



**University of  
Nottingham**

UK | CHINA | MALAYSIA

# MyView user guide

This User Guide is intended to support University of Nottingham employees, casuals, associates, and payroll bureau (non-University of Nottingham staff) in using the MyView system.

# Contents

---

To jump straight to a particular section, hold down the Ctrl key and click the relevant section of the Contents.

MyView Overview .....	2
What is MyView? .....	2
Protecting Your Security .....	3
Accessing MyView .....	4
How to Access MyView.....	4
Accessibility Help.....	5
Long Term Absence.....	6
Staff Groups.....	7
Logging On and Off .....	8
Logging On .....	8
Logging Off .....	12
Forgotten Password.....	13
Passwords and Security Questions .....	14
Password Resets.....	14
Invalid Logon Attempts and Locked Accounts .....	15
Security Questions.....	15
Time Out Function .....	19
Mandatory Fields .....	20
Help .....	21
Error Messages .....	22
General Information .....	23
Overview.....	23
Menus and Sub Menus .....	24
MyView Content.....	25
Dashboard Menu: Recent Payslips and P60s.....	25
My Payslips and P60s Menu.....	27
My Details: Personal Details .....	30



My Details: Contact Details .....	32
My Details: Emergency Contact Details .....	33
My Details: Equality Monitoring Data .....	35
My Details: Nationality and Date of Birth.....	38
My Details: Bank Details .....	40
My Details: Previous Employment .....	42
My Details: Highest Qualification Held .....	44
My Details: Identifiers.....	45
My Details: Academic Current Discipline .....	46
My Details: Academic Teaching Qualifications .....	47
My Details: Leaver Details .....	49
Current Appointment.....	50
Useful Links Menu .....	51



# MyView Overview

---

## What is MyView?

**MyView is a module within the University's Human Resources System.**

It is a web-based system that contains some of the personal details the Human Resources Department holds about you. For example, MyView includes your name, home address, and bank details.

In addition to viewing these details, you can also amend some of your details.

Some changes you make will require authorisation from Human Resources or Payroll Services (for example, changes to bank details), while other changes you make will be immediately updated in MyView (for example, equality monitoring data).

It is important that you read the **Protecting Your Security** section. If you inadvertently provide your log in details to a fraudster, they may be able to access your MyView record and change your bank details, for example.



## Protecting Your Security

### MyView contains your personal data.

To keep this data secure:

- When you use MyView, ensure that other people cannot see your screen.
- If your web browser asks you whether you want to save your MyView logon details or password, select no.
- If you leave your desk, either log out of MyView or lock your device so that other people cannot see or change your MyView data.
- When you have finished, always log out of MyView (see the '**Logging Off**' section).



### Remember

You should **never** divulge your MyView password. No-one in the University will legitimately ask you for this data.

Phishing attacks may send you an email asking you to click a link to re-set your MyView password. As you will see in the '**Passwords**' section, the only time your password will be re-set is if you have asked for this.

If you receive an email asking you to re-set your MyView password and you have **not** asked for this, please inform the IT Service Desk immediately on 0115 95 16677 or via the [IT Self Service Portal](#).

Phishing attacks may also send you an email asking you to provide an item of your identity such as your payroll number, your University of Nottingham username, your password, your date of birth or your answers to the MyView security questions.

You should **never** divulge any of this information (unless you have contacted us for help).

If you receive an email asking you for this information, please inform the IT Service Desk immediately on 0115 95 16677 or via the [IT Self Service Portal](#).



# Accessing MyView

---

## How to Access MyView

### **MyView is a web-based system and is accessed via the [HR Website](#)**

You can access MyView using any internet connection. You do not need to be connected to the University network.

While the system provider has tested MyView with the most common internet browsers, you may find that it performs or displays slightly differently between browsers. You may also find that MyView does not work with older platforms or browsers.

The system provider confirms that Google Chrome is the most compatible browser to use with MyView.

As MyView is accessed via the internet, you can also access it on your mobile phone or tablet, in the same way as any other website. However, MyView does not have an App. This means that it may display and behave differently using these devices compared to using a laptop or desktop PC.

You can only have one active MyView session at a time. If you are currently logged on and try to log on using another device, you will see a message asking whether you want to close your original session and proceed with the session you are trying to open.

You can only access MyView during your period of employment. This means you will not be able to access MyView before you start your work with the University of Nottingham, or after you leave. You should therefore print any payslips / P60s you require before you leave.



## Accessibility Help

### **Help is available if you cannot view or update your details.**

If you have forgotten your login details, please see the '**Passwords and Security Questions**' section of this User Guide for more information.

If you experience technical difficulties, please contact the IT Service Desk on 0115 95 16677 or via the [IT Self Service Portal](#).

If you are unable to view your payslip or update your personal details for any other reason, including a reason connected to a disability, please contact one of the relevant teams below.

If you are unable to view your payslip, please contact [Payroll@nottingham.ac.uk](mailto:Payroll@nottingham.ac.uk)

If you are unable to update your details, please contact [HR@nottingham.ac.uk](mailto:HR@nottingham.ac.uk)



## Long Term Absence

### **You can access MyView as normal if you are absent.**

You do not need to be connected to the University network to access MyView.

If you are on a long-term absence, like parental leave or sickness, and you have access to the internet via a PC, laptop, tablet, or smartphone, you can access MyView as normal.

Go to the [HR website](#) and enter your normal login details.

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)



Information

### **Note**

Due to mandatory password resets, your MyView account may become locked while 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](#).





## Staff Groups

### Three key staff groups use MyView:

- University of Nottingham staff
- University of Nottingham casuals and associates
- Non-University of Nottingham staff for whom the University holds a small amount of data to facilitate salary payments:
  - Students Union
  - Unitemps
  - Nottingham Scientific Ltd
  - Crown Bioscience Ltd
  - UNIP Management Ltd
  - M4 technologies
  - ASAB
  - EACR

Please note that not every area within the **'MyView Content'** section of the User Guide will be applicable to all three staff groups. This is clarified within each area of the User Guide for information.



