



Payroll and Employee Services MyView Dashboard User Guide

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1 – Introduction

1.1 What is MyView Dashboard?

MyView Dashboard is a web-based self-service system which supports the Council's objective of making processes more efficient and streamlined.

MyView dashboard is available 24/7 via the internet both internally and externally. MyView supports enhance navigation, usability and appearance that can be accessed using all smart devices. MyView can be accessed via desktop browsers such as Google Chrome and Microsoft Edge as well as Safari via iOS devices.

The dashboard supports the self-service functionality of the below:

- Customisable widgets that provide quick access to information
- View and update personal details including manager access to emergency contact details
- View, download and print payslips and P60 statements
- Update vehicle details e.g., Insurance end dates
- Update bank details
- Upload electronic documentation against HR record
- Submit mileage and expenses claims (as well as uploading receipts) including fully integrated experience with Google Maps as part of the process for claiming mileage
- Record, authorise and reject expense and leave submissions (for managers)
- View/submit/delete/approve annual leave and flexi leave requests
- Ability to view authorisation progress across all MyView Dashboard forms
- Access to HR/Payroll data via Reporting Services widgets (reports)
- Submit HR policy forms e.g., Code of Conduct, Vaccinations
- Submit contractual changes via My People Establishment Changes (for managers)
- Provide links to third party systems e.g., MyWorkforce, DLDS
- Undertake delegated MyView duties (submission/authorisation) on behalf of others

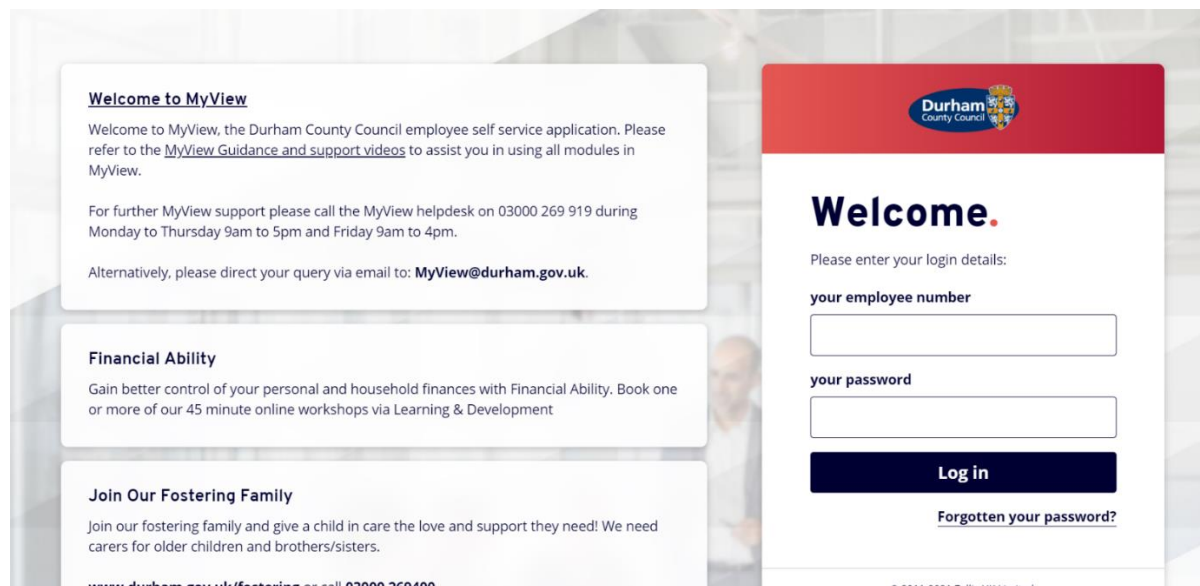
Documentation to support the use of MyView Dashboard / Frequently Asked Questions are available via www.durham.gov.uk/myview.

2 – Accessing MyView Dashboard

You can access MyView directly from the Council’s Intranet, by selecting “MyView Dashboard” from the “Useful Links” section on the Intranet homepage or via the following link:

<https://hrselfservice.durham.gov.uk/dcc>

You may see several Security Alert messages (depending on your browser settings). Please click “OK” and /or “Yes” where relevant. You will then be presented with the Durham County Council MyView Dashboard Welcome page, as below.



2.1 Am I able to access MyView Dashboard without a DCC email address?

If you do not have a DCC email account and/or you did not supply DCC with an email address when you applied for your position please email MyView@durham.gov.uk with your name, employee number, date of birth and national insurance number to request access to MyView. You will receive a response confirming your registration.

In providing a personal email address, it will be used solely to enable employee access to MyView Dashboard. It will not be shared with other organisations, and we will not contact employees using these details for any other purpose.

