



A Guide to MyView for Managers

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Introduction

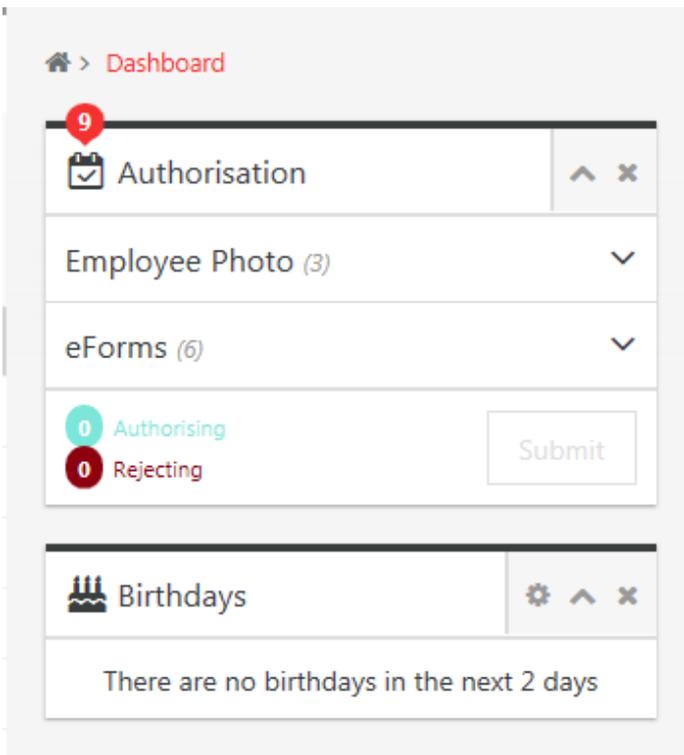
The My People module of MyView allows the following:

- View post and costing details for employees that report to the manager (either directly or for teams that your direct report manage).
- View limited personal and contact details for employees that report to the manager (either directly or for teams that your direct report manage).
- View upcoming birthdays for employees that report to the manager (either directly or for teams that your direct report manage).

Managers should always be aware that they have access to sensitive data and they are personally responsible for ensuring that others who have not been granted access cannot view the information. This responsibility includes ensuring that computer screens are not left unattended whilst displaying personal data and that printouts or reports containing sensitive information are not left near shared printers.

Dashboard

Your dashboard will have 2 additional widgets as a manager which will indicate if any action is required or provide you with instant information.



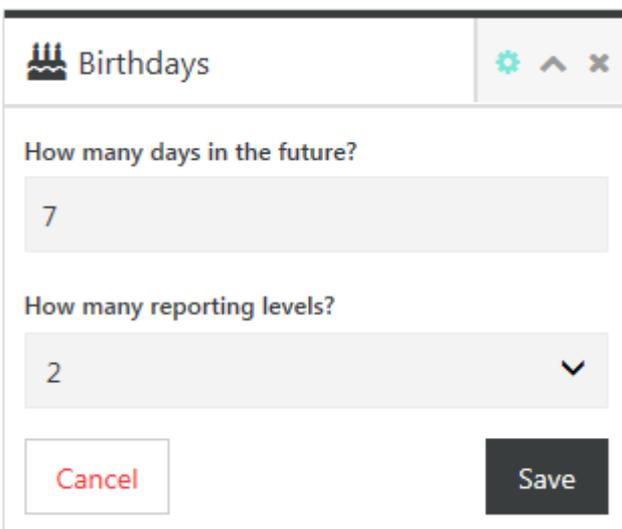
Authorisation

Any requests for your direct reports to amend their photos or for eForms that may require some form of authorisation on your part will appear here. You will also receive e-mail notification to your LSE e-mail address.

To approve or reject, expand the section and select the employee's name. Check the information or photo provided and then either Approve or Reject. Notification will be provided via e-mail to the employee.

Birthday

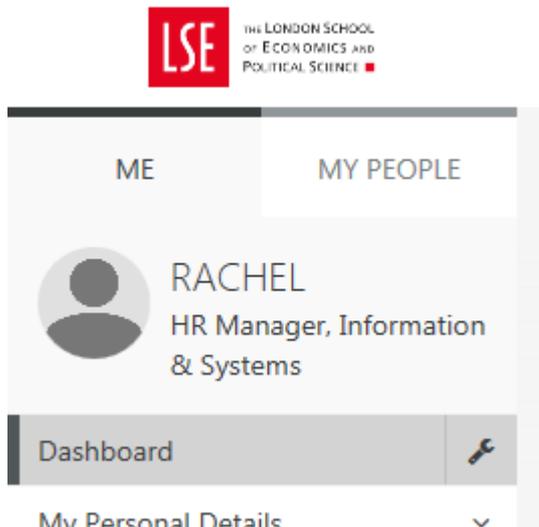
The birthday widget allows you to see if any team birthdays are coming up. You can adjust to a set number of days as well as descent levels to capture your direct report teams.