Information

### Note

If you are Non-University of Nottingham staff, you should follow your organisation's internal processes for updating your personal data with them, in addition to updating your University of Nottingham MyView record.

The University of Nottingham must ensure the data it holds about you is accurate, to comply with legal requirements from HMRC and data protection regulations.



# Logging On and Off

## Logging On

### There are two methods of logging on to MyView.

The correct method depends on which staff group you are in:

- University of Nottingham staff  
**Log in using your UoN UserID**
- University of Nottingham casuals and associates, and Non-University of Nottingham staff (e.g., Unitemps)  
**Log in using your payroll number**

This can be complicated, so if you experience issues when logging in, please contact one of the teams listed in the instructions below.

### Log in for the first time using your UoN UserID

- Applicable to University of Nottingham staff only

**Welcome.**

Please enter your login details:

Payroll No or UserID

Password

**Log in**

[Forgotten your password?](#)

**Step 1** Enter your UoN UserID (e.g., brzabc, mszabc)

**Step 2** Enter your UoN password

**Step 3** Click 'Log in'

**Step 4** Provide the additional data requested to verify your identity



**Step 5** Set answers to the three security questions: a memorable place, a memorable name, and a memorable word.

Each time you log on to MyView after this, you will need to answer one of these questions to proceed to your MyView record. The question will be presented to you at random.

## Log in subsequently using your UoN UserID

- Applicable to University of Nottingham staff only

**Welcome.**

Please enter your login details:

Payroll No or UserID

Password

**Log in**

[Forgotten your password?](#)

**Step 1** Enter your UoN UserID (e.g., brzabc, mszabc)

**Step 2** Enter your UoN password

**Step 3** Click 'Log in'

**Step 4** Enter the answer to the security question, which will be chosen at random from the three security questions you set previously.

If you are struggling to log in using this method, please contact the IT Service Desk on 0115 95 16677 or via the [IT Self Service Portal](#).

## Log in for the first time using your payroll number

- Applicable to University of Nottingham casuals and associates, and Non-University of Nottingham staff

You can find your payroll number on any of your paper payslips or P60s.



If you are a University of Nottingham casual or associate, you can also find your payroll number on your Letter of Assignment, which was either emailed or posted to you when you started your assignment with us. If you still cannot find your payroll number, please contact [HR@nottingham.ac.uk](mailto:HR@nottingham.ac.uk)

If you are Non-University of Nottingham staff and you do not know your payroll number, please contact [Payroll@nottingham.ac.uk](mailto:Payroll@nottingham.ac.uk)

If you contact HR or Payroll for your payroll number, we will ask you to confirm some additional details to verify your identity.

Once you have your payroll number:

**Step 1** Generate a password by clicking the 'Forgotten your password?' link underneath the Log in button.

**Forgotten your password?**

This is only relevant if you are logging on using your Payroll Number. Enter the details requested. You will then be sent an email with a temporary password which will enable you to log on. Please see our User Guide at [www.nottingham.ac.uk/hr/myview](http://www.nottingham.ac.uk/hr/myview) for more detailed guidance.

Payroll No or UserID

Enter your Date of Birth (dd/mm/yy)

**Reset my account**

< Back

**Step 2** Enter your payroll number (e.g., 123456)

**Step 3** Enter the additional data requested to verify your identity

**Step 4** Click the 'Reset my account' button.

MyView will send an email containing a temporary password to the email address we hold for you in the Human Resources system.

If you believe the email address that we hold is incorrect, or if you do not receive the email containing the temporary password, please contact:

[Payroll@nottingham.ac.uk](mailto:Payroll@nottingham.ac.uk) (for non-University of Nottingham staff)

[HR@nottingham.ac.uk](mailto:HR@nottingham.ac.uk) (for all other staff)



We will ask you to confirm some additional details to verify your identity.

Once you have received the temporary password, log on as follows:

**Step 1** Enter your payroll number (e.g., 123456)

**Step 2** Enter your temporary password from the email you received

**Step 3** Click the 'Log in' button.

**Step 4** Provide the additional data requested, to verify your identity

**Step 5** Set answers to the three security questions: a memorable place, a memorable name, and a memorable word.

Each time you log on to MyView after this, you will need to answer one of these questions to proceed to your MyView record. The question will be presented to you at random.

**Step 6** Enter your temporary password again from the email you received

**Step 7** Enter a new password of your choice. It must be at least 8 characters long, and it must contain an uppercase (capital) letter, a lowercase letter, and a number.

**Step 8** Enter your new password again.

**Step 9** Click the 'Submit' button.

## Log in subsequently using your payroll number

- Applicable to University of Nottingham casuals, associates, and Non-University of Nottingham staff



## Welcome.

Please enter your login details:

Payroll No or UserID

Password

Log in

[Forgotten your password?](#)

**Step 1** Enter your payroll number (e.g., 123456)

**Step 2** Enter your chosen password

**Step 3** Click 'Log in'

**Step 4** Enter the answer to the security question, which will be chosen at random from the three security questions you set previously.

If you are struggling to log in using this method, please contact the IT Service Desk on 0115 95 16677 or via the [IT Self Service Portal](#).

## Logging Off

**After you have viewed or updated your record, log off immediately.**

Click the 'Sign Out' button in the top right of the screen.



If you close your internet browser without logging off, MyView will think that you are still logged in. The next time you try to log in, MyView will warn you that you already have an active session. Click the 'OK' button to close that previous session and log in.



## Forgotten Password

**The 'Forgotten your password' function in MyView is only applicable if you log in using your payroll number.**

### University of Nottingham Staff

The MyView 'Forgotten your password' function will not work for you, because you will always use the password associated with your UoN IT account.

If you want to change your UoN IT password, you can do this at any time by going to [IT Accounts](#).

For more information on your UoN IT password, please see the [IT Account and password](#) webpage.

