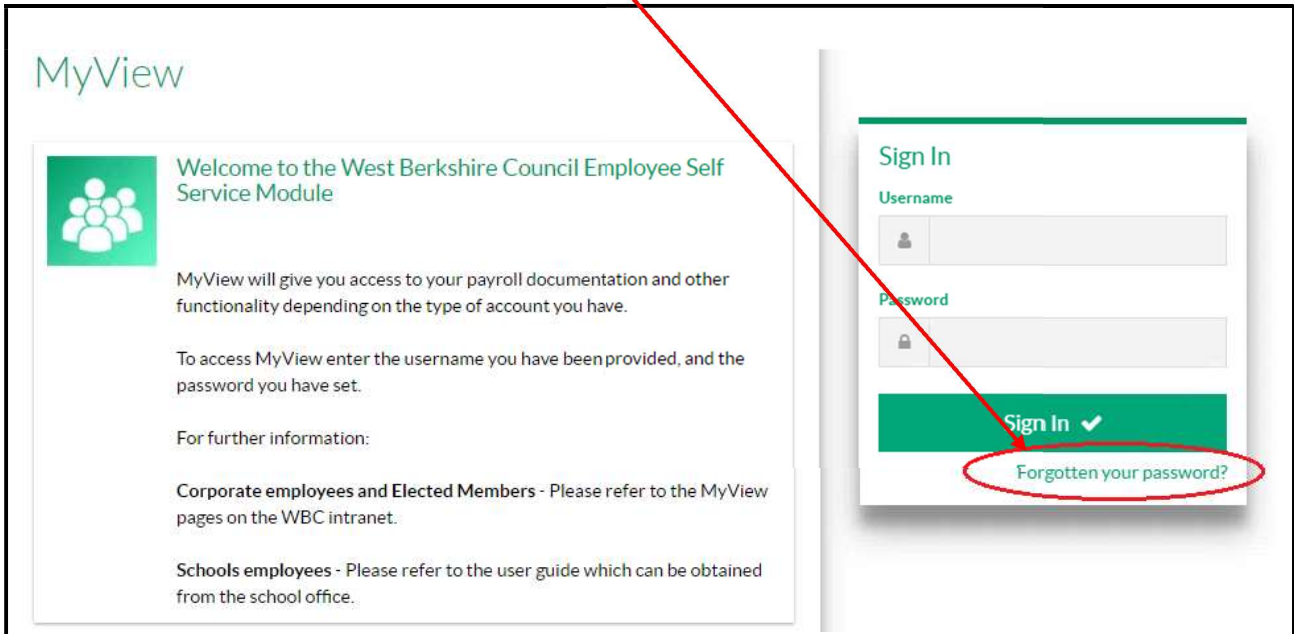


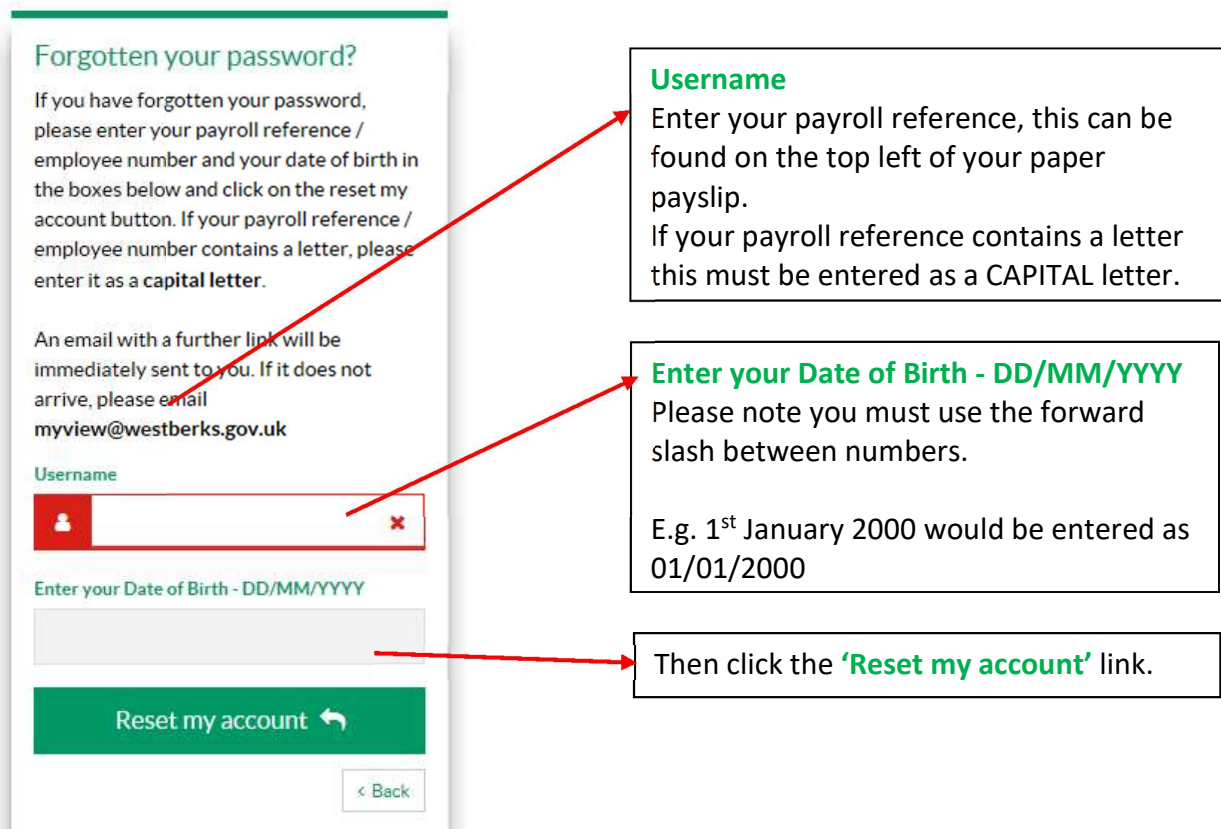
Electronic Payslips – Myview