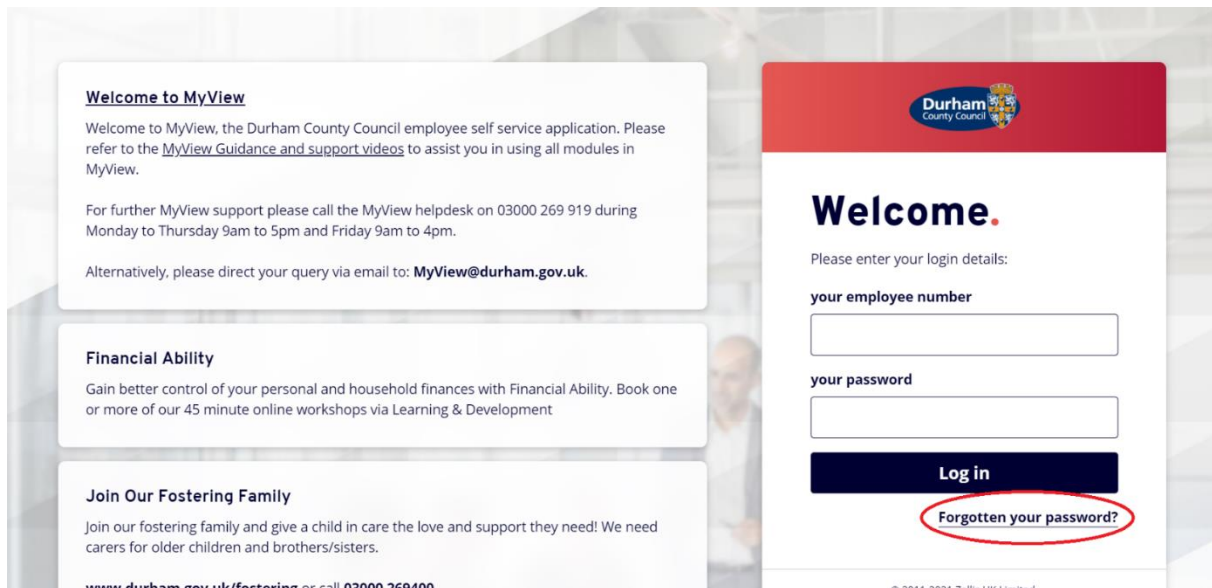
2.2 If I have a DCC email address, can I still use a personal email address to access MyView Dashboard?

No – where a DCC email address is available to use this will be recorded against your employee record. In addition, your email address cannot be amended in MyView Dashboard.

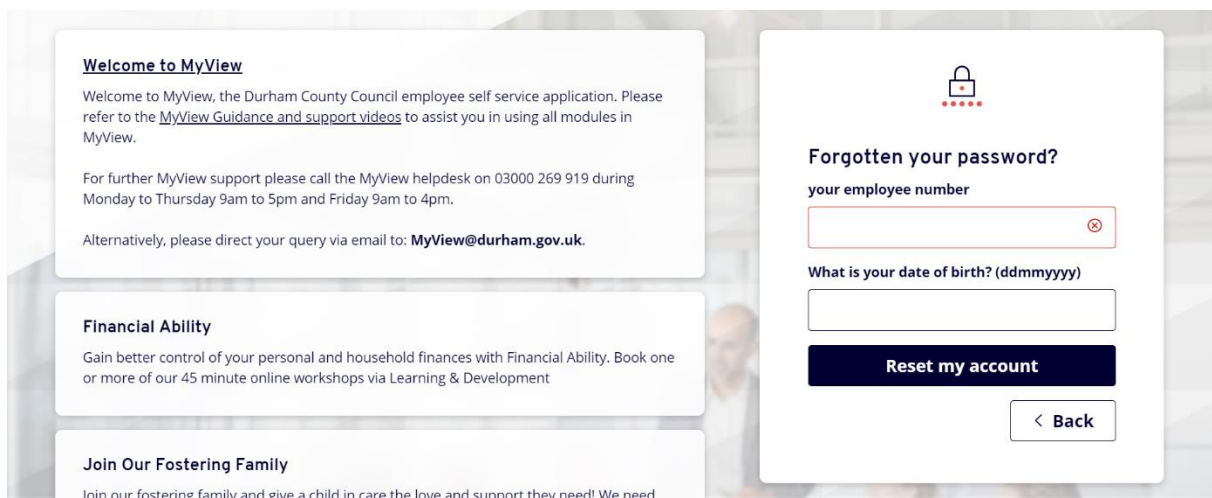
If you provided a personal email address when you joined the council, this will be initially be recorded to enable immediate MyView Dashboard access. However, once a DCC email account has been set up for you, this will be recorded against your employee record, and you will be notified (via your DCC email account) that your email address has been updated.

2.3 How do I log into MyView Dashboard for the first time?

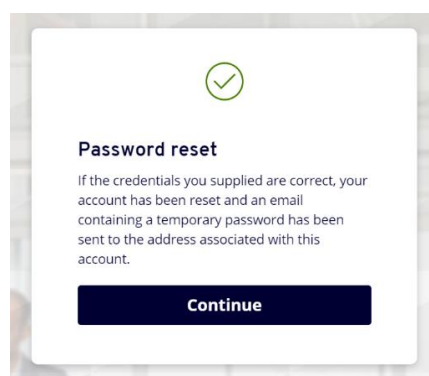
To set up your log in details for MyView Dashboard, you will need to click on the **[Forgotten your password?]** link on the right-hand pane of the MyView Dashboard landing page, as shown below.



The following page will then appear where you will be prompted to enter your six-digit payroll/employee number and date of birth to verify your identity. Once this is complete, select **Reset my account**.

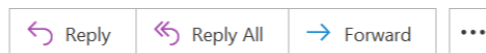
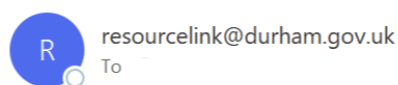


You will see an alert that says, “Password reset – If the credentials you supplied are correct, your account has been reset and an email containing a temporary password has been sent to the address associated with this account”. Click Continue.



You will receive an email from resourcelink@durham.gov.uk containing a temporary password. The email will provide instructions for the next steps of setting up your log in details for MyView, as shown below.

MyView Dashboard Password



Wed 04/08/2021 14:31

Dear Colleague,

Your password for signing into MyView Dashboard is:

Password: Hu5,a0%\$-f*'g'

The temporary password provided is made up of 14 characters. It is suggested that you copy and paste the password, to avoid missing any characters. Please be aware that this password is only valid for 60 minutes.

