



## Long Term Absence

If you are on long term absence e.g. maternity, long term sickness and have access to a PC / laptop / tablet / smartphone whilst you are away from work, you can still access MyView through the internet by going to [www.nottingham.ac.uk/hr/myview/](http://www.nottingham.ac.uk/hr/myview/) and logging in as normal.

Alternatively, you can request a copy of your payslip be sent to you at home during your absence by contacting [Payroll@nottingham.ac.uk](mailto:Payroll@nottingham.ac.uk)

**NB** due to mandatory password resets your account may become locked in MyView whilst you are absent – if this happens and you are unable to log in, please contact the IT Service Desk on 0115 95 16677 or via the IT Self Service Portal at <https://selfservice.nottingham.ac.uk/sw/selfservice/>