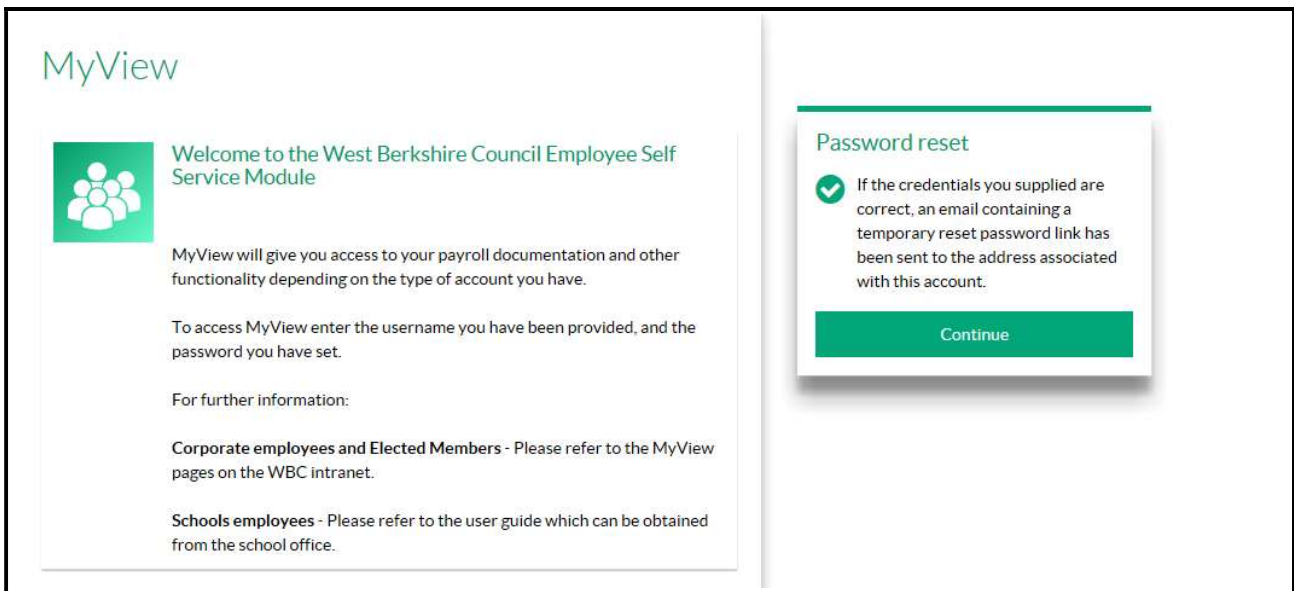
To access MyView, you will need the following internet link - <https://selfservice.westberks.gov.uk>