### University of Nottingham casuals and associates, and Non-University of Nottingham staff

You can use the 'Forgotten your password' function to log in for the first time, or to reset the password you previously set if you cannot remember it.

See the '**Logging on**' section for detailed instructions.

If you need more support, please contact the IT Service Desk on 0115 95 16677 or via the [IT Self Service Portal](#).

Remember: you should **never** divulge your MyView password.



# Passwords and Security Questions

---

## Password Resets

### **University of Nottingham Staff**

MyView uses your UoN IT password, which does not have scheduled resets. If you change or reset your IT password, you must use your new password to log in to MyView.

### **University of Nottingham casuals and associates, and Non-University of Nottingham staff**

Every 180 days since your last password change, MyView will prompt you to create a new password. You will first need to enter your current password and then enter a new password.

If you wish to, you can change your MyView password once you are logged in. This option can be found under the 'Account' button (next to the 'Sign Out' button, top right).

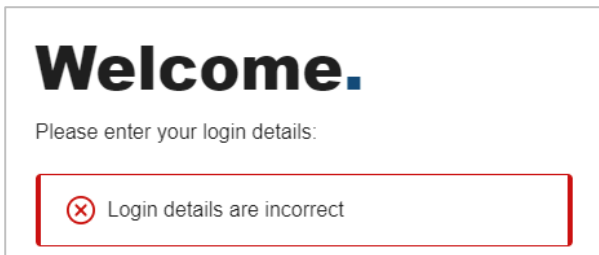
Remember: you should **never** divulge your MyView password.





## Invalid Logon Attempts and Locked Accounts

If you enter your UserID, payroll number, password, date of birth or security questions incorrectly, you will see a message which says, 'Login details are incorrect'.



For security reasons, the message will not tell you which piece of information was incorrect.

If you enter any of your details incorrectly more than **three** times, your account will become locked. Note that you receive the same message regardless of whether your account is locked or not.

### Unlock your account

➤ **University of Nottingham staff**

Please contact the IT Service Desk on 0115 95 16677 or via the [IT Self Service Portal](#).

➤ **University of Nottingham casuals and associates, and Non-University of Nottingham staff (e.g., Unitemps)**

Please use the 'Forgotten your password' link to reset your account. See the '**Logging on**' section for detailed instructions.

If you need more support, please contact the IT Service Desk on 0115 95 16677 or via the [IT Self Service Portal](#).

## Security Questions

**You set your answers to the security questions the first time you log in.**

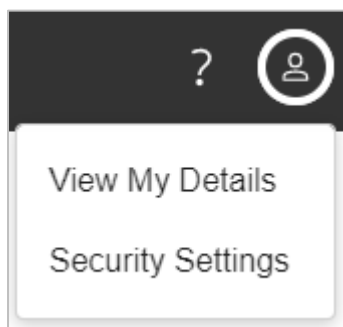


After this, every subsequent logon will display a security question to answer, chosen at random from the ones set the very first time you logged in.

## Change your security questions if you *can* log in

**Step 1** Log in to MyView

**Step 2** Click on the 'account' button in the top right of the screen



**Step 3** You will see a drop-down menu underneath the 'account' button. Click on 'Security Settings'

**Step 4** Set answers to the three security questions: a memorable place, a memorable name, and a memorable word.

**Step 5** Enter your password

**Step 6** Click the 'Submit' button

**Step 7** You will see a small message confirming that your details have been changed.

## Change your security questions if you *cannot* log in

If you cannot remember the answers to your security questions, or if you have tried to log in more than three times and your account is locked, follow the process below. This will allow you to reset your security questions.

### If your account is *not* locked:

**Step 1** Log in to MyView as normal and on the next screen click 'Forgotten your answers?'



### Security questions

Please complete the following security question so that we can ensure your answer matches data that is held on your Human Resources record. Your answers are case sensitive.

A memorable place

[Forgotten your answers?](#)

**Step 2** You should then receive an email with a link to reset your answers. (Note: this link is only valid for 10 minutes)

**Step 3** Click the link and you will be taken to a 'change your answers' page in MyView.

### Change your answers

Please enter your current username and password to verify your details, as well as the answers to the security questions listed.

Payroll No or UserID

Password

A memorable place

A memorable name

A memorable word

**Step 4** Enter your employee number/ username and password as normal

**Step 5** Enter your *new* answers to the 3 security questions

**Step 6** Click the 'Submit' button

**Step 7** Your answers to the security questions will then have changed.



**If your account *is* locked:**

➤ **University of Nottingham staff**

Please contact the IT Service Desk on 0115 95 16677 or via the [IT Self Service Portal](#).

➤ **University of Nottingham casuals and associates, and Non-University of Nottingham staff (e.g., Unitemps)**

Please use the 'Forgotten your password' link to reset your account. See the '**Logging on**' section for detailed instructions.

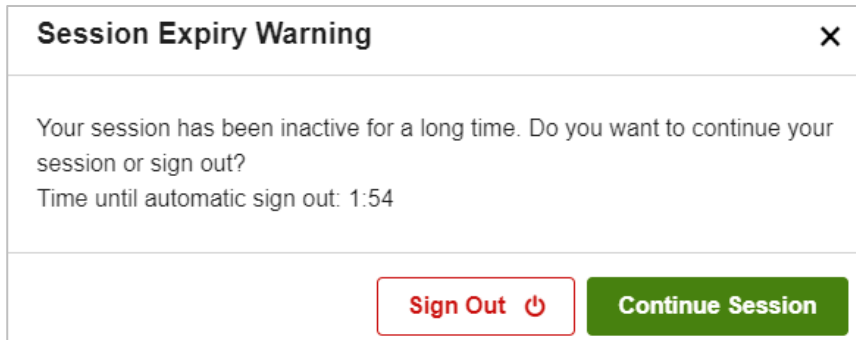
If you need more support, please contact the IT Service Desk on 0115 95 16677 or via the [IT Self Service Portal](#).



## Time Out Function

### MyView will automatically sign you out if you are inactive.

The time out function will start after around 5 minutes of inactivity.



