

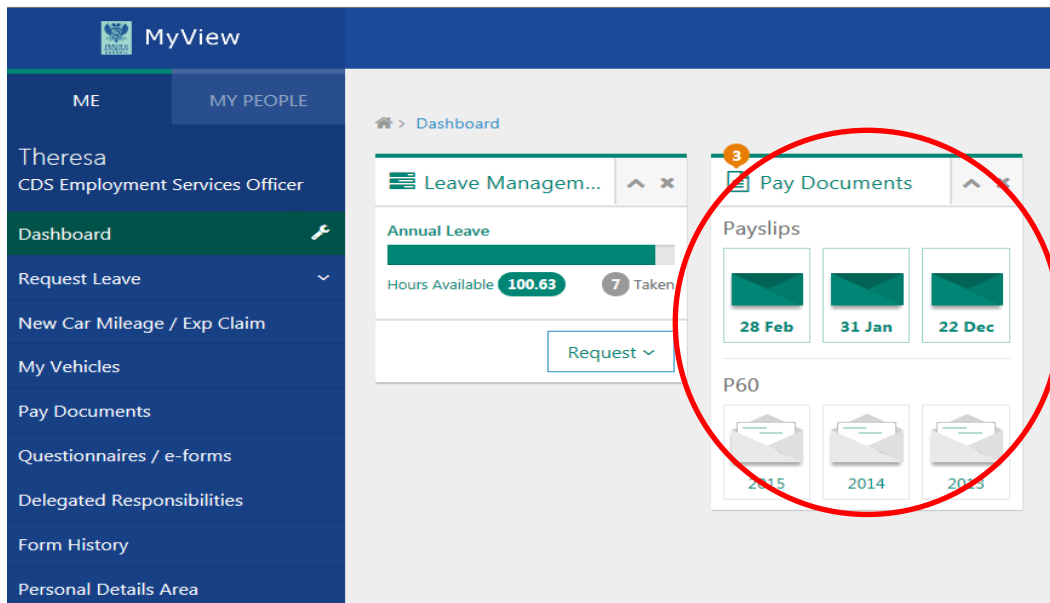
MyView Guidance

How to View, Print and Send your Pay Documents via email

You can access your pay documents in MyView in two ways; through the Pay Documents Widget or through your left hand menu. This guidance shows you how to access the Pay Documents module using both ways.

Access through Pay Documents Widget

- The **Pay Documents** widget is found on your MyView Dashboard homepage and shows your last 3 payslips and P60's.



- Click on the Envelope icon to open the relevant pay document.
- Your selected payslip or P60 will be displayed.

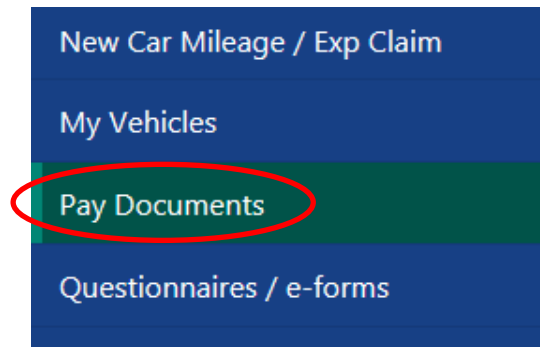
A screenshot of the 'Online Employee Pay Documents' form. The form is divided into several sections: 'GENERAL' with a 'Period End Date' of 28/02/2017; 'Personal Information' with fields for Employee No, Name, Address, Tax Code, NI Category, National Insurance No, Tax Period, Department, and Bank Details; 'Statutory Details' with fields for Taxable Pay, Tax Paid, NI'able Pay, Employees NI, and Employers NI; and 'Other Information' with fields for Pensionable Pay, Ees Pension, and Ees Pension. At the bottom, there is a table with columns: 'Per Item', 'Units', 'Rate', 'This Period', 'To Date', and 'Deduction Item'. A blue 'Print' button is located at the bottom right of the form.

- Scroll to the bottom of the screen and select

Print

Access through Left Hand Menu

- Select **Pay Documents** from the left hand side navigation links.



- The Pay Document module will be displayed which shows current year and historical payslips and P60's.
- To view your payslip information, go to the **Payslip Documentation** section and click on the required links under the **Period number** or the **Pay Date** sections.

Payslip Documentation			
Period	Tax Year	Pay Date	Payslip Page(s)
04	2018	31/07/2018	1
03	2018	29/06/2018	1
02	2018	31/05/2018	1
01	2018	30/04/2018	1

View Payslips for 2018

Page 1 All

- To view your P60 information, go to the **Annual Documentation** section and click on the **View** button for the relevant year.

