accessibility: allows you to apply accessibility settings, for example, changing the colour setup of MyView to make text clearer.

Security Settings: allows you to review your security settings.

Note: you can change your memorable word when logged in to MyView by clicking **Security Settings**.

View My Details: allows you to view information about your post and your post history.

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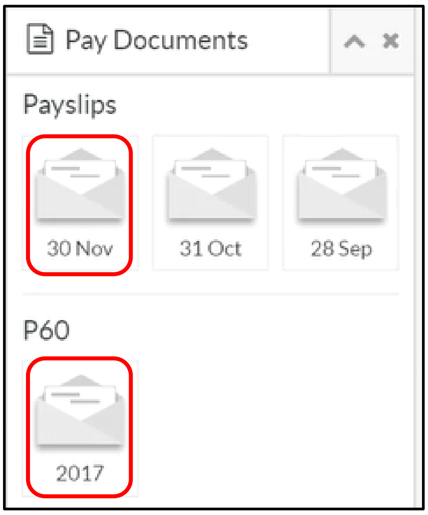
Step 4 → Viewing information



You can view information about your work history using MyView. This includes financial information, such as your online payslips, P60 and bank details. You can also view your personal information including your personal details, next of kin, contact details, equal opportunities data, and emergency contacts.

To view your payslip and P60, click the **My Pay Documents** widget on your Dashboard.

In the example on the left, the November payslip and the P60 are both highlighted in red.

To view your personal details, click the **My Personal Details** header to expand it. This is highlighted on the example below.

Note: for steps on how to edit your personal details in MyView, see the following section of this quick card, *Manually changing your details*.

Step 5 → Manually changing your details

You can view your details under the My Personal Details header. You can edit some of these details yourself, while others require a **Change of Details Request** form to be submitted to the HR team before they can be changed, as they may impact payroll.

To view or edit your personal details:

Click the **My Personal Details** drop-down list. The My Personal Details list will expand.

Select the option containing the information you wish to change from the My Personal Details menu. In the example to the right, the My Details option is selected.

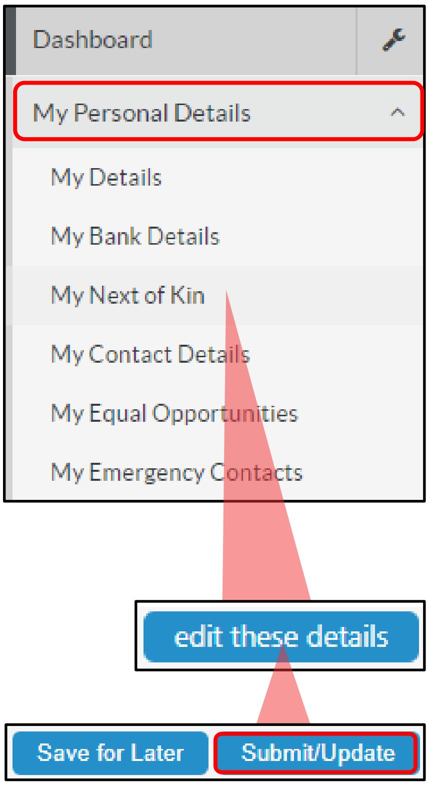
The edit these details icon is displayed wherever there is information you can update yourself.

Click **edit these details**.

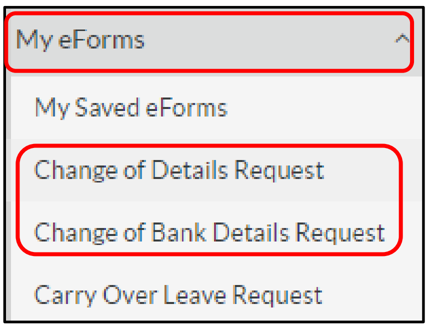
Update the field(s) you wish to change.

Click **Submit/Update**.

Tip: you can save any changes you have made so far and revisit them later from the In Progress widget.



Step 6 → Using eForms



You must submit a Change of Bank Details Request form to the HR team to change any aspect of your bank details.