A warning message will display for 2 minutes before you are automatically logged out. This message will say, 'Your session has been inactive for a long time. Do you want to continue your session or sign out?'

The message will also display a countdown timer. Before this timer reaches 0, you can click 'Continue Session' to continue using MyView, or 'Sign Out' to sign out.

Once the timer reaches 0, MyView will automatically sign you out. You will return to the log in page for MyView and the message "You have been logged out due to inactivity" will display at the top of the screen.



If you want to continue to use MyView, log in again as normal.



## Mandatory Fields

### **Mandatory fields must be completed.**

Most mandatory fields have a small asterisk ( \* ) in front of them. For example, Surname, Religion or Belief, and Date of Birth are all mandatory.

<b>Personal Details</b>
• Title

Bank Account Details and Home Address are also mandatory. These fields do not have an asterisk in front of them.

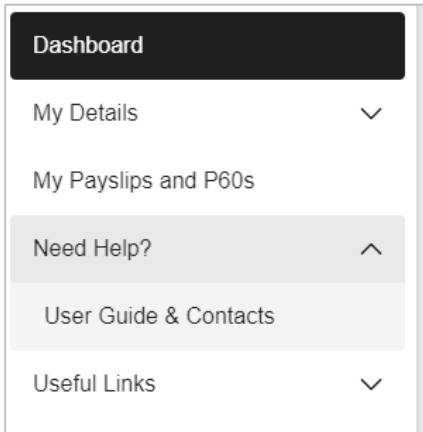
If you try to submit changes to a screen where a field is mandatory, but you have not completed it, you will receive an error message. This will tell you which mandatory field you have not completed.

Please complete the mandatory field and submit your change again.

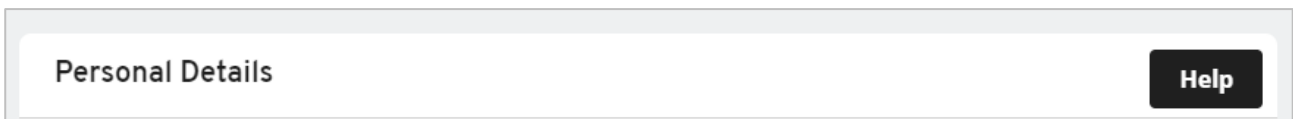


## Help

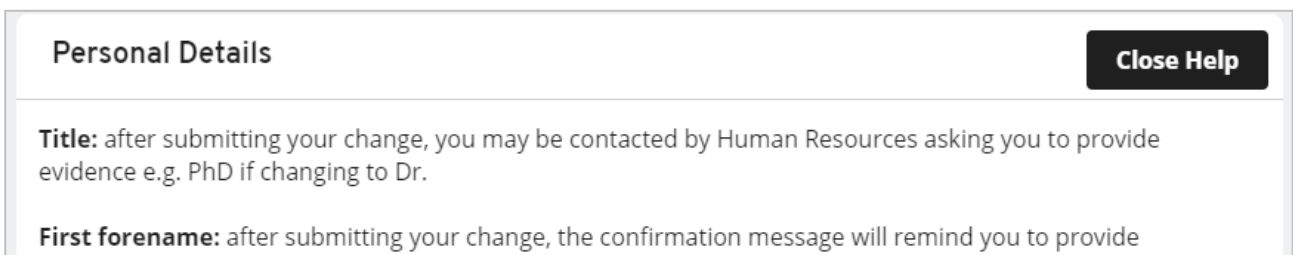
When you log in to MyView, you can get help by clicking the 'Need Help?' section on the left of the screen. This will expand and you will see a link to 'User Guide & Contacts'. Clicking this link will open a new internet tab to the MyView section of the HR website.



Each section under 'My Details', where you can change your details, also contain a 'Help' button in the right of the screen. Click on the 'Help' button to display the help information for the screen.



When you display the help information, the 'Help' button text will change to 'Close Help'. Click this button to hide the help information.





## Error Messages

From time to time, you may see error messages when you are using MyView. For example, there may be a general internet issue, the Human Resources system may be upgrading, or there may be a technical fault.

If you receive an error message, check the message, and follow the instructions below.

➤ **The error message starts, 'employee record is in use'**

This means that your record is being viewed or updated by an authorised colleague in the University (for example, a Human Resources or Payroll Services employee). Please log out and try again later.

If you still see an error message that starts, 'employee record is in use' after an hour, please contact [HR@nottingham.ac.uk](mailto:HR@nottingham.ac.uk)

➤ **The error message does not say 'employee record is in use'**

Go to the [IT Status](#) webpage to see if there are any 'known issues' with the internet or MyView. If there are no known issues, please contact the IT Service Desk on 0115 95 16677 or via the [IT Self Service Portal](#).





# General Information

---

## Overview

When you log in, you will see that MyView has three sections:

➤ **A header across the top of the screen**

This displays your name on the left and the 'Account' and 'Sign out' buttons on the right. Click on the 'Account' button to show two options: 'View My Details', which is described in detail in the '**Current Appointment**' section of this user guide, and 'Security Settings', which is described in the '**Security Questions**' section of this user guide.

➤ **A sidebar on the left of the screen**

This contains the menu, showing the different sections of MyView. These are described in detail in the '**MyView Content**' section of this user guide.

➤ **The main area of the screen**

This is where the information in each section is displayed. By default, it displays your dashboard, which shows your last three payslips and P60s. See the '**MyView Content**' section of this user guide for more information.

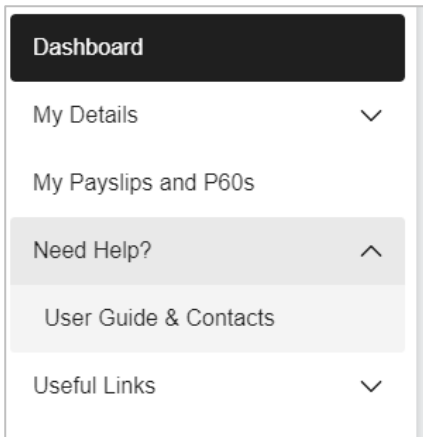
When you have viewed or updated your details, always remember to sign out.