Navigation

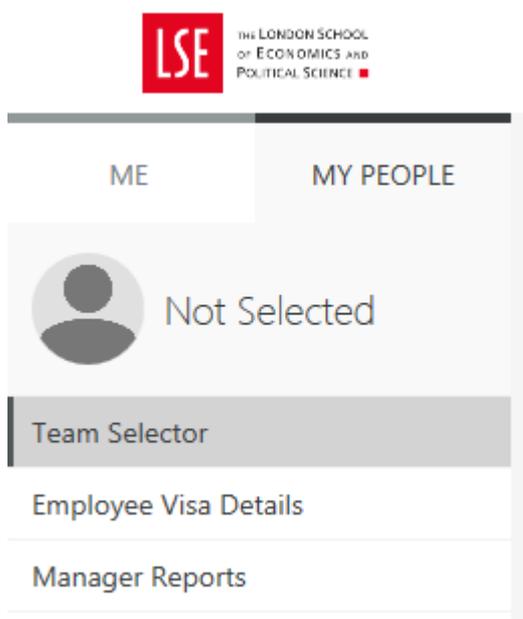
Managers have access to 2 modules, ME and MY PEOPLE.

To view your direct reports please click on My People



You will have access to the following:

- Team Selector
- Employee Visa Details
- Manager Reports



Navigating around Team Selector

You can search for members of your team using the search button or filter by Surname

The screenshot shows the 'Team Selector' interface. At the top, there is a header 'Team Selector' with a red underline. Below it, a red box contains the text 'STANDARD TEAM SELECTOR VIEW'. The main area is divided into two sections: 'Search by team member name' and 'Filters'. The search section has a text input field with the placeholder 'Enter Name...' and a red magnifying glass icon. The filters section has a dropdown menu currently set to 'Direct Reports'. To the right of the search and filter sections is a 'Clear search' button. Below these sections is a 'Filter by surname' section with a row of buttons labeled 'All', 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'Q', 'R', 'S', 'T', 'U', 'V', 'W', 'X', 'Y', 'Z'.

Or you can select from a name on the list provided

Selecting a name will open a new screen which will provide the following information on the employee:

- Limited Personal Details
- Current Post
- Post History

Post History will allow you to drill down on certain elements of information by using the + box

DETAILS

The screenshot shows a list of employee details. The items are: Post, Job, Post Grade, Start Date, Start Reason, End Date, End Reason, Service In Post, Projected End Date, Main Post Flag, Position Status, Work Pattern, Contract Hours, FTE, Pay Grade, Cost Centre Detail, and Organisation Structure. Each item from 'Position Status' to 'Organisation Structure' has a blue square button with a white plus sign to its left, indicating it can be expanded.

You will also be able to view the same information of your direct reports team by selecting Show Reports



ALEX ALDRIDGE
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If you are unable to see a team member in Team Selector or can see an employee that you do not manage please e-mail hr.myview@lse.ac.uk

Employee Visa Details

If you have members of the team who have visa restrictions, you can view the details by selecting Employee Visa Details

Select the individual and click select. If a visa is currently valid the details will be displayed.

Manager Reports

As a manager you have the ability to run some very basic reports directly from MyView.

The reports available are:

Manager Reports

Enter Descent Level

1

Absence Between Two Dates

A summary of employee absences between two dates for Single and Multi-Post Absence

Absence Summary For This Year

Displays a summary of group absences during this calendar year for Single and Multi-Post Absence

Length of Service

Displays length of time employees have been with the organisation

List of Employees

Displays a list of employees in your group

Probations Due

Displays a list of employees with a future probationary date, or one within the last 31 days

Select which report you would like to run and amend the Descent Level if you wish to report further down than your direct report (if your direct report has reports)

Reports which require date parameters will prompt you to enter the details

Manager Reports

Absence Between Two Dates Parameters

Show Employee	All Employees In Group	▼
Date From	<input type="text"/>	🗓 Calendar
Date To	<input type="text"/>	🗓 Calendar
Include Self	<input type="checkbox"/>	
Absence Type	All Absences	▼

Upon clicking **next**, a very simple report will be displayed which can be printed if required.

If you require additional information that cannot be obtained within Manager Reports please contact hr.systems@lse.ac.uk who will be able to assist