



PAYROLL AND EMPLOYEE SERVICES

MyView Employee Photo Guidance

Please think before printing this document.

Where printing is necessary, please ensure that it is printed double sided and in greyscale.

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1 Introduction

The use and display of employee photos within MyView dashboard helps to promote transparency and further support Durham County Councils Transformation Agenda for a Digital Workforce.

This guidance document explains how to upload your own photo to the MyView Dashboard.

Further information in regard to employee photo standards can be found in the MyView Employee Photos Policy.

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.

The dashboard supports the self service functionality of the below:

- Customisable widgets that provide quick access to information
- View and update personal details
- View, download and print payslips and P60 statements
- Update Vehicle details e.g. Insurance end dates
- Submit mileage and expenses claims (as well as uploading receipts)
- Record, authorise and reject expense and leave submissions (for managers)
- View / submit annual leave and flexi leave requests
- The ability to view authorisation progress across all MyView Dashboard forms
- Access to HR/Payroll data via Reporting Services widget (for managers)
- Submit HR Forms via MyForms e.g. Code of Conduct
- Submit contractual changes via My People Establishment Changes

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

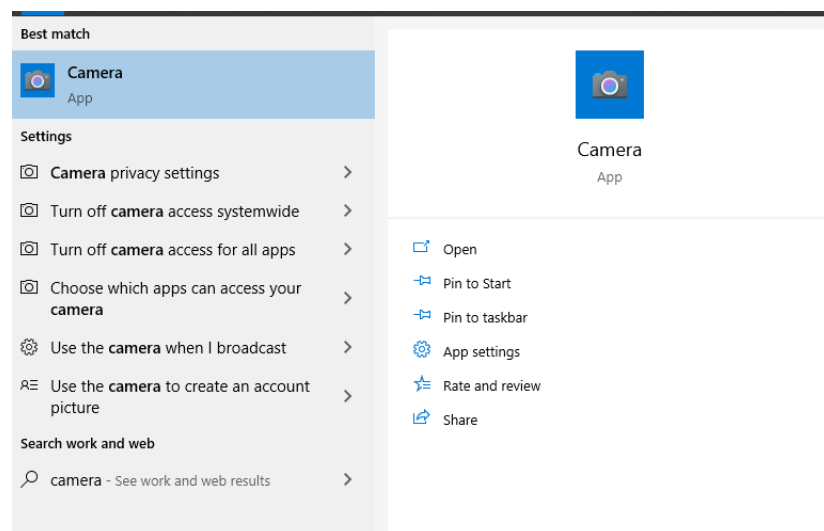
2 How to take your digital photo

You can choose from four options available in order to take your photo:

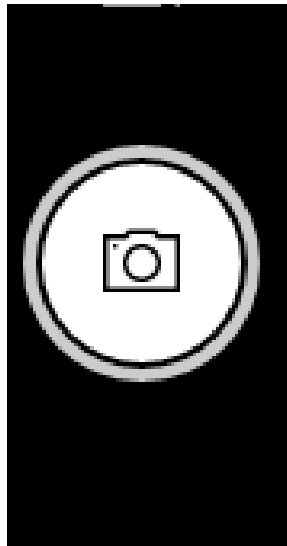
- Ask a friend to take your photo using a phone, tablet or digital camera
- Visit a photo shop and obtain a digital copy of your photo
- Visit a photo booth, some booths provide the option to obtain a photo code along with printed photos.

Alternatively, you can take a photo from your PC/Laptop or tablet device if it contains a camera. The 'Camera app' allows users to take their own picture:

- Search for the camera app within the search field in Microsoft Windows



Once you have positioned the camera, click on the camera icon to take the photo



The photo will automatically save to the camera roll folder. This folder is accessible via 'My Documents' > Pictures > Camera Roll.

This PC > Pictures > Camera Roll

Name	Date modified	Type	Size
WIN_20210810_17_03_46_Pro.jpg	10/08/2021 17:03	JPG File	105 KB

Further information on the file types/sizes and names is contained within the MyView Employee Photos Policy. However, employees are to be mindful that image files sizes should be at least 25kb and no more than 3mb (MyView will allow the option of uploading large files, but you are advised file size should be no more than 3mb).

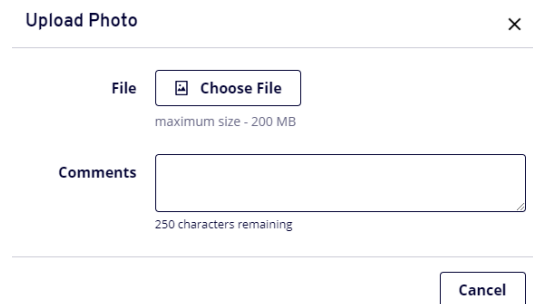
3 How to upload / change your employee photo in MyView

MyView has the facility to allow employees to upload an employee photo against their employee profile.

- Click on the camera icon to upload or change a photo



- Select [**Choose File**]



Upload Photo ×

File
maximum size - 200 MB

Comments
250 characters remaining

- Locate the file from where you saved it on your phone/laptop/tablet/PC. Select [**Open**] to select the file containing your employee photo.
- You will be presented with a preview of your employee photo. Select [**Upload**].

Once you have uploaded your photo, you will receive a message detailing 'Your new photo has been submitted'. **Please note:** employee photos **do not** need to be authorised, however it may take a few minutes for the system to update before the photo appears against your MyView employee profile.



Once the photo is uploaded successfully the manager of the employee will be able to view the picture against the employee record via MyPeople.

Employees are unable to delete photos held against their MyView record. However, the photo can be changed following the above steps. Should a photo need deleting from a record the employee / manager should contact MyView@durham.gov.uk to submit a request.

Please note: There are no restrictions on employees uploading an employee photo. All employees with access to MyView will be able to upload a photo, however employees are strongly encouraged to acknowledge the photo standards set out in the MyView Employee Photos Policy before uploading a photo.

All photos held against a MyView Employee profile will be visible in the MyView dashboard whether the dashboard is accessed on the Durham County Council network (including via Pulse Secure Connection) or accessed externally e.g., logged in over a private connection.

4 Further Information

If you would like any further advice or would like the document in an alternative format, please contact the MyView Team within Payroll and Employee Services using contact details:

- MyView@durham.gov.uk
- **03000 269 919**