## Menus and Sub Menu

The menu in MyView is displayed on the left of the screen.

The section of the menu that you are viewing has a black background.



Some sections of the menu have sub-menus. These sections will show a 'V' symbol to indicate that a sub-menu exists.

- **If a section does not have a sub-menu, click on it to view that section.**  
The 'My Payslips and P60s' section does not have a sub-menu. When you click this link, you will immediately see the 'My Payslips and P60s' screen.
- **If a section has a sub-menu, click on it to expand the sub-menu.**  
The 'Need Help?' section has a sub-menu. When you click this link, you will stay on the screen you were viewing, but you will see new options under the 'Need Help?' link. Click on any of these options to see the screen for that option. Click on the original section to close the sub-menu again.



# MyView Content

## Dashboard Menu: Recent Payslips and P60s

### Applicable to the following staff groups

- University of Nottingham staff
- University of Nottingham casuals and associates
- Non-University of Nottingham staff (e.g., Unitemps)



Information

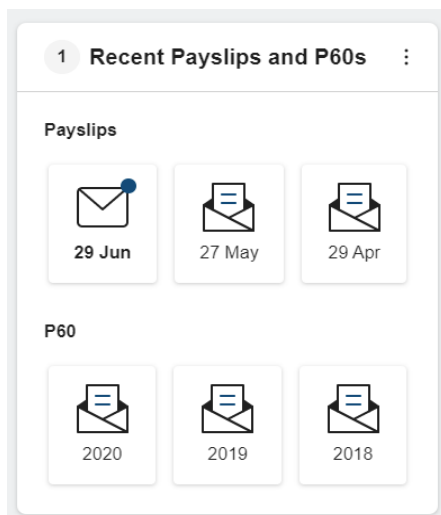
### Note

**If you are leaving the employment of the University, please ensure you print any payslips and P60s you need before your final day.**

You will not be able to access MyView, your payslips, or your P60s after you leave. Payroll Services will send you your final payslip.

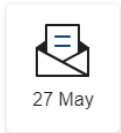
### Screen details

When you log in to MyView, you will see the 'Dashboard'. This contains your three most recent payslips and P60s.

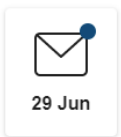




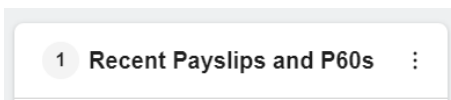
A payslip or P60 that you have viewed is shown with an opened envelope icon.



A payslip or P60 that you have not viewed is shown with a closed envelope icon.



If you have any unopened payslips or P60s, a number to the left of the 'Recent Payslips and P60s' title will show you how many there are. In the example below, the number 1 shows that one payslip has not been opened.



Click on a payslip or P60 to view that document.

When you view any payslip or P60, you will see a 'Print' button in the bottom right of the screen.

Click the 'Print' button to either print a paper copy of the document, or to save it as a PDF.



## My Payslips and P60s Menu

### Applicable to the following staff groups:

- University of Nottingham staff
- University of Nottingham casuals and associates
- Non-University of Nottingham staff (e.g., Unitemps)



Information

### Note

**If you are leaving the employment of the University, please ensure you print any payslips and P60s you need before your final day.**

You will not be able to access MyView, your payslips, or your P60s after you leave. Payroll Services will send you your final payslip.

### Screen details

You can access **all** payslips and P60s, including the last three, via this menu.

### Payslip Documentation

Payslip Documentation <span>^</span>			
Period	Tax Year	Pay Date	Payslip Page(s)
<a href="#">03</a>	<a href="#">2021</a>	<a href="#">29/06/2021</a>	<a href="#">1</a>
<a href="#">02</a>	<a href="#">2021</a>	<a href="#">27/05/2021</a>	<a href="#">1</a>
<a href="#">01</a>	<a href="#">2021</a>	<a href="#">29/04/2021</a>	<a href="#">1</a>

View Payslips for  ▼ Page [1](#) [All](#)

In this section you will see a table with headers:



- **Period**  
The pay period is the month in which the payslip was paid. It is counted based on the tax year, so period 01 is April, period 02 is May, and so on.
- **Tax Year**  
The tax year runs from April – March. For example, the tax year 2021 runs from April 2021 to March 2022.
- **Pay Date**  
The date that the payslip was paid.
- **Payslip Page(s)**  
The number of pages for each payslip

The record for each payslip in a single tax year is shown as a row in this table. By default, the current tax year is displayed.

Click on any part of a payslip record (period, tax year, pay date, or payslip page(s)) to view the payslip.

Underneath the records for the payslips, a drop-down menu allows you to select the tax year. Change this to view payslips for different tax years.

## Annual Documentation

Annual Documentation <span>^</span>	
Tax Year	P60
2020	<a href="#">View</a>
2019	<a href="#">View</a>
2018	<a href="#">View</a>
2017	<a href="#">View</a>
2016	<a href="#">View</a>
2015	<a href="#">View</a>

In this section you will see a table. The first column shows the tax year from most recent to least recent. The second column gives links to your P60 for each tax year.



Click any link to view that P60.



Information

## Note

At the time of implementation (July 2017), only the last 3 payslips and P60s were held within MyView.



## My Details: Personal Details

### Applicable to the following staff groups:

- University of Nottingham staff
- University of Nottingham casuals and associates
- Non-University of Nottingham staff (e.g., Unitemps)

### Key information

This screen contains your Title, First Forename, Other Forenames, Surname and National Insurance Number. Title, First Forename and Surname are mandatory fields.

