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MyView User Guide
Accessing Your Payslip, Expenses and annual leave

1. How do I access MyView?

MyView is accessed online using the link below, for a step by step guide please refer to Section A in the user guidance notes for instructions on how to log in.

You will be able to access MyView from 1st September 2025, please do not attempt to access before this date.

https://saas.zellis.com/vertas/dashboard/dashboard-ui/index.html#/landing

You can save this link as a favourite so that you can always click on it. To save it as a favourite please follow the below instructions depending on which internet browser you are using.

You can also scan this QR code with your smartphone camera to get to the MyView website

Or download the MyView app to your smartphone by finding MyView (for Zellis HCM Cloud) in the Apple Store or Play Store.

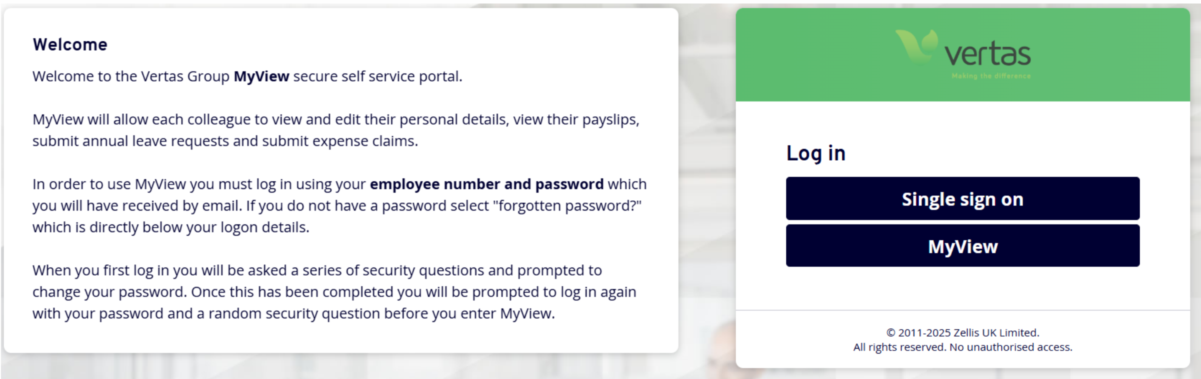
Please do not try to find MyVIew through a google search. Many companies use MyView and if you do not use the correct link, you will not get access to your account

Internet Explorer/Edge Browser/Chrome: Copy or type the above weblink into your browser. When the page has loaded click on the Star symbol on the top right hand of the screen and click Add to Favourites Bar.

When you next need to log into MyView you can open up your web browser and click on the MyView - Welcome link that will be displayed at the top.

Safari (Apple devices, e.g. iPhone or iPad): Copy or type the above weblink into Safari your browser. When the webpage loads at the bottom of the screen click on the icon with a square and arrow point upwards then click either Add to Home Screen or Add Bookmark.
If you added to Bookmark: Open Safari and click on the book symbol at the bottom, click on favourites and click on Welcome - MyView.
If you added to Home screen: MyView will appear as an icon on your home screen which you click on to launch MyView.

You will know you have reached the right version of MyView when you can see the Vertas Logo and the words “Welcome to the Vertas Group MyView” as below



Section 2: User Guidance Notes

A. Setting up your MyView Account and Logging In

1. Enter your Employee Number, using any letter before the number if you have one
2. Click on ‘Forgotten your Password’
3. Re-enter your Employee Number
4. Enter your Date of Birth
5. Click ‘Reset My Account’
6. Password Reset Box will appear, click ‘Continue’