If you require any further assistance please refer to the User Guides available at www.durham.gov.uk/MyView or call the MyView helpdesk on 03000 269 919.

Please Note: Durham County Council accepts no liability for any actions resulting from an individual disclosing personal information and/or login details to another person.

Many Thanks
Payroll & Employee Services

Please note: Passwords are case sensitive. It is suggested that you copy and paste the password to avoid missing any characters.

Please return to MyView Dashboard and click **Continue**. You should now log into MyView using your 6-digit employee number and temporary password you have received. Enter your employee number and the temporary password, then click **Log In**.

You will then be asked to complete a set of Security questions, which will be randomly used during subsequent logons. Please complete the following questions and click **Set Answers**.

On the next page, your employee number will be pre-populated, and you will be asked to input your temporary password again in **Current Password**. You will then be asked to enter a new password in **New Password**, and then confirm this password in **Confirm Password** and click **Submit**.

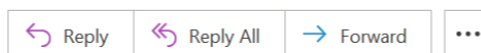
Please note: Your new password will need to be 14 characters long, include both uppercase/lowercase letters, a number and a special symbol (e.g. ! £ \$ / &).

You will then receive another email from resourcelink@durham.gov.uk welcoming you to MyView Dashboard.

Welcome to MyView Dashboard



resourcelink@durham.gov.uk
To



Wed 04/08/2021 14:49

Dear Colleague,

Welcome to 'MyView Dashboard', the Durham County Council self-service application, which allows you to access and amend your personal details online.

If you require any further assistance please refer to the User Guides available at www.durham.gov.uk/MyView.

Please Note: Durham County Council accepts no liability for any actions resulting from an individual disclosing personal information and/or login details to another person.

Many Thanks
Payroll and Employee Services

Please note: Be aware that ten consecutive invalid login attempts will lock your account. To 'unlock' your account you will need to e-mail the MyView Team via MyView@durham.gov.uk. You will need to confirm your First Name, Last Name, Employee Number, NI Number and Date of Birth when contacting us.

Once your account has been unlocked, you will need to follow the **Forgotten your password?** route again.

For subsequent logons, you will need to enter your employee number and new password. You will then be asked one of your security questions chosen at random.

Note: If you log into MyView Dashboard but are inactive, your session will be terminated after ten minutes. You will be alerted to a timeout warning after five minutes.

Session Expiry Warning

Your session has been inactive for a long time. Do you want to continue your session or sign out?
Time until automatic sign out: 1:48

[Sign Out](#) [Continue Session](#)

You have been logged out due to inactivity.

Welcome to MyView

Welcome to MyView, the Durham County Council employee self service application. Please refer to the [MyView Guidance and support videos](#) to assist you in using all modules in MyView.

For further MyView support please call the MyView helpdesk on 03000 269 919 during Monday to Thursday 9am to 5pm and Friday 9am to 4pm.

Alternatively, please direct your query via email to: MyView@durham.gov.uk.


Financial Ability

Gain better control of your personal and household finances with Financial Ability. Book one or more of our 45 minute online workshops via Learning & Development

Join Our Fostering Family

Join our fostering family and give a child in care the love and support they need! We need carers for older children and brothers/sisters.

www.durham.gov.uk/fostering or call 03000 269400.



Welcome.

Please enter your login details:

your employee number

your password

Log in

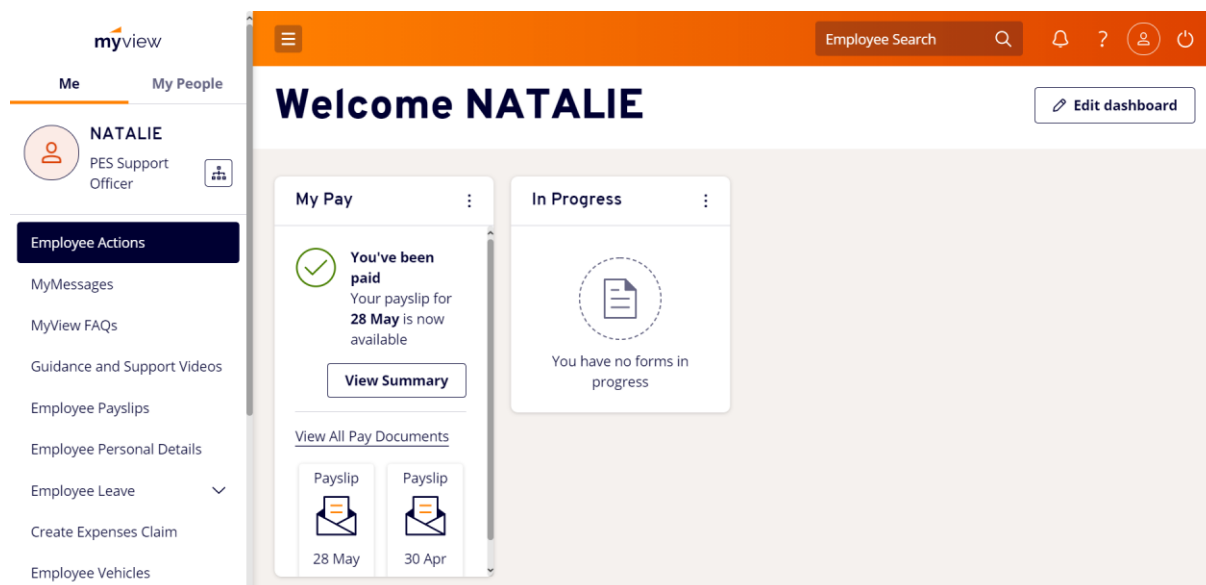
[Forgotten your password?](#)

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3 – Using MyView Dashboard

3.1 Main Dashboard

Once you have signed in, the MyView Dashboard is displayed which contains the navigation panels and the widgets to which you have been given access. Below the toolbar at the top right of the page, you will see **Edit dashboard** which allows you to add new widgets onto your MyView Dashboard.