To set up a password click the 'forgotten your password?' link.



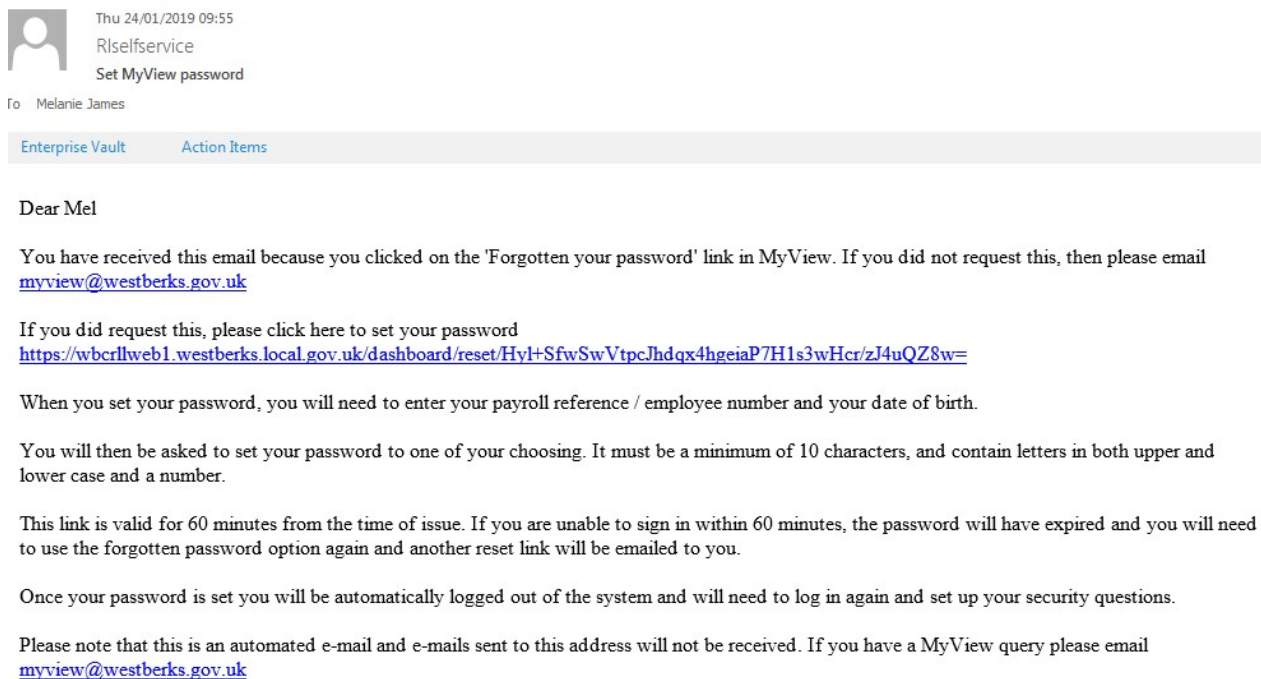
Please enter your Username (This is your payroll reference/employee number), and date of birth (in the format dd/mm/yyyy with slashes) and press 'Reset my account'.