You cannot update your National Insurance Number via MyView. If you are a new member of staff, this field may be blank for a short period of time. If this is incorrect, please email [Payroll@nottingham.ac.uk](mailto:Payroll@nottingham.ac.uk)

### Update your personal details

**Step 1** Select your title from the drop-down menu.

**Step 2** Update your first forename, other forenames, or surname by typing in the relevant field.

**Step 3** Check that your details are correct.

**Step 4** Click the 'Submit' button to submit the change to Human Resources, then see the next steps for your staff group.

### Next steps

#### University of Nottingham staff, casuals and associates

Any change is subject to authorisation by Human Resources. Your change will not be reflected in MyView immediately.





- **If you have submitted a change to your name**  
Please send a copy of the formal document confirming this change to HR within two weeks. You can either email [HR@nottingham.ac.uk](mailto:HR@nottingham.ac.uk) or send the copy by post to Human Resources, King's Meadow Campus. If HR do not receive the document, your change will be rejected, and you will need to re-submit it.
- **If you have submitted a change to your title**  
Human Resources may contact you to request supporting evidence.

You will receive an email when your change has been approved or rejected.

## Next steps

### **Non-University of Nottingham staff (e.g., Unitemps)**

No further authorisation or documentation is needed. The changes will be reflected in the Human Resources system immediately



## My Details: Contact Details

### Applicable to the following staff groups:

- University of Nottingham staff
- University of Nottingham casuals and associates
- Non-University of Nottingham staff (e.g., Unitemps)

### Key information

This screen contains your Home Address, Home Phone Number and Personal Mobile Phone Number. Home Address is mandatory.

### Update your contact details

**Step 1** Update your home address, home phone number, or personal mobile phone number by typing in the relevant field.

**Step 2** Check that your details are correct.

**Step 3** Click the 'Submit' button to submit the change to Payroll Services for authorisation.

### Next steps

Any change is subject to authorisation by Payroll Services. Your change will not be reflected in MyView immediately.

You will receive an email when your change has been approved or rejected.



## My Details: Emergency Contact Details

### Applicable to the following staff groups:

- University of Nottingham staff
- University of Nottingham casuals and associates
- Non-University of Nottingham staff (e.g., Unitemps)

### Key information

This screen contains details of the person or people that you want the University to contact in case of emergency. This will normally be one or two key contacts.

Any change you make will be reflected in MyView immediately. These details may be shared with your manager in the event of an emergency.

When you first view the screen, you will see one section, titled 'Emergency Contact Details'. This contains a table with the headers 'Relation', 'Title', 'Forename', and 'Surname'.

Details of each emergency contact that you have previously entered will appear as a row in this table.

### Add a new contact

**Step 1** Click the 'Add Contact' button found towards the bottom right of the screen.

**Step 2** You will see a new section, titled 'Add Contact'.

**Step 3** In this section, complete the mandatory field 'Relation' using the drop-down menu.

**Step 4** Complete the mandatory fields 'Forename' and 'Surname' by typing in the fields.

**Step 5** Complete as many other fields as possible to enable us to contact your emergency contact. For example, their relationship to you, telephone number, home address.

**Step 6** Check that the details are correct.

**Step 7** Click the 'Save Contact' button in the bottom right of the screen.



**Step 8** The details for the contact that you have just entered will now show in the 'Emergency Contact Details' section, but they are not yet saved.

**Step 9** Click the 'Submit' button in the bottom right to save the new details.

### Change an existing contact

**Step 1** In the 'Emergency Contact Details' table, click the relevant link under the 'Relation' column.

**Step 2** You will see a new section, titled 'Add Contact'. This section will contain the details that you entered previously for this contact.

**Step 3** If necessary, change the mandatory field 'Relation' using the drop-down menu.

**Step 4** If necessary, change any other details by typing in the relevant field.

**Step 5** Check that the details are correct.

**Step 6** Click the 'Save Contact' button in the bottom right of the screen.

**Step 7** Click the 'Submit' button in the bottom right to save the new details.

### Remove an existing contact

**Step 1** In the 'Emergency Contact Details' table, click the relevant link under the 'Relation' column.

**Step 2** You will see a new section, titled 'Add Contact'. This section will contain the details that you entered previously for this contact.

**Step 3** Click the 'Remove Contact' button in the bottom right of the screen.

**Step 4** Click the 'Save Contact' button in the bottom right of the screen.

**Step 5** The details for this contact will be removed from the 'Emergency Contact Details' table.

**Step 6** Click the 'Submit' button in the bottom right to save the change.



## My Details: Equality Monitoring Data

### Applicable to the following staff groups:

- University of Nottingham staff
- University of Nottingham casuals and associates
- Non-University of Nottingham staff (e.g., Unitemps)

### Key information

This screen contains your Legal Sex, Trans identity, Ethnicity, Religion or Belief, Sexual Orientation, and Disability details.

Each of these fields are mandatory. However, you can select 'prefer not to answer' or 'prefer not to say' for all fields except legal sex.

You cannot update legal sex via MyView. If this is incorrect or has changed, please contact the relevant department for your staff group:

- **University of Nottingham staff, casuals and associates**  
Contact Human Resources at [HR@nottingham.ac.uk](mailto:HR@nottingham.ac.uk).
- **Non-University of Nottingham staff (e.g., Unitemps)**  
Contact Payroll Services at [Payroll@nottingham.ac.uk](mailto:Payroll@nottingham.ac.uk)

### Update your equality monitoring data

**Step 1** Update your trans identity, ethnicity, religion or belief, sexual orientation, and disability details by selecting from the relevant drop-down menu.