The toolbar at the top of the page provides the following options (from left to right):



- **Toggle menu** – enables you to maximise/minimise the main dashboard
- **Employee Search** – allows you to search through the DCC directory
- **Log in alerts** –
- **Help** – MyView Dashboard Version information
- **View Details** - enables you to view your own employee details
- **Sign Out** - enables you to sign out of MyView and return to the MyView Dashboard landing page.

It is important that you log off the system when you have finished rather than just closing the software. To do this, click the **Sign Out** icon at the top right of the page.

3.2 Widgets

Widgets are items that appear on the main Dashboard page. These widgets are pre-defined, but you will be able to configure how their widgets are displayed to suit your own needs.

The dashboard contains the following widgets:

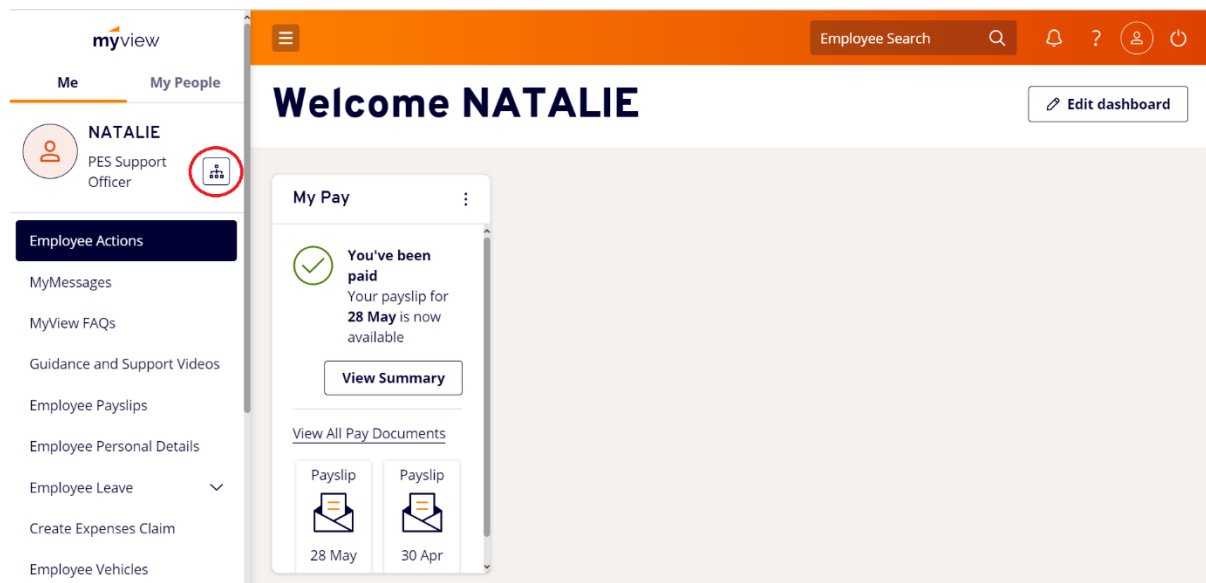
- **Authorisations** - displays pending authorisations by type. You can click a pending authorisation to view further details. You can authorise and reject authorisations directly from this widget
- **Birthdays** - displays direct reports who have birthdays coming up. You can configure the number of reporting levels to show and configure how many days in advance birthdays are shown
- **In Progress** - displays in-progress forms by type. You can click an in-progress form to redisplay the form for completion
- **MyPay** – displays your next pay date, a shortcut to the summary of your last pay day, a shortcut to all pay documents and envelope icons to direct you to your last two payslips.
- **Leave Balance** (if applicable) – displays current Annual Leave and Flexi Leave balance.
- **Reporting Services** – provides access to reporting on information held in the HR/Payroll system.

You can customise the configured dashboard widgets as follows:

- Click **Edit Dashboard** to access the widgets available to add onto your MyView Dashboard.
- Move widgets around by dragging and dropping them into new positions.
- Click on the 3 vertical dots at the top of the widget for the option to **Collapse** and **Remove** the selected widget.
- For relevant widgets, the title bar shows the total number of unread items contained within the widget to alert you that the widget contains new information.

3.3 Organisation Chart

Organisation Chart allows access to details within the employee's hierarchy and is accessible by the icon above Employee Actions, as below –



The Organisation Chart allows employees to view the colleagues within their hierarchy, including their contact telephone number.

3.4 Employee Actions

The left-hand side toolbar **Employee Actions** (located on the ME tab) lists the modules that are available to you based on your access permissions for MyView. For example, this could include –

- MyMessages – Provides up to date messages from DCC
- MyView FAQs – Frequently Asked Questions in relation to MyView
- Guidance and Support Videos – Link to www.durham.gov.uk/myview
- Employee Payslips – Directs to All Pay Documents
- Employee Personal Details – To view/update a range of personal details
- Employee Leave – Input/edit/view leave requests and entitlement
- Create Expenses Claim – Input both mileage/expense claims
- Employee Vehicles – Add/view vehicle details

Clicking **Employee Actions** whilst navigating through the different modules, will bring you back to the main MyView Dashboard.