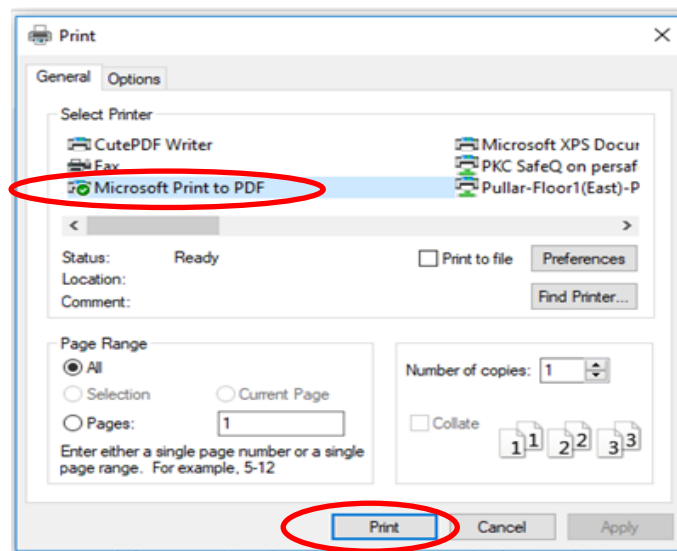
Annual Documentation	
Tax Year	P60
2017	View
2016	View
2015	View
2014	View
2013	View
2012	View
2011	View
2010	View
2009	View

- Scroll to the bottom of the screen and select

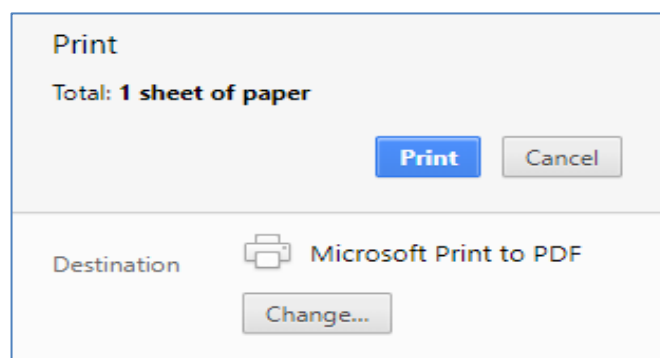


Send your Pay Documents via email (using the Print to PDF option)

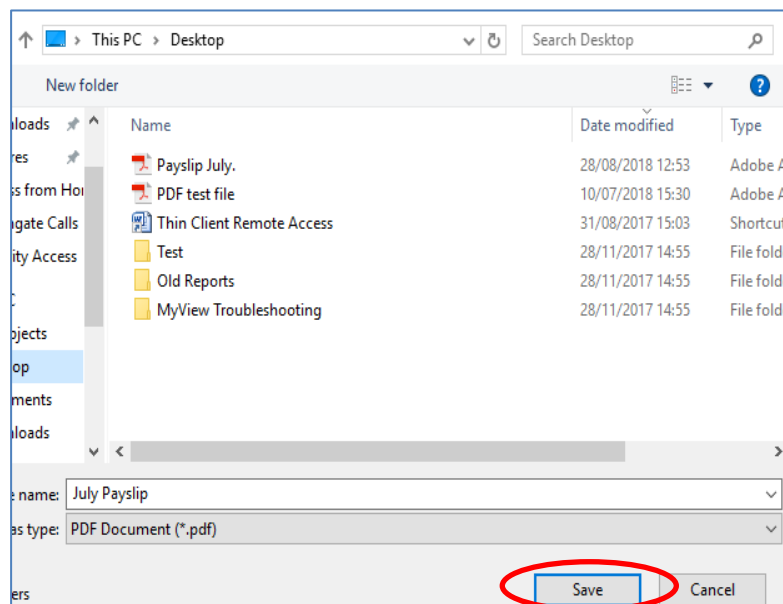
- You can save your pay document as a PDF so you can send the document via email. To do this, click on the Print button.
- Select **"Microsoft Print to PDF"** as shown below.



- If you are using the browser Chrome, the option to print to PDF will display slightly different as shown below.



- Click **Print** again and the option to **Save** the document will appear.

