Manager MyView

Logging into MyView

MyView is accessed using your username (e.g. abcd123) and password

You can access MyView via the HR web pages: http://www.rhul.ac.uk/personnel/ or by clicking on the following link: https://myview.rhul.northgate-is.com/rhvl/Portal/

This will take you to the secure MyView login Screen as shown below:

![MyView login screen]

Enter your username and password and click on.

If you do not have a username or do not know your password please go in person to the IT drop in desk in the Bedford Library, Room 2-01. If you are unable to come onto site please email the ITServiceDesk@rhul.ac.uk using the personal email address you have provided to the department you are working for and/or HR or telephone the desk on 01784 414321. You will be asked a series of security questions to verify your identity.

For any other MyView queries please contact SelfService-HR@rhul.ac.uk

This will take you straight into the main MyView page
The page is split into the following modules:

- Welcome

- Authorisations *(this module only shows when an authorisation is pending, but can be accessed via the GOTO box in the top right hand corner of the screen at any time)*

- My Details

- Payslips and P60s

- My Team

- Responsibilities

**Navigation**

- You can access any module by clicking on the module’s bold heading, clicking on ‘here’ within the module text, or via the Go To box at the top of the screen, by clicking on the module heading from the dropdown list.
Authorisations

This module will only be displayed on the main page if any authorisations are pending. However, you can select the module via the Go To box – this can be used to confirm that there are no authorisations pending.

You will receive an email (see below) notifying you that a member of your team has submitted a timesheet for authorisation.

Log into MyView (following the instructions above) and then click on the Authorisations module.

The Authorisations module will open. Click anywhere on the bold description text to view the claims awaiting authorisation.
The submitted timesheet will open, showing the date and hours worked as entered by the employee.

If you agree with the dates and hours submitted, click on [Authorise].

If you don’t agree with the hours or dates that have been submitted you can either:

- Amend the hours for the employee and write notes in the ‘Authorisation/Rejection Notes’ box for the employee to view, and then click on [Authorise].

Or

- Write notes in the ‘Authorisation/Rejection Notes’ box as to why you are rejecting the claim and then click on [Reject].
Enter comments in the Authorisation/Rejection Notes

Regardless of whether you authorise or reject a timesheet claim, an email will be sent to the individual informing them that their timesheet has been authorised or rejected.

Once you have authorised a timesheet it is no longer shown in the Authorisations module. However, you are able to view all timesheets that your team members have created and had authorised via the My Team module (detailed below).

My Team

- The My Team module allows you to:
  1. view your team i.e. any employee who reports into you, directly or indirectly e.g. via a line manager team
  2. view ‘My Timesheets’ you have authorised for your employees or ones awaiting authorisation
3. Submit timesheets on behalf of your employees
4. Delegate responsibility for authorisation — i.e. give someone else within your team permission to authorise or reject timesheets on your behalf

- To access the My Team module, click on the **bold** text

The following ‘Manager Summary’ screen will appear, listing all the staff that directly report to you. Click on the cross to expand line manager’s details to see indirect reports.

Via the ‘Modules’ listed on the right-hand side of the screen, you can:

a) Delegate authorisations

b) View ‘My Timesheets’ that your employees have created and submit timesheets on behalf of your employees

**Delegation of Responsibility and Authorisation**

- This module is used to give someone else within your team permission to authorise or reject timesheets on your behalf in your absence
• Click on the ‘Delegation of Responsibility and Auth’ link in the Modules box on the right-hand side of the Manager Summary screen

Click on [Add New]

Fields with a * are mandatory (Rule Type, Description, Delegate To, Delegate For, Module/Process Group)

• ‘Authorisation’ should already be selected, but click in the radio button if not

• Enter a description in the ‘Description’ field e.g. Delegate timesheet authorisation while on holiday
Click on [Search] at the end of the ‘Delegate To’ field

- Enter data in the relevant fields in order to search for the person you want to delegate to e.g. surname, click on [Search].

Select the appropriate person and click on [Continue] if the right person has been found, or click on [Search] again if not

- Once selected, the person’s name will appear in the ‘Delegate To’ field

Click on [Select] at the end of the ‘Delegate For’ field – this is to specify whose timesheets the delegate has permission to authorise / reject
• A list of all staff who report to you will appear

You can select people individually, select direct reports or select the whole team.

• Clicking on [Select All] will select everyone (including any staff who report in to people who directly report to you) or you can select people manually by clicking the tick box next to their name, a green tick indicates that an individual has been selected.

Please note that you cannot allow the delegate to authorise their own timesheets – you will need to deselect them before continuing.

• When finished, click on [Continue]

• If you selected people individually, their names will appear in the ‘Delegate For’ field. If you clicked on whole team, the following message will appear:
Click on [Select] at the end of the ‘Module/Process Group’ field and then select ‘My Timesheets’ and click on [Continue]

- Enter a ‘From Date’ and a ‘To Date’ or select the dates from the date picker. (If no dates are entered the delegation of responsibility for authorising My Timesheets will continue indefinitely.)

- Ignore the ‘Absence’ field

- To prevent authorisations being displayed in your MyView, and authorisation emails being sent to you for the duration of the delegation, click on ‘Suppress Authorisation & Emails’

- Click on [Save]

- You will receive a confirmation message saying that the delegation rule has been created – click on [Continue]

- A summary will then show in the ‘Delegation of Responsibility and Auth’ section
Click on the bold description text to see the details of the delegation rule

Delegated Responsibilities

- Once the rule has been set up, the member of staff who you have delegated the responsibility to will be able to see the delegation rule via their ‘Responsibilities’ module on MyView

- When a ‘My Timesheet’ claim is submitted in the time period covered by the delegation rule, an email will now be sent to the delegated authoriser and yourself

You do not need to do anything at the end of the delegation period. The rule will automatically cease
My Timesheets

- You can view ‘My Timesheets’ claims created by your members of staff by ticking the box next to their name (you can only view one person at a time) and then clicking on the ‘My Timesheets’ link in the Modules box.

- The timesheet forms will be displayed within the appropriate boxes e.g. Open, Submitted, Authorised, Rejected.

- Click on the bold Form number to see the actual timesheet.
Click on [Back] to return to the Manager Summary page.

‘My Timesheets’ also gives the ability to create a claim on behalf of your team members, if necessary.

Select the relevant employee and click on ‘My Timesheets’, as above.
• Select the correct post from the drop down list and click on [Create New Claim] and enter the dates and hours worked, then click on [Submit]. This will not need any further authorisation

• Click on [Back] to return to the Manager Summary page

• The timesheets that you submit on behalf of your staff are stored in the Manager Forms section at the bottom of the Manager Summary page. Click on the bold form number to view the timesheet form