4 – Update Personal Details

You can update personal information via the **Update Personal Details** module. This module contains options to update:

- Personal Details – **several fields cannot be edited.**
- Contact Details – **email address cannot be edited.**
- Emergency Contact Details

To edit these details, click Update Personal Details on the left-hand side toolbar, you will then be asked to input an **Effective Date** for the changes to be made. Please note that the **Effective Date** is mandatory and will need to be inputted to progress to another section of the form. You can navigate to the relevant section of the form by clicking the options at the top of the form (**Effective Date, Personal, Contact, Emergency**) or selecting **Next** at the bottom of the page.

Personal section allow you to amend fields relating to Personal Details/Equal Opportunities, greyed out fields cannot be edited. If you would prefer to self-describe on fields within this section, select the relevant option on the drop-down box and you will be able to enter text below the drop-down box.

The screenshot shows the 'Update Personal Details' form with the 'Personal' tab selected. The form includes a navigation bar at the top with buttons for 'Effective Date', 'Personal', 'Contact', 'Emergency', and 'Complete'. Below the navigation bar, the 'Personal Details' section is displayed, featuring a 'Help' button. The form fields are as follows:

- Title:
- First Forename:
- Other Forenames:
- Surname:
- Sex:
- Date of Birth:
- Gender Identity:
- Self Describe Gender Identity:
- Nat. Ins. No.:
- Marital Status:

If you would like to edit other sections of **Update Personal Details**, scroll down and select **Next** at the bottom of the form to navigate to the relevant section.

The screenshot shows the 'Update Personal Details' form with the 'Sex Assigned at Birth' section. The form includes a navigation bar at the top with buttons for 'Previous', 'Next', 'Save', and 'Submit'. Below the navigation bar, the 'Sex Assigned at Birth' section is displayed, featuring a 'Help' button. The form fields are as follows:

- Sex Assigned at Birth:
- Self Describe Sex Assigned at Birth:
- Do you consider yourself to have a disability?:

Within the **Update Personal Details** module, you can update your **Emergency Contact** details. This section holds information on Emergency Contact and Next of Kin. To amend the details that are already held, select **Emergency Contact** or **Next of Kin**. Alternatively, select **Add Contact** to create new contact details.

Effective Date | Personal | Contact | **Emergency** | Complete

Emergency Contact/Next of Kin Details Help

Relation	Title	Forename	Surname
Emergency Contact			
Next of Kin			

Add Contact

You will then be able to complete the contact details for your Emergency Contact/Next of Kin. Complete all relevant fields then scroll down and click **Save Contact**.

Once relevant changes have been made to the **Update Personal Details** module, click **Submit** at the bottom of the page

You will then receive a confirmation message. Click **OK** to confirm that you wish to submit the change. You will then receive a confirmation message to say that the request has been submitted.

Please note: If you need to change any information on the greyed out fields, you will be unable to this via MyView Dashboard. You will need to email Payroll and Employee Services according to service grouping below:

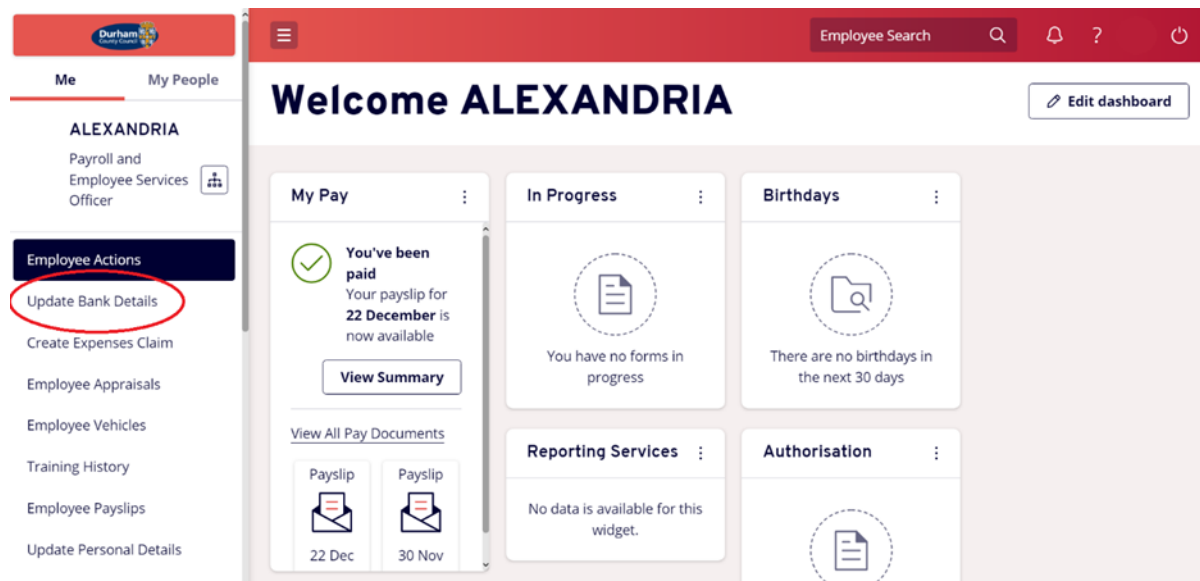
- PESREAL@durham.gov.uk
- PESCYP@durham.gov.uk
- PESRESOURCES@durham.gov.uk
- PESAHS@durham.gov.uk
- PESTAP@durham.gov.uk

In any email communication with Payroll and Employees Services, you will need to confirm the following details: **First Name, Surname, Employee Number, NI Number and Date of Birth**.

4.1 Change of Bank Details

Employees can now input changes to their bank details directly onto MyView. The change will be received by Payroll and Employee Services who will approve this to be actioned on the employee's record. Please note for the change of bank details to be made in the current month you must submit the request by no later than the 10th of the month. Change of bank details cannot be guaranteed for requests submitted after this date. e.g. if you want your February pay to go into your new account, then you must submit request no later than 10th February.