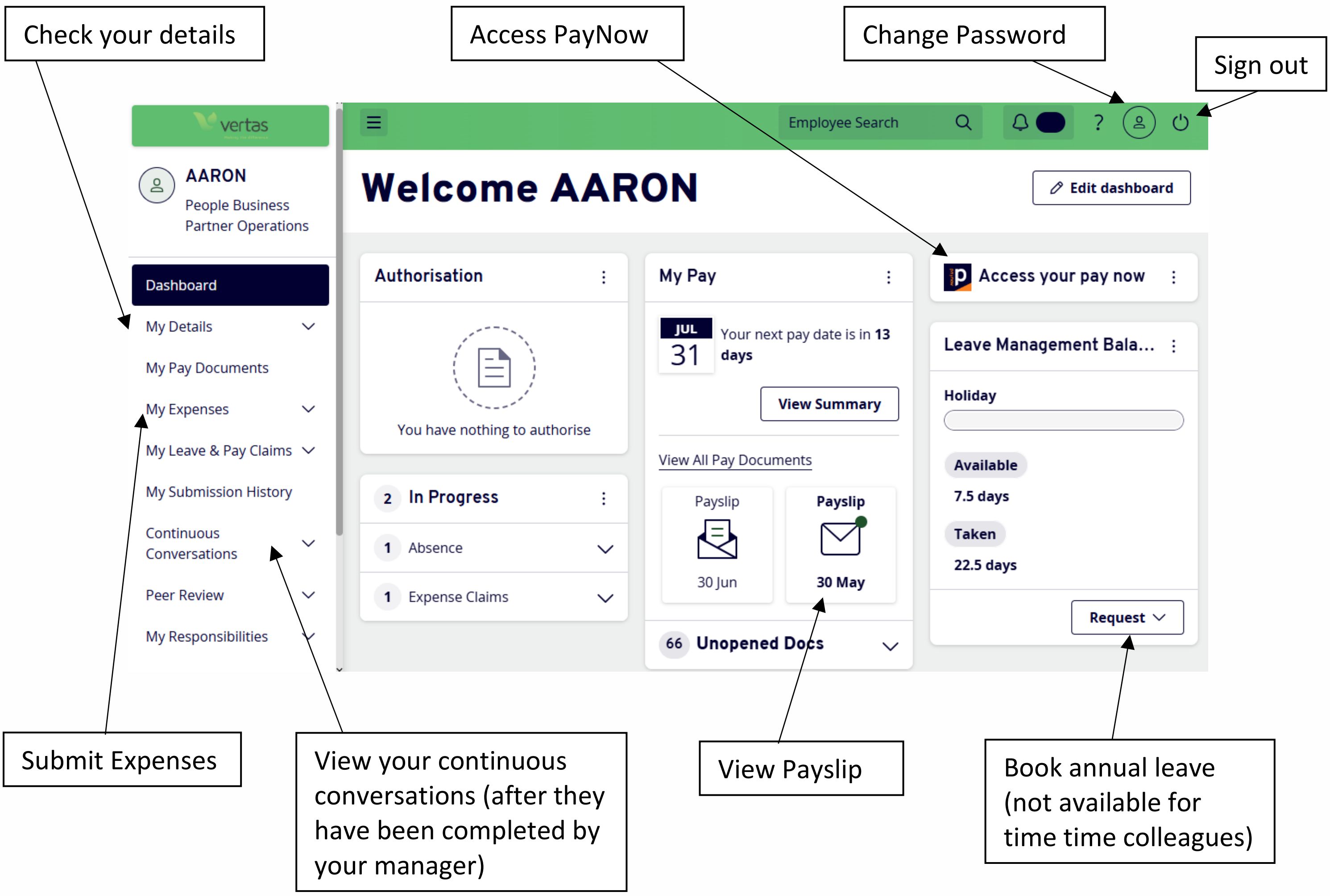
An email will be sent to the email address in the system with a temporary password

7. Copy the temporary password into the password box
8. Click ‘Sign In’
9. Answer the security questions: date of birth, first school and mother’s maiden name
10. Click on ‘Set Answers’

11. The system will ask for current password, this is the temporary password that was emailed to you (try to copy and paste this from the email to avoid any typing errors)
12. Enter a password of your choice that you will remember
13. Confirm your chosen password
14. Click ‘Confirm’

Your account has now been created, each time you log in you will need to enter your employee number and your personal password.
At the next screen, you will need to answer your two security questions and verify, this will then take you to your MyView homepage.

Navigating MyView



Top Tip: If any of the above are not appearing on your main page, select “edit dashboard” in the top right corner to add them to your main page

B. Viewing your pay slip

1. Go to main page and select the payslip you wish to view
2. If you want a historic payslip then select “View all pay Documents” under “MyPay” on the main page
3. Your payslip will open
4. To print or save your payslip you click the in the top right corner of the payslip. Your payslip will then download to your device.