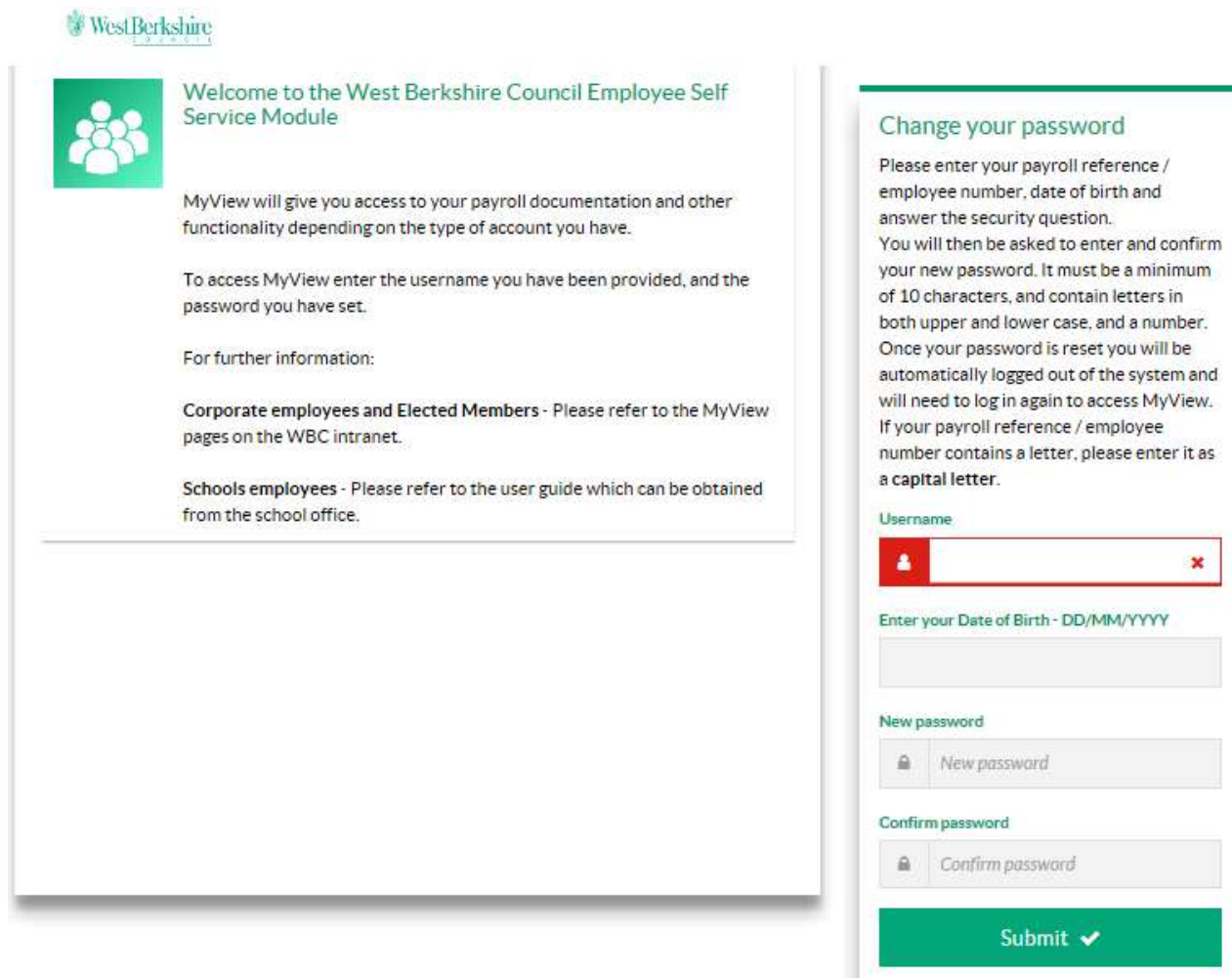
Click 'Continue' in the Password reset box. An email will then be sent to your registered email address. If the email does not appear please check any junk / spam folder you may have. Please satisfy yourself that the email is genuine and has been sent from RLSelfService.