To access **Update Bank Details**, log into MyView Dashboard and navigate to the **Update Bank Details** option on the left-hand side panel.

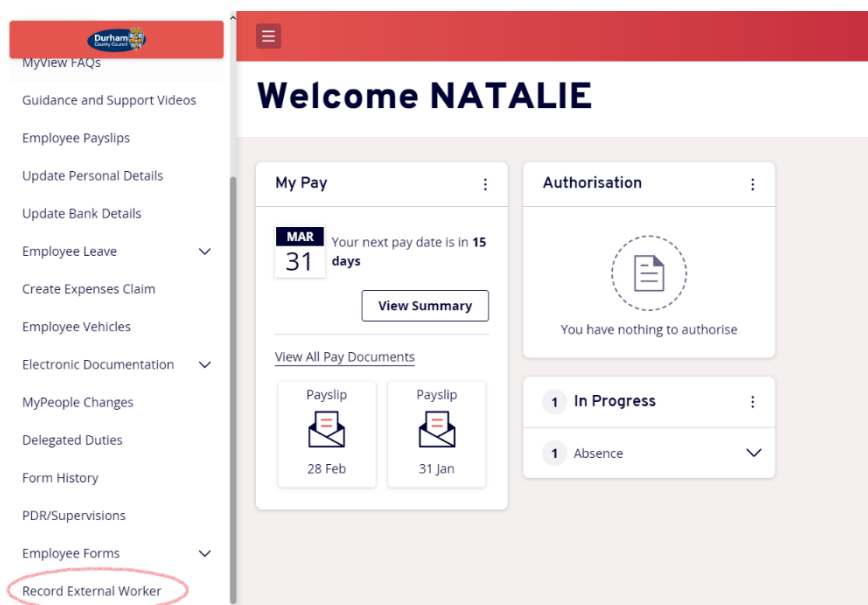


For further guidance on this module, please see **MyView – update bank details** guidance located under General guidance at www.durham.gov.uk/myview.

5 – Record External Worker

Where an external worker requires access to MyView to record expense claims or to complete line management responsibilities, this should be requested via Record External Worker on MyView.

To open Record External Worker form, navigate to this option on the MyView Dashboard.



You will be required to complete this form to advise Payroll and Employee Services on the relevant information for the external employee/post. Mandatory fields are highlighted throughout the form with a red circle. You will not be able to submit the form unless all mandatory fields have been completed.

[Home](#) / [Dashboard](#) / [Record External Worker](#)

Record External Employee

You should only complete this form in relation to an external worker if they require access to MyView for purposes of managing DCC staff or to submit expenses claims (e.g. Student Social Worker).

Please complete the External Employee Details which include –

- Legal Forename(s)
- Legal Surname
- Known As Forename(s) – *if applicable*
- Known As Surname – *if applicable*
- National Insurance Number
- Date of birth – DD/MM/YYYY

- Home Address
- Home Address Postcode
- Email Address

Please advise the **Type of Cover** required –

- The agency worker is covering a vacancy
- The agency worker is covering an absence for a substantive post holder
- Student Social Worker
- Volunteer
- Other

Type of Cover: *

-- Select One --

If the **Type of Cover** answer is **Other**, you will be required to specify in a free text box the type of cover required.

Type of Cover: *

Other

Other (please specify type of cover): *

If there is a vacant X post (Non-DCC) within your team, this should be used for the external worker. Please select **Yes** and advise the **Vacant X Post Number** (Non-DCC).

Is there a vacant X post (Non-DCC) in your team that the external worker can occupy? *

Yes

Vacant X Post Number (Non-DCC): *

Please advise the **Effective Date** and **Expected End Date** for the external worker. You will also be able to add any relevant **Comments** to the form at this point.

Effective Date: *

dd/mm/yyyy 

Expected End Date: *

dd/mm/yyyy 

Comments:

5000 characters remaining

To submit your request to **Record External Worker** to Payroll and Employee Services, please select **Submit** at the bottom of the form. Alternatively, if you would like to revisit the form before submitting select **Save** – the saved form can be accessed via Form History.


Save **Submit** ✓

If there is no vacant X post (Non-DCC) within your team, please select **No** before completing the **Effective Date**, **Expected End Date** and **Comments** field.

Is there a vacant X post (Non-DCC) in your team that the external worker can occupy? *

No 

Effective Date: *

dd/mm/yyyy 

Expected End Date: *

dd/mm/yyyy 

Comments:

5000 characters remaining

You will now have access to another section on **Post Details** to provide information on the new X post. You will need to advise if the post will be situated in your team, this will influence the hierarchy that the new X post is placed in. If the answer is **No**, you will need to provide the post number of another post that is attached to the relevant team.

New Post Details

Will this post be situated in your team? •

No ▾

Provide post number of another post attached to relevant team to which new post should be attached: •

| ⊗

This is mandatory

You will also be required to advise on the following –

- Location of Post – If any locations are not available, please contact ResourceLink@durham.gov.uk.
- Cost centre – this should be a 6 digit number, if unsure please contact Finance.
- Analysis code
- DBS Check

Location of Post •

-- Select One -- ▾

Cost centre: • ⓘ

Analysis code: •

-- Select One -- ▾

DBS Check: •

-- Select One -- ▾

You will need to advise the **Manager Name** and **Manager Post Number** who will be responsible for this new X post. Please select the relevant **Talent Management Role** which will influence the training available on the Durham Learning and Development Site. You must then advise if the new X post will have line management responsibilities.