**Step 2** Click the 'Submit' button in the bottom right to save the change.



Information

## Note

If you need support relating to a declared disability or another protected characteristic, you can contact your line manager or the HR Employee Relations team at [HRER@nottingham.ac.uk](mailto:HRER@nottingham.ac.uk)

## Frequently asked questions

### What equality monitoring data does the University collect?

The University collects the following data:

- **Legal Sex**  
This is currently either 'male' or 'female', usually assigned at birth
- **Trans**  
This is used as an inclusive 'umbrella' term for anybody whose gender identity and/or gender expression differs from the legal sex (male or female) they were assigned at birth. The term may include, but is not limited to, trans men and women, non-binary people, and dual role people.
- **Ethnicity**  
Race, colour, nationality, and ethnic group or national origins.
- **Religion or belief**  
Any religion, or religious or philosophical belief, including reference to a lack of religion or belief.
- **Sexual orientation**  
A person's sexual orientation towards people of the same sex, people of a different sex, or people of either or any sex. This may refer to lesbian, gay, and bisexual people, but could also include people with a range of different sexual identities (e.g., pansexual, asexual, queer).
- **Disability**  
The [legal definition of disability](#) is 'a physical or mental impairment with long term, substantial adverse effects on ability to perform day to day activities'.

### What will the University do with this information?

It is sensible to be cautious about disclosing personal information.



The University will always protect the information you share, actively using it in line with the Data Protection Act and General Data Protection Regulation to improve university policy and practices without compromising your anonymity.

For example, anonymised data monitoring and reporting helps the University to ensure that we are being fair and that we successfully nurture talent. It also helps us to improve the services and benefits that we provide.

Your contribution will help to create a more inclusive working environment.

If you have declared a 'new' disability, a member of the HR team will contact you to discuss the options for support which are available to you.



## My Details: Nationality and Date of Birth

### Applicable to the following staff groups:

- University of Nottingham staff
- University of Nottingham casuals and associates
- Non-University of Nottingham staff (e.g., Unitemps)

### Key information

This screen contains your Nationality and Date of Birth. These two fields are separate from the other Equality Monitoring Data as any amendment requires authorisation.

Both fields are mandatory.

### Update your nationality or date of birth

**Step 1** Select your date of birth using the calendar icon, or by overtyping the existing entry in the format dd/mm/yyyy.

Please do not press the return/enter key after entering your date of birth. If you accidentally press return/enter, you will experience a system error. If this happens, go to a different menu (e.g., Personal Details), then go back to the Nationality and Date of Birth section and try again.

**Step 2** Enter your nationality by selecting from the drop-down menu.

**Step 3** Check your details are correct.

**Step 4** Click the 'Submit' button to submit your change to Human Resources for authorisation, then follow the next steps for your staff group.

### Next steps

**University of Nottingham staff, casuals and associates**





Any change is subject to authorisation by Human Resources. Your change will not be reflected in MyView immediately.

- **If you have submitted a change to your nationality or date of birth**  
Please send a copy of the formal document confirming this change to HR within two weeks. You can either email [HR@nottingham.ac.uk](mailto:HR@nottingham.ac.uk) or send the copy by post to Human Resources, King's Meadow Campus. If HR do not receive the document, your change will be rejected, and you will need to re-submit it.

You will receive an email when your change has been approved or rejected.

## Next steps

### Non-University of Nottingham staff (e.g., Unitemps)

No further authorisation or documentation is needed. The changes will be reflected in the Human Resources system immediately



## My Details: Bank Details

### Applicable to the following staff groups:

- University of Nottingham staff
- University of Nottingham casuals and associates
- Non-University of Nottingham staff (e.g., Unitemps)

### Key information

This screen contains details of the Bank Account that your salary will be paid into.

For security, only the last 4 digits of your account number are displayed.

These details are mandatory.



Information

### Note

**If you are a new University of Nottingham Staff member, your salary will only be paid after Payroll Services have received the 'Bank Details and Tax Form' provided with your contract of employment.**

You must complete this form, your manager must sign it, and you must then send it to Payroll Services.

**Completing your Bank Details in MyView will NOT result in your salary being paid.**

### Update your bank details

**Submit any change to your bank details before the 14<sup>th</sup> of the month to ensure that your salary is paid into the new account on that month's pay day.**

If you submit a change after the 14<sup>th</sup> of the month, your salary may be paid into your old bank account. If you are unsure about when to submit your change, please contact

[Payroll@nottingham.ac.uk](mailto:Payroll@nottingham.ac.uk)



**Step 1** In the Bank Type section, select whether your account is a 'Bank Account' or 'Building Society Account'.

Do **not** select 'Account Details not available. This is for Payroll Services use only, while they are processing the documentation for new members of staff.

**Step 2** Enter the Sort Code for your account.

In the unlikely event that the sort code does not exist, please email [Payroll@nottingham.ac.uk](mailto:Payroll@nottingham.ac.uk) who will then be able to add this.

**Step 3** At the end of the Account Number field, click 'Edit'.

**Step 4** Enter your New Account Number and then confirm your OLD Account Number

**Step 5** If your account is a Building Society Account, enter the Roll Number.

**Step 6** Check your details are correct.

**Step 7** Click the 'Submit' button to submit your change to Payroll Services for authorisation.



## My Details: Previous Employment

### Applicable to the following staff groups:

- University of Nottingham staff

### Key information

This screen contains details of the type of employment (if any) that you were in immediately before you **first** started work with the University of Nottingham.

This field should **not** change if you change jobs within the University of Nottingham.

However, you may need to change it if it is incorrect, or if it is set as 'not known'.

### Update Previous Employment

**Step 1** In the first drop-down menu, select the option that best answers the question, 'where did you work immediately prior to joining the University of Nottingham'. See below for guidance if you are unsure.

**Step 2** If you selected 'Another HE Institution in UK' in the first drop-down menu, use the second drop-down menu to select the previous UK institution that you worked in.

If you selected any other answer in the first drop-down menu, leave the second drop-down menu blank.

**Step 3** Check that the details you have entered are correct.

**Step 4** Click the 'Submit' button to submit the changes. The change will be reflected in your MyView record immediately.

### Guidance

If the field currently says, 'not known', please update it.

Select the option that best describes the type of employment that you were in immediately before your current period of continuous employment with the University of Nottingham.



If you had a job at the University of Nottingham, then left, and took another job with the University of Nottingham after a break in service, select the option that describes what you did during that break in service.

