## **Accessing Post Information on MyView**

## You can access MyView here

• Click Account Icon top right corner



• Click View my details



## Click Current Post

Ξ		Employee Search
Personal Details		∽ ⊺it
Current Post		For Sur
Forenames	Surname	
Original Start Date	Current Start Date	6
Pay Group	Current Post	
Current Contractual Hours	Current Occupancy Type	
Current Location	Current Pay Grade	
Additional Post Information		$\sim$

• To check grade and salary click on Additional Post Information

Personal Details	~	т
Current Post	~	Fc
Additional Post Information	$\sim$	ø

- Posts will be listed in post start date order
- Click on down arrow next to post
- Click the information icon next to Pay Grade

	Employee Se	arch
Personal Details	~	Tit
Current Post	~	Foi Sui
Additional Dack Information		
		Q
Post Description Start Date		
Start Date		

- Grade history will be shown in date order
- To check current grade select drop down next to top line with no End Date

## Pay Grade History

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Start Date	End Date	ID	Description	
1 Dec 2024		PR8	PR8	$\sim$
1 Apr 2024	30 Nov 2024	PR8	PR8	~
1 Dec 2023	31 Mar 2024	PR8	PR8	~
1 Apr 2023	30 Nov 2023	PR8	PR8	~
1 Oct 2022	31 Mar 2023	PR8	PR8	~
11 Apr 2022	30 Sep 2022	PR8	PR8	~