If the email doesn't arrive within 5 minutes, email myview@westberks.gov.uk.



Click on the link it contains to set your password.

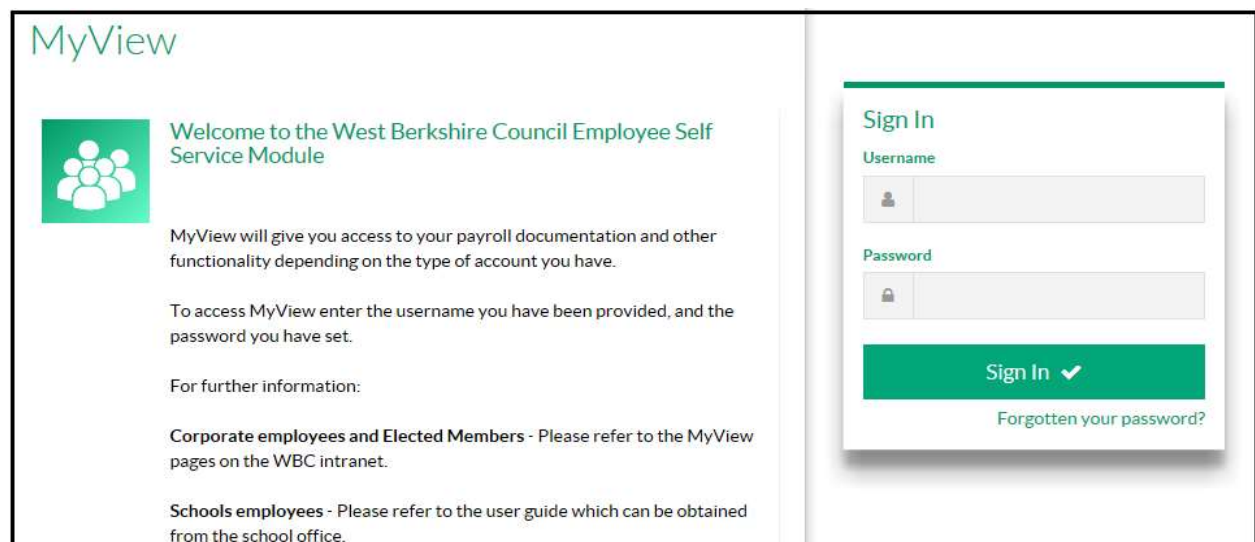
You will then need to enter your Payroll reference and Date of Birth in the format mentioned previously. Your new password must be a minimum of 10 characters and contain letters in both upper and lower case, and a number. Once this has been set you will be required to sign in again. **For security purposes, please do not click on 'Remember my password?'**



The screenshot shows the 'Welcome to the West Berkshire Council Employee Self Service Module' page. On the right, the 'Change your password' form is visible. The form includes a 'Username' field with a red border and a red 'x' icon, a 'Date of Birth' field with a placeholder 'DD/MM/YYYY', 'New password' and 'Confirm password' fields with lock icons, and a green 'Submit' button with a checkmark. A link for 'Forgotten your password?' is located below the 'Submit' button.

Signing into MyView for the first time

Once you have set your password you will need to sign in to MyView and set up your security questions. The username will be your Payroll reference and the password will be as you have just set.