If you had a job at the University of Nottingham, then took another job with the University of Nottingham **without** a break in service, select the option that describes what you were doing before the first job. (If this field was previously correct, please do not change it.)

If, before you joined the University, you worked at multiple other Universities as a Visiting Lecturer with very short-term contracts, please select the best match for this situation, which is 'Not in regular employment'.

If you were previously a 'Student in the UK', please do **not** complete the second drop-down menu for 'Previous UK Institution'. This field only relates to **working** at another UK institution, not studying.



## My Details: Highest Qualification Held

### Applicable to the following staff groups:

- University of Nottingham staff

### Key information

This screen contains details of the Highest Qualification you hold.

### Update your highest qualification held

**Step 1** Select your highest qualification from the drop-down menu.

**Step 2** Check that your details are correct.

**Step 3** Click the 'Submit' button to submit the change.

This will be reflected in your MyView record immediately.



## My Details: Identifiers

### Applicable to the following staff groups:

- University of Nottingham staff (Research & Teaching job family only)

### Key information

This screen will only be visible if you have a contract in the Research & Teaching job family. It contains your HESA Staff Identifier and your ORCID for Research employees.

You cannot update your HESA staff identifier. This is for information only.

If you are a new member of staff and previously worked at another UK University, this field may be blank for a short period of time.

If you leave the University and take a position at another UK University, you may be asked to provide your HESA staff identifier to them. Please make a note of this before you leave.

### Update ORCID

**Step 1** Enter your 16-digit ORCID by typing into the field. Please only enter the numbers. Hyphens (-) will be added automatically.

**Step 2** Check that your details are correct.

**Step 3** Click the 'Submit' button to submit the change.

This will be reflected in your MyView record immediately.



## My Details: Academic Current Discipline

### Applicable to the following staff groups:

- University of Nottingham staff (Research & Teaching job family only)

### Key information

This screen will only be visible if you have a contract in the Research & Teaching job family. It contains details of the Academic Discipline that you currently teach or research.

### Update Current Academic Discipline

**Step 1** Select your current academic discipline from the drop-down menu in the 'Current Academic Discipline 1' field.

**Step 2** If required, please select a second and/or third academic discipline. Note that each field is of equal importance.

**Step 3** Check that your details are correct.

**Step 4** Click the 'Submit' button to submit the change.

This will be reflected in your MyView record immediately.





## My Details: Academic Teaching Qualifications

### Applicable to the following staff groups:

- University of Nottingham staff (Research & Teaching job family only)

### Key information

This screen will only be visible if you have a contract in the Research & Teaching job family. It contains details of the Academic Teaching Qualifications you currently hold.

You can update this data regardless of whether your role includes any teaching responsibilities, particularly if you do have a teaching qualification.

This data is very important as it directly relates to the University's Teaching Excellence Framework (TEF) submission and reported statistics. The University Executive Board has set a target of 75% of academic staff with a teaching qualification recognised by HESA by 2020 and 100% by 2025.

### Update your Academic Teaching Qualifications

**Step 1** In 'Academic Teaching Qualification 1' box, select your first qualification.

If you do **not** hold a teaching qualification, select 'no teaching qualification held'.  
If you are recognised by the HEA, select the **current** level that you hold.

**Step 2** If necessary, select up to five additional Academic Teaching Qualifications in boxes 2 - 6. If you enter more than one Academic Teaching Qualification, note that each one is of equal importance.

If you only hold one teaching qualification, or if you do not hold a teaching qualification, leave these boxes blank.

**Step 3** Check that the details you have entered are correct.

**Step 4** Click the 'Submit' button to submit the changes to Human Resources for authorisation, then follow the next steps.



## Next steps

Any change is subject to authorisation by Human Resources. Your change will not be reflected in MyView immediately.

- **If you have submitted a change to your Academic Teaching Qualifications**  
Please send a copy of the formal document confirming this change to HR within two weeks. You can either email [HR@nottingham.ac.uk](mailto:HR@nottingham.ac.uk) or send the copy by post to Human Resources, King's Meadow Campus. If HR do not receive the document, your change will be rejected, and you will need to re-submit it.

You will receive an email when your change has been approved or rejected.



## My Details: Leaver Details

### Applicable to the following staff groups:

- University of Nottingham staff

### Key information

This screen contains details of your Activity and Location after leaving the employment of the University of Nottingham.

Data you submit here will be uploaded to your Human Resources record, but unfortunately, a system constraint means that you will not be able to view it via MyView. Therefore, after you submit your data, the fields will display as blank again.

### Update your Leaver Details

**Step 1** In the first drop-down menu, select the option that best answers the question, 'what is your activity after leaving'?

**Step 2** In the second drop-down menu, select the option that best answers the question, 'what is your location after leaving'?

**Step 3** Check that the details you have entered are correct.

**Step 4** Click the 'Submit' button to submit the change.



## Current Appointment

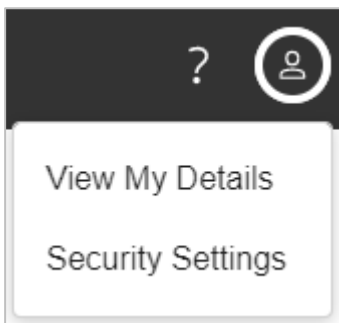
### Applicable to the following staff groups

- University of Nottingham staff

### Screen details

This screen gives some summary information on your current post. If you currently have more than one contract with us, only one will be shown. This will usually be the one that you have worked in the longest.

To view the current appointment details, click the 'Account' button in the top right of the screen. Click 'View My Details'.





## Useful Links Menu

### Applicable to the following staff groups:

- University of Nottingham staff
- University of Nottingham casuals and associates
- Non-University of Nottingham staff (e.g., Unitemps)

### Screen details

This menu expands to show a small number of links which will be relevant to your staff group. Different staff groups will therefore see different links.

Click on a link to open it. Each link will open in a new tab in your web browser.

Useful Links



Salary Scales

Employment Guides & Support

Equality Diversity & Inclusion

Payroll Services