Responsible to (Manager Name): • ⓘ

Responsible to (Manager Post Number): • ⓘ

Talent Management Role: • ⓘ

-- Select One -- ▾

Will the new post have line management responsibilities? •

-- Select One -- ▾

If the answer to this question is **No**, you will be able to **Submit** the form at this stage. Alternatively, please advise the posts that the new X post will be responsible for. You will be able to enter up to three post numbers, if you need to include further posts, please use the **Add Attachments** option to provide a full list. Finally, please advise if the new X post will be responsible for authorising expenses.

Will the new post have line management responsibilities? *

Yes
▼

Post 1 Responsible For

Post 2 Responsible For

Post 3 Responsible For

Post Responsible For (Attach Full List)

📎 Add Attachments

Will the postholder be responsible for authorising expenses? *

-- Select One --
▼

Save

Submit ✓

To submit your request to **Record External Worker** to Payroll and Employee Services, please select **Submit** at the bottom of the form. Alternatively, if you would like to revisit the form before submitting select **Save** – the saved form can be accessed via Form History.

If your request has been rejected by Payroll and Employee Services, you will receive email notification from resourcelink@durham.gov.uk.

Record External Worker Request Rejected (0000047247)



resourcelink@durham.gov.uk

To

Dear NATALIE,

Your request to record an external worker has been rejected.

Many Thanks
Payroll and Employee Services

Navigate to the Form History section to review any associated rejection comments for this request. If changes need to be made, please amend the request form, and resubmit. Further information on Form History is available in the next section of this document.

6 – Form History

Under 'Form History', you can view all forms that you have previously submitted/created. This will include items such as:

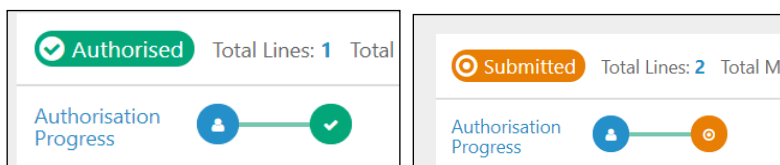
- Expenses Claims
- Personal Details changes
- Vehicle changes
- Annual Leave/Flexi Leave requests (if applicable)
- MyForm entries

6.1 Form History – View Authorisation Progress

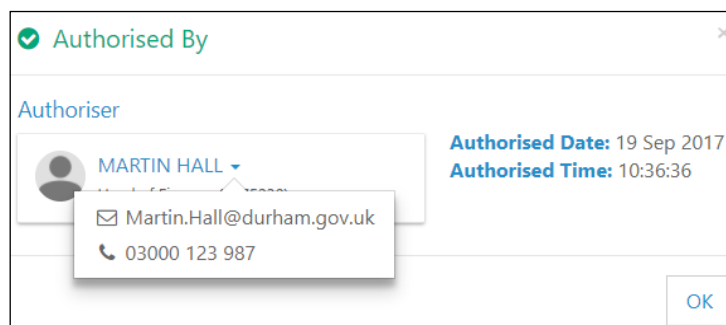
You can view the authorisation progress of your request as well as being able to view details of previously authorised/rejected forms. This includes audit details of who authorised/rejected your form and when this took place.

- Click on the form name under **[Description]** to open the relevant form.
- The form includes a section called **[Authorisation Progress]**. Click on the green/orange icon to view authorisation status details.

Note: An **authorised** form will show a green tick whilst a **submitted** form will show an orange icon.



By clicking on the green/orange icon, further details of the authorisation progress are displayed including who authorised it and date/time.



Once your form has been authorised the status will change from 'submitted' to 'authorised'.

7 – My People (Manager Actions)

Managers will have another set of actions and categories available to them based on fact that they have direct reportees. These actions and categories are available to a manager on the left-hand navigation menu under the “My People” tab.

The screenshot shows the MyView dashboard interface. On the left, a navigation menu has the 'My People' tab highlighted with a red circle. The main content area is titled 'Team Selector' and shows a search bar with the placeholder 'Enter Name...' and a search icon. To the right of the search bar is a 'Filters' dropdown menu currently set to 'Direct Reports'. Below the search bar is a 'Clear search' button. Further down, there is a 'Filter by surname' section with a grid of letters from A to Z. The 'All' button is highlighted in the grid. At the bottom of the grid, there is a '^ MINIMISE ^' button.

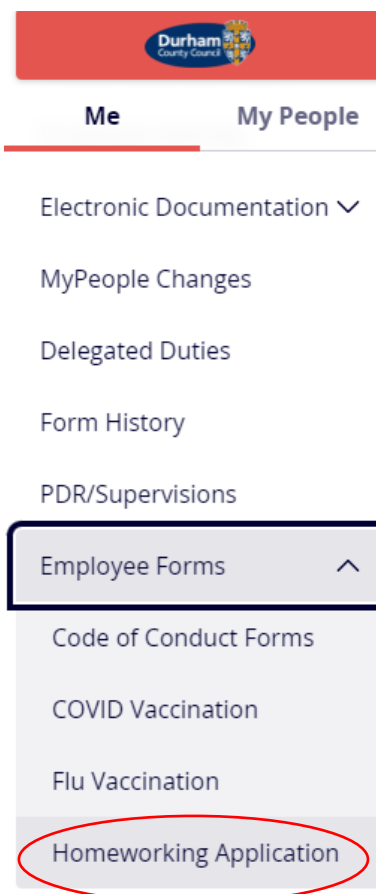
Please refer to the **MyPeople User Guide** available under General guidance at www.durham.gov.uk/myview for further information.

8 – Permanent Homeworking Application Form

Requests for Permanent Home Working can now be submitted via MyView, employees are encouraged in the first instance to have a conversation with their direct line manager before submission of the application. For more information on Permanent Home Working arrangements please refer to the Ways of Working Policy located on the intranet.

