

How to Do – My Details

Within the new My View Dashboard you will be able to view and amend your personal details. This can be done via the 'My Details' drop down on the left-hand side

The screenshot shows the 'myview' dashboard for user KIRSTY, Human Resources Assistant. The left-hand navigation menu includes: Dashboard, My Details (expanded), My Personal Details, My Contact Details (selected), My Emergency Contacts, My Diversity Data, My Bank Details, My Pay Documents, My Leave, My Claims, My Expenses, My Authorisations, My Delegation, and MyView History. The main content area displays the 'My Contact Details' form with the following fields: Post Code, My Home Phone Number Is, My Work Phone Number Is, My Personal Mobile Phone Number Is, My Work Email Address Is, and My Personal Email Address Is. Below these fields are radio buttons for 'My Preferred Email Address Is' with 'Work' and 'Personal' options. At the bottom of the form are 'Previous', 'Next', and 'Submit' buttons.

You will see various screens by clicking through the tabs, including Personal details, bank details and emergency contacts. Here, you can make changes to email addresses, phone numbers etc and then click 'submit'. Once authorised, your details will be amended on the Payroll and HR systems.

The 'My Diversity Data' tab contains new fields that will require employee completion

The screenshot shows the 'myview' dashboard for user KIRSTY, Human Resources Assistant. The left-hand navigation menu is the same as in the previous screenshot, but 'My Diversity Data' is selected. The main content area displays the 'My Diversity Data (KIRSTY RIGBY, 5010885)' form. At the top, there is a message from St Helens regarding Diversity, Equity & Inclusion (DEI) data collection, followed by a 'Thank you for your support.' message. Below this, there are two buttons: 'DEI Information' (highlighted) and 'Complete'. The form title is 'Diversity, Equity & Inclusion Data'. The fields include: 'I Am' (dropdown menu), 'My Self Described Gender Identity Is' (text input), 'My Ethnicity Is' (dropdown menu with 'Unavailable' selected), 'My Country of Birth Is' (dropdown menu), 'My Religion or Belief Is' (dropdown menu), and 'My Nationality / Citizenship Is' (dropdown menu).

This tab will be blank, and you can complete by choosing the relevant options from the drop down list in each field

The screenshot shows the 'My Diversity Data' form in the myview system. The form is titled 'My Diversity Data' and is part of the 'My Details' section. The form contains the following fields:

- Citizenship Is: --Select--
- My Sexual Orientation Is: --Select--
- My Self Described Sexual Orientation Is: [Text input field]
- Sex Assigned at Birth: [Dropdown menu]
- Self Describe Sex Assigned at Birth: [Text input field]
- My Pronouns Are: --Select--
- My Self Described Preferred Pronouns Are: [Text input field]
- Do you have caring responsibilities?: --Select--
- Do you have a physical or mental disability or long term health condition?: Yes No Unknown Prefer Not To Say
- Please tell us if any of the below apply to you: [Text input field]

At the bottom of the form, there are three buttons: 'Previous', 'Next', and 'Submit'.

Once you get to the bottom of the page, you have the option to choose 'next' or 'submit'. If you choose 'next' you will see the page below:

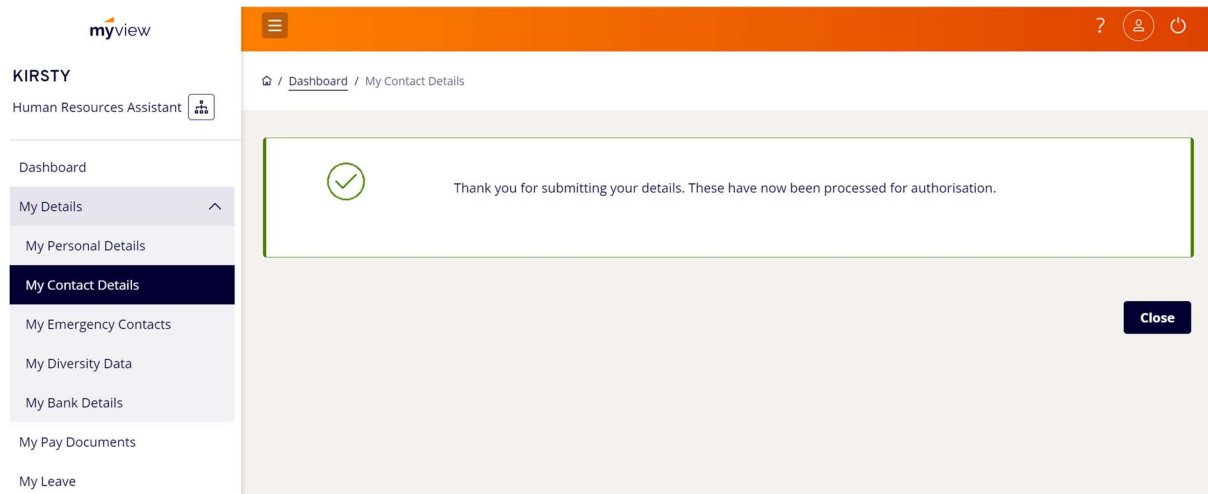
The screenshot shows the 'My Diversity Data (KIRSTY RIGBY, 5010885)' completion page in the myview system. The page is titled 'My Diversity Data (KIRSTY RIGBY, 5010885)' and is part of the 'My Details' section. The page contains the following text:

St Helens is committed to improving Diversity, Equity & Inclusion (DEI) throughout our organisation. By collecting diversity data we are able to better understand the make up of our organisation, and how representative it is of the geographies we operate in and the customers we serve. The data helps us to prioritise our support and resources, focuses our DEI strategy, and provides a baseline to measure and track progress against. The information collected is entirely confidential and anonymous, and your manager will not have access to the information.

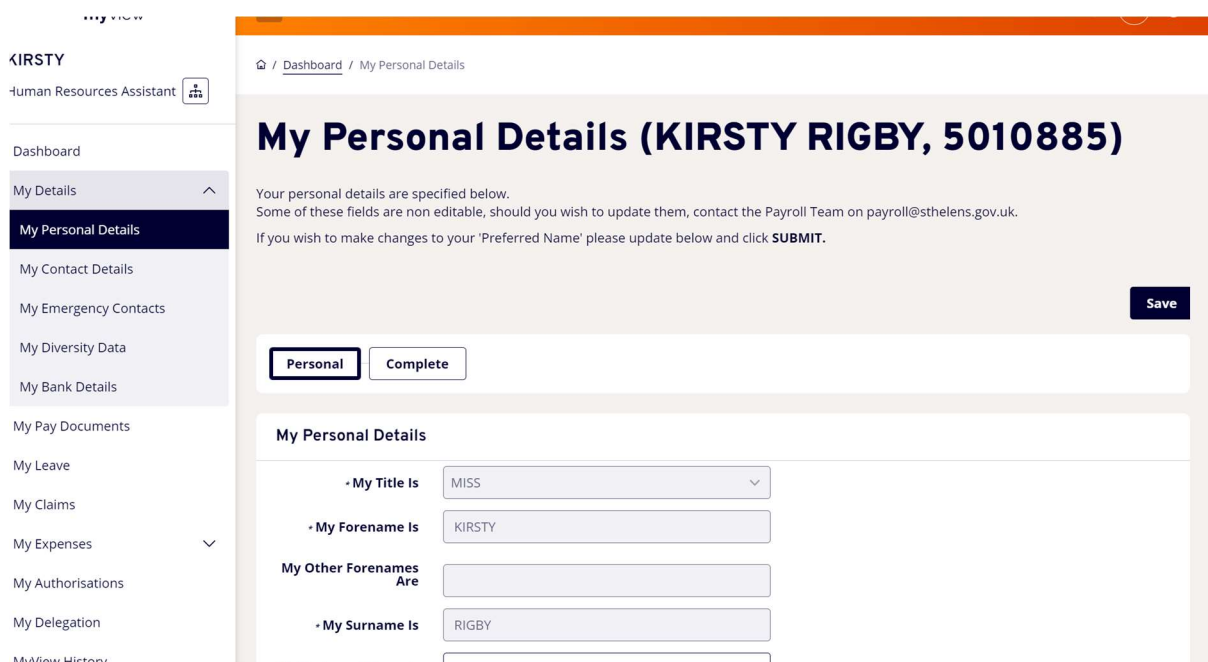
Thank you for your support.

At the bottom of the page, there are two buttons: 'Previous' and 'Next', and a 'Submit' button.

You then need to click 'Submit' to save any changes to your personal record. Once you have submitted changes to any of the personal details tabs you will see the below notification



You will notice there are some fields that you are unable to amend, these fields will be greyed out as below. The data contained in these fields are used to report to the HMRC



If you wish to make changes to any of these fields, please email the Payroll Team at payroll@sthelens.gov.uk.

Contact details can also be found at the top of the page where fields cannot be amended