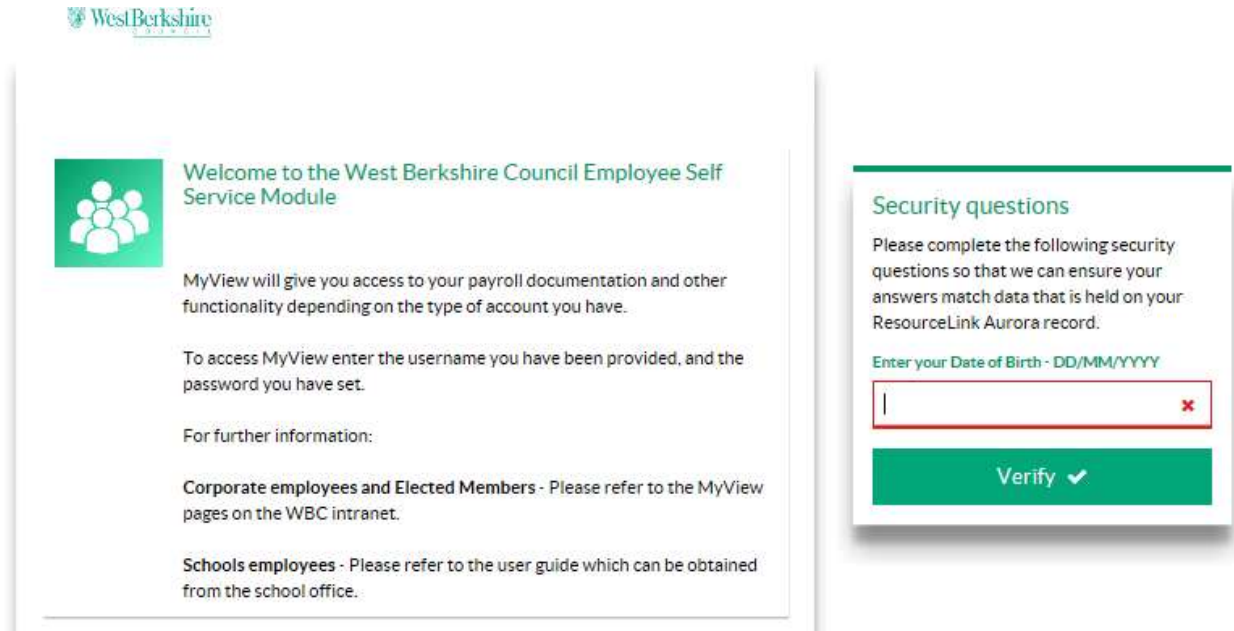


The screenshot shows the 'MyView Sign In' page. On the left, the 'Welcome to the West Berkshire Council Employee Self Service Module' text is visible. On the right, the 'Sign In' form is shown, featuring 'Username' and 'Password' fields with lock icons, a green 'Sign In' button with a checkmark, and a link for 'Forgotten your password?' below the button.

Security Questions

The first time you sign into MyView you will need to enter your date of birth and be asked to provide your answers to three security questions (shown below).

