



Payroll and Employee Services MyView Reporting Services (Schools)

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1 – Introduction

This document is a guide to using Reporting Services in MyView.

Please note: The Reporting Services Widget will **only** be available when an employee is logged onto MyView directly from within the School. If attempting to log in whilst working from home the widget will not be available.

1.1 – What is Reporting Services on MyView?

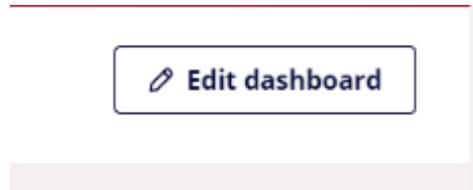
MyView now features a new Reporting Services module which allows managers to access a range of real-time HR management information for employees in their reporting structure. Employees also have access to Reporting Services but will only see information relating to themselves.

Information is accessed via easy to understand widgets that can be accessed via the MyView Dashboard. These MyView widgets summarise data in a visual display and users can simply 'drag and drop' their most useful widgets onto their dashboard. Once on the dashboard, all you need to do is click the widget to view the underlying data. The data can be downloaded for reporting purposes. Please note: Reporting Services is only supported by Google Chrome.

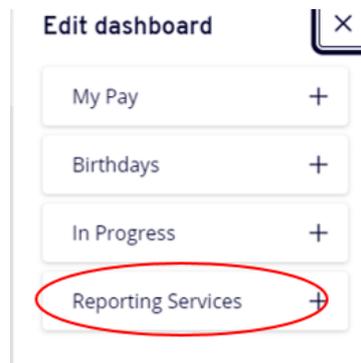
MyView Reporting Services complements the Council's Inspiring People and Digital Workforce Agenda by empowering employees to engage in digitally enabled systems. Managers and employees can access this data via their smartphones and tablets to help them plan and manage their teams and it encourages agile working and reduces the need for managers to request information from the HR and Payroll team.

2 – Adding Reporting Services to MyView Dashboard

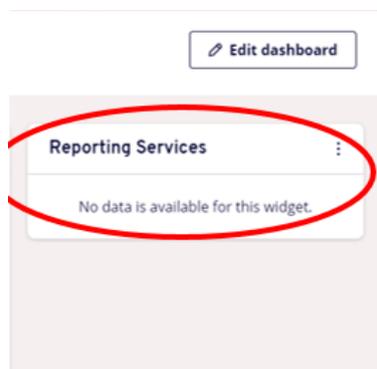
To add a Reporting Services widget to your MyView Dashboard – click onto 'Edit Dashboard' on the top right hand-side.



Select the 'Reporting Services' option.

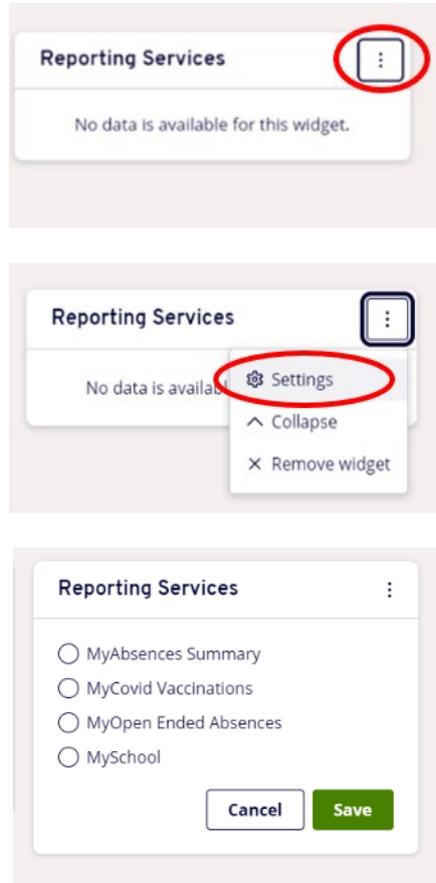


This will place the widget onto your MyView dashboard and ensure it will appear each time you are in MyView.



3 – Enabling a Reporting Service Widget

To enable a Reporting Services Widget, click the three 'dots' and select the relevant widget to be displayed by selecting settings and the relevant option, select save to add the widget to the dashboard:



4 – Saving and Exporting data from Reporting Services

Reports can be saved or exported to PDF/Excel. Once a report is opened, locate the 'export' icon:



NB: Please note that once exported the data displayed is 'as at' the time stamp as highlighted below:

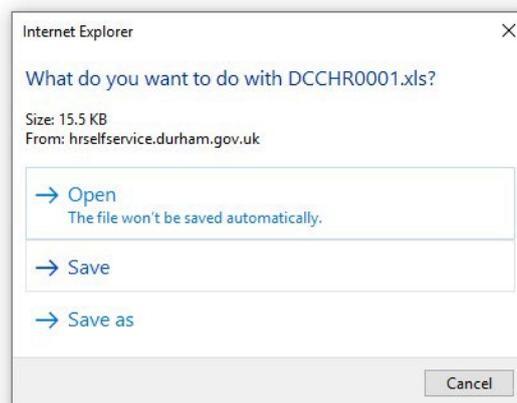


Users can click on the **refresh icon** to refresh report with latest data if required.