This also applies to any other details that will affect payroll. To edit these:

In the Navigation menu, expand the **My eForms** drop-down list.

Select the relevant eForm as appropriate.

Edit any fields relating to your personal or bank details.

When complete, click **Submit/Update** to submit this to HR. This will then be reviewed before being updated on your record.

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Step 7 → My People (managers and delegated authorities)

Note: for guidance on how to approve annual leave requests, see the *Approving annual leave using MyView* quick card and eLearning video.

What is My People used for?

My People is the Dashboard used by managers to authorise sickness absence submissions, run reports and view certain details of your team members. Other processes you carry out as a manager, such as approving annual leave and sickness absence submissions, are carried out in the Me Dashboard.

Viewing direct reports via the My People module

You can use the My People section of MyView to view information about your direct reports, including certain personal details, post details and post history. This is carried out using Team Selector.

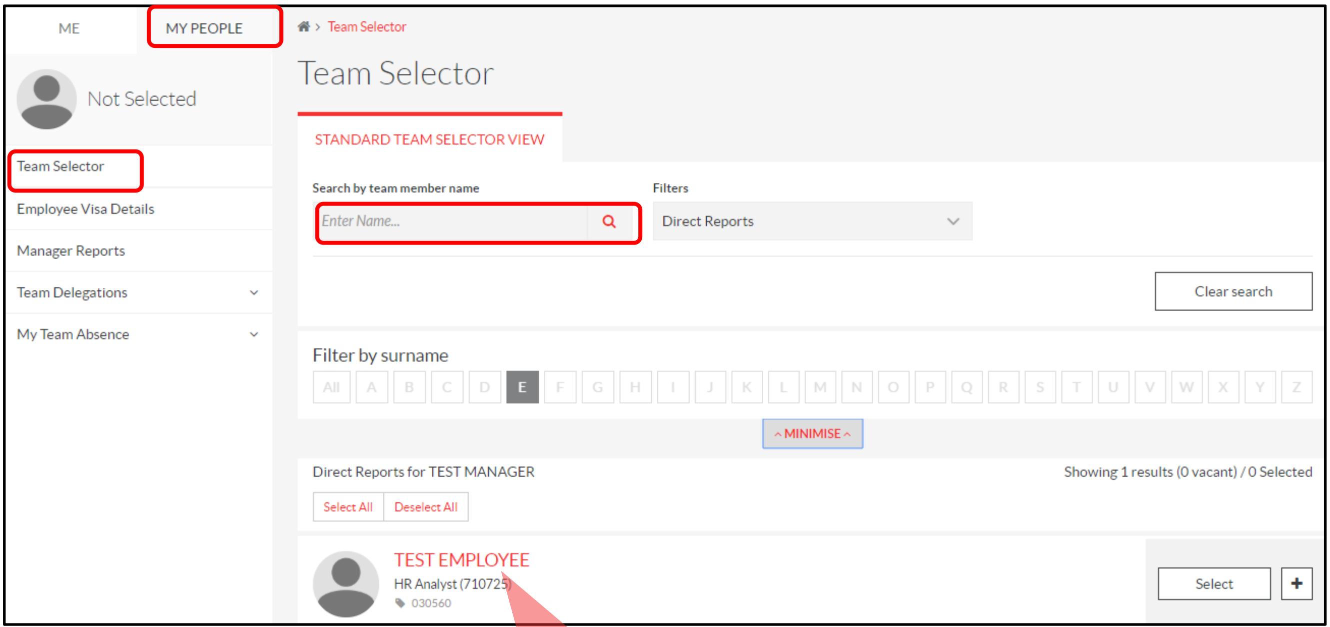
To view your direct reports:

Click the **My People** Dashboard.

Select **Team Selector** from the Navigation menu. The Team Selector is displayed.

Delegate For: click **Select** to search for an employee.

Click the employee name you want to view information for. The Employee window is displayed.



Here you can expand the following headers:

- **Personal Details**: this displays limited personal details about the employee.
- **Current Post**: this displays details about the employee's current post.
- **Post History**: this displays details about previous posts the employee has held.