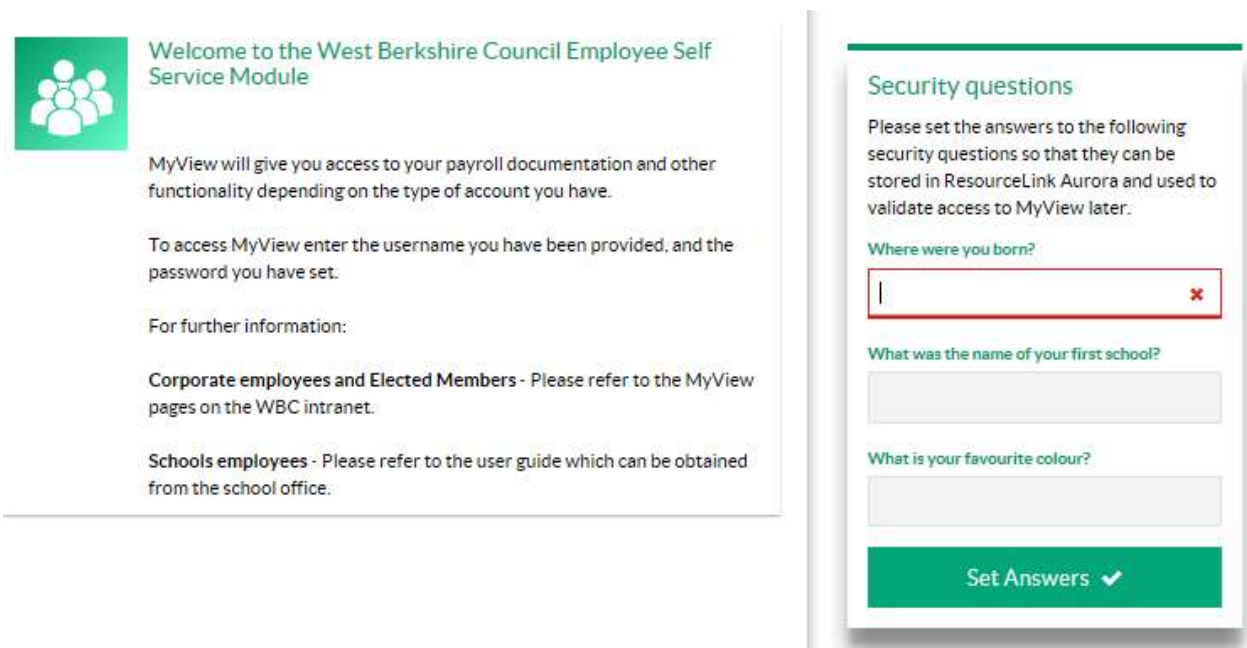
Please enter your date of birth in the format (dd/mm/yyyy including slashes) and press verify.



The image shows two side-by-side screenshots of the West Berkshire Council Employee Self Service Module interface. The left screenshot is the 'Welcome to the West Berkshire Council Employee Self Service Module' page. It features a green icon of a group of people and text explaining that MyView provides access to payroll documentation and other functionality. It instructs users to enter their username and password to access MyView and provides further information for Corporate employees and Elected Members, and Schools employees. The right screenshot is the 'Security questions' verification screen. It asks the user to complete security questions to ensure their answers match data held on their ResourceLink Aurora record. It prompts the user to enter their Date of Birth in DD/MM/YYYY format, with a text input field and a 'Verify' button.

Please enter answers to the three security questions below and press Set Answers.

Please note that all answers are case sensitive - take care to remember if you have used any capital letters.