Applications submitted will require two approvals routes: the direct line managers approval and strategic managers approval.

To apply please log into MyView and select '**Home Working Application Form**' from the left-hand menu options '**Employee Forms**':



The application form will require the employee to complete the following fields:

- Brief outline of job role and responsibilities
- Why the job role is more suited to permanent working from home than hybrid
- Benefits to the Council/Service/Team and Customers working from home will bring to the role
- Positive/Negative potential impacts the contractual change may have on the employee
- Declaration

<p>By submitting this application, I agree to the following statements:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> I have discussed the proposals/suitability of becoming a permanent homeworker with my manager before making this application * <input checked="" type="checkbox"/> I am not planning to combine home working with caring commitments (during working time) * <input checked="" type="checkbox"/> I will attend the workplace as requested and required * <input checked="" type="checkbox"/> I will ensure confidentiality is maintained in the home environment * <input checked="" type="checkbox"/> I have a suitable home workplace environment set up and sufficient broadband and connectivity * 	<p>Personal Details</p> <p>Homeworking Application Form</p> <p>Declaration</p> <p>Outcome</p>
<p>Outcome</p> <p>Once the application form is submitted it will be sent to your line manager followed by your strategic manager for approval / rejection.</p> <p>Line manager and strategic manager are encouraged to provide appropriate justification for the authorisation or rejection of the request.</p> <p>Any approval / rejection comments will be visible at the bottom of this form.</p>	

Employees are reminded that you can view previously submitted applications within your MyView Form History. This will include the request status and any approval / rejection notes provided by your line manager / strategic manager in approving / rejecting your application.

Clear

Save Submit ✓

The employee can monitor the status of the application within ‘**Form History**’ (please refer to section 6 for more information):

Description	Event	Status	Raised Date
Permanent Homeworking Application Form	MyForms	Submitted	20 Apr 2023
MyForms	Employee: KAREN HALL Form Number: 0000047825 Submitted By: KAREN HALL Submitted On: 20 Apr 2023	Title: Permanent Homeworking Application Form	
Authorisation Progress			

The status will display the two approval routes (manager and strategic manager).

In the instance an application form is rejected the employee will be notified via an email alert:

Dear EMPLOYEE,

Further to your application for permanent homeworking, I can confirm your request has now been considered, and unfortunately, does not meet the required criteria as outlined in the Ways of Working Policy (section 2.4).

Please refer to your form history in MyView to view the status notes concerning the application outcome.

Please contact your manager to discuss further should you wish.

If you require any support or guidance, please contact HR Advice and Support.

‘**Form History**’ will now display the details as to the rejection reasoning by the manager/strategic manager. Please select ‘**Form History**’ (please refer to section 6 for more information) and select the form:

Outcome

Once the application form is submitted it will be sent to your line manager followed by your strategic manager for approval / rejection.

Line manager and strategic manager are encouraged to provide appropriate justification for the authorisation or rejection of the request.

Any approval / rejection comments will be visible at the bottom of this form.

Rejection Notes

TEST

Employees are reminded that you can view previously submitted applications within your MyView Form History. This will include the request status and any approval / rejection notes provided by your line manager / strategic manager in approving / rejecting your application.

Download
Delete Reopen

If the application has been rejected but maybe reconsidered with amendments to the application, the form can be re-opened for re-submission.

Please select ‘**Reopen**’ located in the bottom left-hand corner:

Outcome

Once the application form is submitted it will be sent to your line manager followed by your strategic manager for approval / rejection.

Line manager and strategic manager are encouraged to provide appropriate justification for the authorisation or rejection of the request.

Any approval / rejection comments will be visible at the bottom of this form.

Rejection Notes

TEST

Employees are reminded that you can view previously submitted applications within your MyView Form History. This will include the request status and any approval / rejection notes provided by your line manager / strategic manager in approving / rejecting your application.

Download Delete Reopen

Once re-opened make the necessary adjustments and re-submit the form.

If the application has been approved by the line manager/strategic manager, the employee will be notified with the below email alert:

Dear EMPLOYEE,

Further to your application for permanent homeworking, I am pleased to inform you your request has been approved. Please refer to your form history in MyView to view the status notes concerning the application outcome.

Your manager will now arrange for you both to complete the home working agreement form. Once complete a copy of the agreement will be kept on your personal file. Your ResourceLink record will also be updated to reflect you are now a permanent homeworker and will be issued a contract variation in due course.

Once the above has been finalised, your manager will confirm the date when your permanent homeworking commences.

Please remember to familiarise yourself with the Ways of Working Policy regarding your responsibilities including DSE risk assessments and property and insurance.

If you require any support or guidance, please contact HR Advice and Support.

Please note when an application has been submitted the manager/strategic manager will be notified via email alert to review. All applications will be auto rejected by the system if the manager does not authorise/reject within 30 working days. Managers will be promoted with a gentle reminder every 7 days until the 30 working days have exceeded.

In the instance an application has received full approval, the line manager will be required to complete a **'Home Working Agreement Form'** with the employee. Upon submission of this form to Payroll & Employee Services, the team will make the necessary adjustments to the employees record and issue a contract variation to the employee to confirm they are now a permanent homeworker.

9 – Further Information

If you require any further advice or guidance on MyView Dashboard, you can refer to the “Guidance and Support Videos” located on the left-hand navigation panel. Alternatively, you can visit www.durham.gov.uk/MyView. If you have any further queries, please don’t hesitate to email MyView@durham.gov.uk or contact the MyView Helpdesk on 03000 269919 (Mon-Thurs 9am-5pm, Fri 9am-4pm).