C. Submitting mileage claims, expenses and uploading VAT receipts

Before you can submit a mileage claim you must add your vehicle, to do this:

1. Go to the main menu, click on ‘My Expenses’ and then ‘My Vehicles’
2. Click ‘Add New Vehicle’
3. Enter your car registration number of the vehicle you use for business
4. Click ‘Next’
5. Effective Date - enter the date you started using the car for business use
6. End Date - **do not** enter a date
7. Unless you are adding a second vehicle move to and select the ‘Is this your default vehicle?’ field
8. Click ‘Next’
9. First Registered - enter the date your vehicle was registered
10. Make – select from drop down menu
11. Model – enter the model of the vehicle
12. Fuel Type – select from drop down menu
13. Engine Size – enter the engine size of the vehicle
14. CO2 Value – remain as 999
15. Click ‘Next’
16. Vehicle Type – select from drop down menu
17. Transmission – select from drop down menu
18. Ownership – select from drop down menu

No other fields require completion.

19. Click Next

Road Fund Band, Road Fund Due Date, Insurance Due Date and MOT Due Date **do not** need to be completed.

20. Click on “Submit”

C1. First steps for submitting an Expenses or Mileage Claim

1. Go to the main menu, click on ‘My Expenses’ and then ‘Create New Claim’
2. Your position will be pre-populated, if you have more than one position, you must select the correct position for the claim to be put against using the drop down arrow
3. Description –enter a short description of the claim e.g. Car Parking
4. Click ‘Done’

5. Click 'Add Line+'
6. Date –enter the date of the purchase or journey

C2. Next Steps to Submitting an Expense Claim

1. On the left hand menu click on My Expenses and click on Create new claim
2. Enter your description and reason for claim (these are mandatory fields and you cannot proceed further without completing these)
3. Click Add Line
4. Enter the date of the claim and select Expenses from the drop down menu in the Group box
5. In the Type drop down box you need to choose the Expenses reason
6. Description – enter a full description for the reason for the claim as this is what the approving manager will review
7. Value – enter the value of expense Inc. VAT (if applicable)
8. Receipt – input 'Yes'
9. 'Reference Number' – do not enter
10. Cost Centre – 'default' will appear, do not edit
11. Click on 'Add Attachments' and add the image of your receipt.

a. If you are on a PC you can attach a saved document, this can be a photo of the receipt(s) or a pdf scan of your receipt(s)

b. If you are using a mobile or tablet then you can attach a photo of the receipt(s) by clicking on Add Attachments, click on take photo, take a photo of the receipt, and click on use photo. The photo you have taken will automatically be attached. You can add further attachments if required in the same way.

12. Click on 'Ok'
13. You can add further expense claims or click on submit.
14. You can also save the claim to add more to at a later date. If you click save you can re-access the expense claim by clicking on My Submission History in the left hand menu.

Please note expenses will be process in the next available pay run for your pay date.

C3. Next Steps to Submitting a Mileage Claim

1. Follow the above instructions up to point 4. In the Group drop down box select 'Standard Car Mileage' from the drop down menu
2. Description - enter a brief description for the reason for the claim
3. Journey – enter the start and end location
4. If you went via another site enter that location
5. Select 'Return Journey' if applicable (this will not double your mileage, it is just a box to indicate to the authorizing manager that this was a round trip)
6. Mileage – enter the mileage you are claiming (this must be all mileage you are claiming for in accordance with the company Travel and Expenses policy)
7. Passengers – enter the number of passengers (this excludes the driver)
8. Reference Number – do not enter
9. Cost Centre - 'default' will appear, do not edit
10. Click on 'Add Attachments' and add the image of your VAT receipt. You can follow instructions 11 above for this.
11. Click on OK
12. Click on submit

D. Requesting Annual leave
There are two ways to book Annual leave, please see both options below:

Option 1
1. On the homepage, under 'Leave Management Balance', select 'Request' then 'Holiday'
2. Comments – add comments for your Line Manage, if required
3. From – select the date your holiday will start from
4. To – select the last date of your holiday (if this is half a day's holiday select the part day field)
5. Click 'Submit'

Option 2
1. Go to the main menu, click on 'My Leave & Pay Claims'
2. Click on 'Employee Calendar View'

A calendar will open showing all holiday you have booked.

3. Under 'Absence / Attendance' at the bottom of the page, click on 'Request New' against 'Holiday'
4. Comments – add comments for your Line Manage, if required
5. From – select the date your holiday will start from
6. To – select the last date of your holiday (if this is half a day's holiday select the part day field)
7. Click 'Submit' 1. Log into My View and click on My Leave & Pay Claims on the left hand side menu

This will now go to your line manager for approval.
You will receive an email from your line manager stating whether your request has been approved or declined.
If you want to View, Edit or Delete booked holiday go to 'Employee Calendar View' under 'Absence / Attendance', select 'Open HOLS History' and all holiday will display underneath

E. Amending Booked or Submitted Annual Leave (if you want to withdraw or cancel annual leave).
2. Click on Employee Calendar View
3. A new screen will appear with a calendar view, scroll to the bottom of the screen and click on Open HOLS History
4. Find the holiday you wish to amend or delete and click on either Edit or Delete.
5. Your Line Manager will receive a notification of the amendment and will be required to log into their MyView dashboard to authorize the change or deletion.