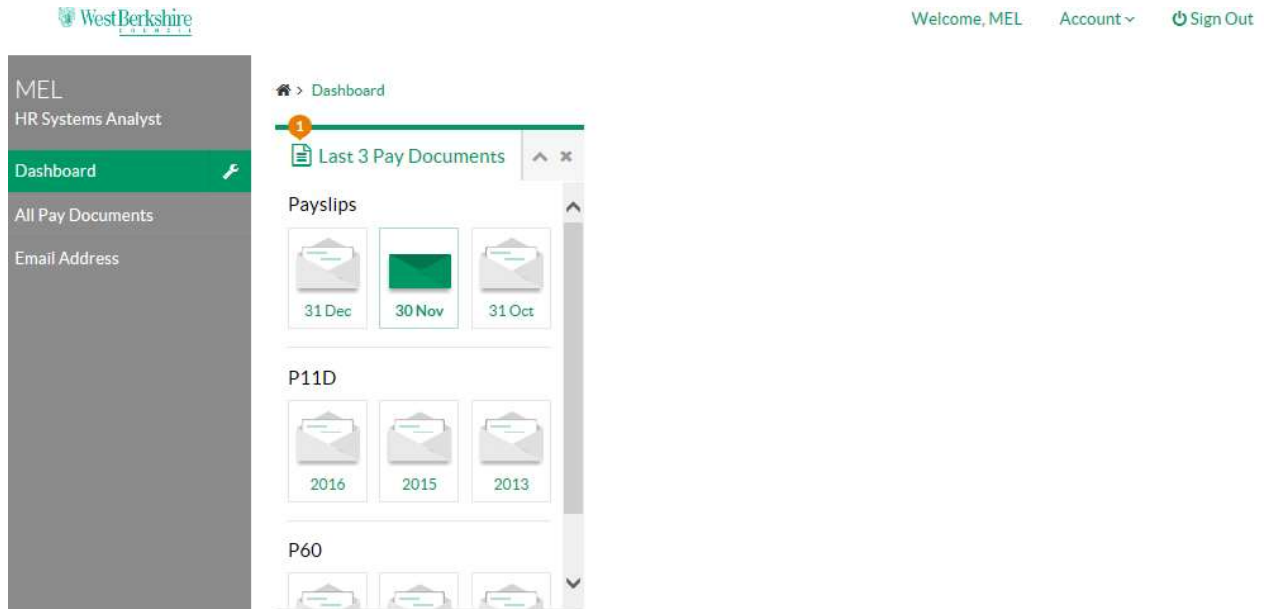
The image shows two side-by-side screenshots of the West Berkshire Council Employee Self Service Module interface. The left screenshot is the 'Welcome to the West Berkshire Council Employee Self Service Module' page, identical to the one above. The right screenshot is the 'Security questions' setup screen. It asks the user to set answers to three security questions so they can be stored in ResourceLink Aurora and used to validate access to MyView later. The questions are: 'Where were you born?', 'What was the name of your first school?', and 'What is your favourite colour?'. Each question has a corresponding text input field. At the bottom, there is a 'Set Answers' button.

The next time you sign in you will be asked to enter your User name, Password, Date of birth as well as your answer to one of the security questions (randomly selected). Now that your security answers have been set you will be directed to the main MyView screen.

Viewing your pay documents

Once signed in you will find your last three payslips, P60s and P11Ds (in the Last 3 Pay Documents box).

[If you accidentally press 'x' and close this box, you can re-display it. Click on the spanner to the right of the Dashboard link (in the left column) and then click on Last 3 Pay Documents. If you cannot see the spanner you will need to sign out of MyView and sign back in again.]



You can view and print your payslips, P60s or P11ds from the Last 3 Pay Documents box or from All Pay Documents (found in the column on the left).

Click on the payslip, P60 or P11D you wish to view. When you are in All Pay Documents you will need to choose the relevant Tax Year in order to see the documents for that year.

To print a payslip you will need to set your print preference setting to Landscape *before* you click on the payslip to be printed. To change your print setting to landscape right click, select Print and then click on the Layout option to change it to Landscape. Press Cancel to close the Print window. You can now click on the payslip and then Print.

P60 and P11D documents can be printed without the need to change your printer settings.

If you have difficulty accessing your pay documents please email myview@westberks.gov.uk.

For all other pay queries please email payrollchanges@westberks.gov.uk.

Updating your email address

You can view and update your email address using the link found in the column on the left.

To update, enter your email address and press submit.

Future password and security answer reset requests will now be sent to this email address.

Forgotten Password or Security Answers

If you have forgotten your password please click on the ['Forgotten your password?'](#) link on the home page to trigger a forgotten password reset.

If you have forgotten any of your answers to the security questions please click on the ['Forgotten your answers?'](#) link to trigger a security question reset. This screen will appear once you have successfully entered your user name and password in the home page.

Problems Signing In

If there have been 5 unsuccessful attempts to sign into MyView your account will become locked. This will be cleared overnight so you can try again the next day.

If you have problems signing in please call Payroll on 01635 503049 or email myview@westberks.gov.uk to have your account unlocked.