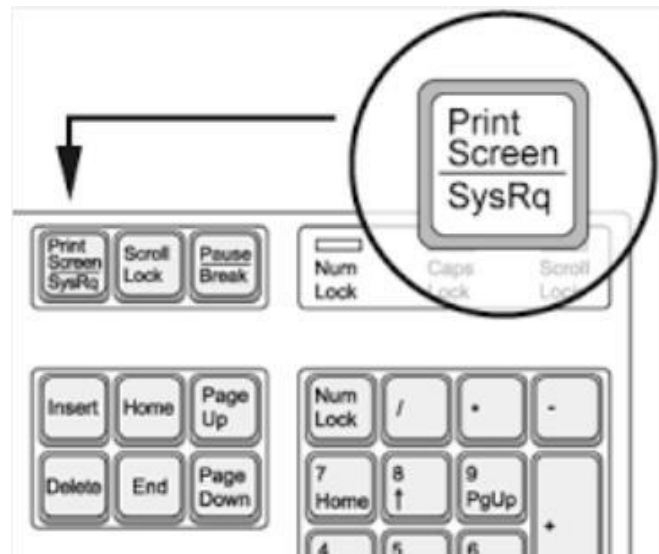


- Enter the file name of your document e.g July Payslip and select **Save**.
- The file can then be attached to an email and be sent to your personal email.

Send your Pay Documents via email (using the Print Screen Option)

This is not recommended for employees who use two screens

- When you see the pay document on screen, using your keyboard, click on your **Print Screen** button which, depending on your keyboard layout, will look as follows:

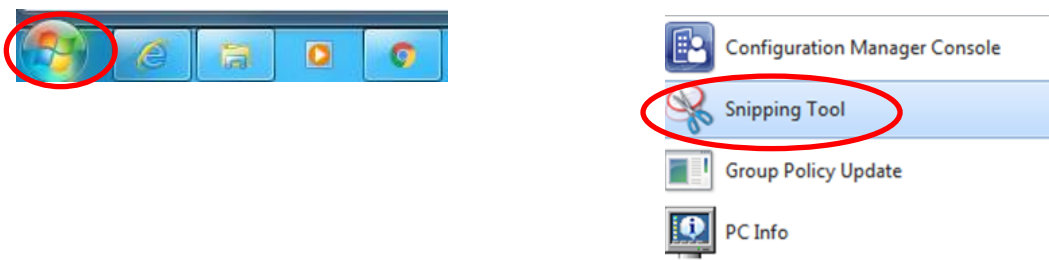


- This will copy anything you currently see on your screen.
- Open a new email and right click on your mouse so you can select the **Paste** option. The pay document will display in the email which you can amend the size of the image if required prior to sending.

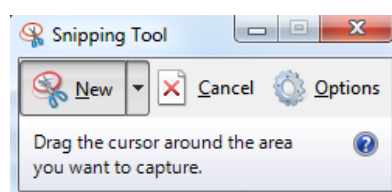
Send your Pay Document via Email (using Snipping Tool)

This is recommended for employees who use two screens

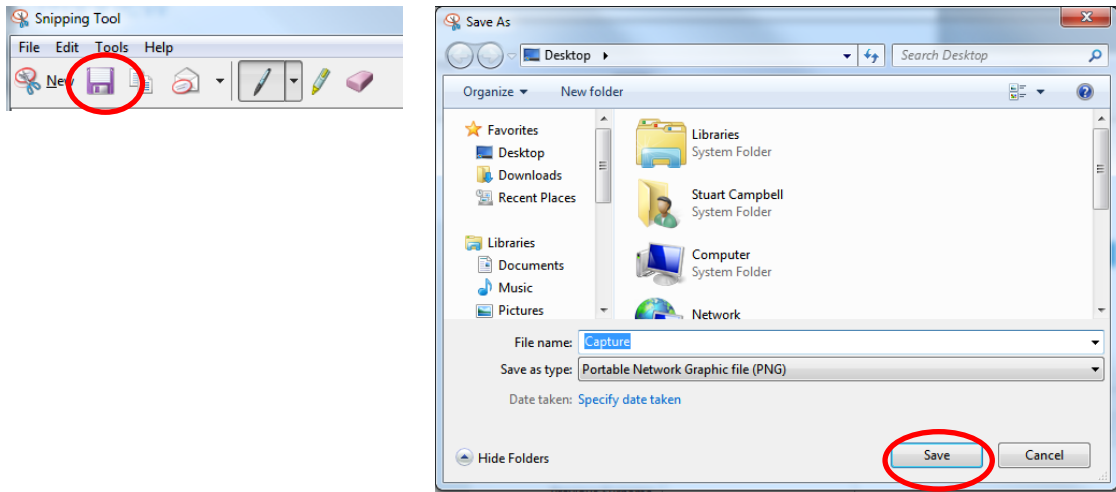
- When you see the pay document on screen, using your mouse, click on the Windows icon on the Taskbar, bottom left corner of screen, click Snipping Tool on the start menu, it will look as follows:



- Once Snipping Tool application has opened, see the small window below, click “New” and the screen will grey out, this will allow you to select an area of the screen you wish to copy.



- Left click and drag the cursor from the top left corner of the Payslip to bottom right corner and release.
- To save a copy, click the save button and navigate to the required location and save.



- You can also paste this to a blank e-mail or Word document and send or save it from there.