F. Viewing and amending your personal details, including bank details, contact details and emergency contacts
1. Go to the main menu, click on 'My Details', this will list 'Bank Details', 'Contact Details', 'Next of Kin', 'Personal Details' and 'Equal Opportunities'
2. Click on each heading and check details, please edit / update if required Please note: to change Next of Kin the post code must be completed

To change Bank Details

1. Go to the main menu, click ‘My Details’ and then ‘Bank Details’
2. Date Change is Effective –enter the date you wish your details to be changed
3. Click ‘Next’
4. Update your current sort code number to your new sort code, press tab and this will automatically change the bank name and address
5. Click ‘Edit’ next to the Account Number field
6. Enter your new account number
7. Enter your old account number
8. Account Name –change if required

Please check all details are correct before proceeding.

9. Click ‘Submit’, a box will appear asking for confirmation of change, click ‘Ok’ to proceed or ‘Cancel’
10. You will see a confirmation of change box telling you the system has been updated
11. Click “Close”

G. Additional Pay Claims

1. Go to the main menu, click ‘My Leave & Pay Claims’
2. Click on ‘Employee Calendar View’
3. Under ‘Absence / Attendance’ at the bottom of the page, click on ‘Request New’ against ‘Additional Pay Claims’
4. Category – select the pay claim from the drop down menu (Acting Up, Shift Allowance, Standby)
5. Comments – enter details of the pay claim
6. Date – enter the date of the pay claim
7. Total Time – enter the hours and minutes
8. Click ‘Submit’

Your line manager will get an email notifying them of your submission. You will receive an email when the manager has approved or rejected the pay claim.

H. Viewing your Job Details

1. In the top right hand corner, click ‘Account’
2. Select ‘View Details’, the tabs will display your ‘Personal Details, ‘Current Appointment’ and ‘Appointment History’

Please note: only current appointments (Jobs) have been migrated into the system.

I. Submitting your Notice of Resignation

1. Go to the main menu, click ‘My HR Forms’ and then ‘Submit Resignation’
2. Complete all fields on form
3. Click ‘Submit’

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MyView FAQs

1. Why must I give you my email address?
The email address you registered with us will be used to send you a link if you forget your password to your MyView account. If you have not provided an email address to the People Team in the last few months, please supply one to your line manager who can update your personal records in MyView.

2. Who do I call if I have a payroll query?
Please contact your line manager who can look into the payroll query on your behalf, starting with a review of your working hours and absence records, the hours recorded and authorized for the relevant pay period. Your line manager will contact the Vertas payroll team should they need further payroll guidance.

3. Are my details secure if they are held online?
The current system you use is already an online system so how we hold and process your data is not changing. Zellis provides an award-winning system which complies with the regulated industry standard security measures.

4. Is Honeydew and MyView the same system?
No, they are two systems which we automatically upload the absence data held in Honeydew into the payroll system. You must remember to close your absence on the day you are fit to return to work, whether that is a working day or not, otherwise the absence will be classed as open and could result in a payment deduction.

5.Is Workvivo and MyView the same system?
No, they are two separate systems.
Workvivo is our colleague engagement platform that contains company and colleague communications, links to all our benefits and systems, policies and procedures, engagement surveys and much more. If there is a colleague benefit or system you do not know how to access, or a process you do not understand, Workvivo is the place where you can find them.

6. Will I have access to my online pay slips if I leave the business?
Your access to MyView will cease 90 days after your last day. If you require printed pay slips we recommend that you print them off before you leave

7. I claim mileage, do I need to add my car details to the new system?
You will need to add in your car details to enable you to claim mileage for business travel. Please see Section C in the User Guidance notes for instructions on how to add your vehicle to MyView.

8. How can I get a printed pay slip if I need one for proof of earnings, etc?
You can download your payslip from MyView and print this at home or at a location with a printer. Alternatively, many companies and groups now accept digital versions of payslips if you save them and send them via email.