When you have selected to export, you will be presented with all available export options – including PDF and Excel formats.



Select the relevant format and you will be presented with the option to 'Open' or 'Save'



The report will then be exported to save to your device (*data has been removed from the below screenshot for Data Protection*)

The screenshot shows an Excel spreadsheet with the following data:

POST TITLE	TITLE	SURNAME	FORENAME	POST GRADE	POST HOURS	POST FTE	POST FUNDING EXPIRY DATE	POST VACANT FTE STATUS
Payroll and Employee Services Officer					37.00	1.00		Post FTE Exceeded
Payroll and Employee Services Officer					37.00	1.00		Post FTE Vacant
Payroll and Employee Services Officer					37.00	1.00		Post FTE Exceeded
Assistant PES Officer					22.00	0.59		
Assistant PES Officer					37.00	1.00		
Assistant PES Officer					22.00	0.59		
					37.00	1.00		

5 – Reporting Services Widgets

The following section provides an overview of each Reporting widget. Additional widgets will be added overtime to meet the management information needs of employees and managers.

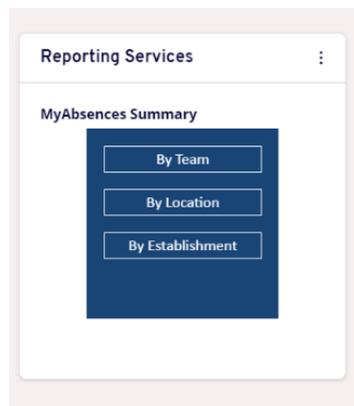
5.1 – MyAbsences Summary

This report allows managers to view real-time absence data either by team, by location, or by establishment.

The information contained in these reports is based on all current post holdings that report up to (and including) the manager. The absence data is calculated based on current employees who are recorded as absent (sickness, annual leave, compassionate leave) as well as recording of an employee status for the purposes of COVID19 monitoring.

To open the detailed report, you can click on one of the following options:

- **By Team** – this will provide you with a summary of current absences broken down by absence reason down to team level.
- **By Location** – this will provide you with a summary of current absences broken down by absence reason down to team level but split further by location.
- **By Establishment** – this will provide you with a summary of absence rates based on current absences – split by absence reason/group.



You can view the underlying data by clicking on any number in the summary report. Please refer to Section 6 on exporting and refreshing the data.

MyAbsence Team Summary Data refreshed 2020-05-01 at 16:41:04

SERVICE	SERVICE AREA	TEAM	12.Sickness - Other	14.Flexi Leave	15.Maternity Leave	Total
Resources	Finance & Transactional Services	Payroll & Employee Services	1	3	1	5
		Team TOTAL	1	3	1	5
	Service Area TOTAL		1	3	1	5
Service Grouping TOTAL			1	3	1	5

The accurate recording of an employees' status in MyView is extremely important so that we can have accurate and consistent information for monitoring and reporting in line with the latest government guidance on Coronavirus.

Employees who have been asked to work from home in line with the government guidance are deemed to be still available for work so should not be recorded as absent via MyView. Employees whose normal place of work has closed but who cannot work from home are also still available for work and therefore may be re-deployed, so again are not absent and should not be recorded as absent via MyView.

Guidance on how to record absences is available on the [MyView](#) section of our website.

Please also refer to the below Government web page for up-to-date information regarding COVID19: <https://www.gov.uk/coronavirus>

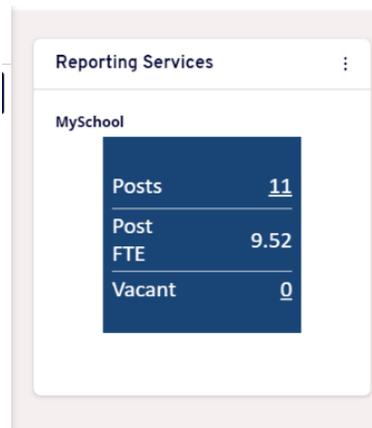
You will receive regular reminders to check that ongoing employees' absences are up to date and accurate in line with the above guidance on absence recording.

5.2 – MySchool

The MySchool report allows managers to view real-time establishment data including employee names, post titles, projected end-dates, post holding start date and much more.

The initial widget summarises the number of posts within your school, total FTE posts, and the number of vacant posts.

To open the detailed report, you can click on the number against 'Posts' or 'Vacant'.



Throughout the report, any fields marked blue (as below) can be selected to expand on the data available (additional data available will be dependent on your role within the organisation).

SCHOOL	POST NUMBER	POST TITLE	POST HEAD COUNT	POST HOURS	POST FTE	POST GRADE	POST SCHOOL NO	POST TEACHER TYPE	POST CATEGORY	POST STD HOURS	POST ANNUAL HRS	POST REPORT ON TAR	POST LEA NUMBER	SURNAME	FORENAME	TITLE	EM NU
	0078285	Payroll and Employee Services Officer	1.00	37.00	1.00	000GRADE8										MRS	776
	0078301	PES Support Officer	1.00	37.00	1.00	000GRADE8									L	MISS	881
	0088961	Assistant PES Officer	0.59	22.00	0.59	000GRADE7									L	MISS	716
	0078366	Payroll and Employee Services Officer	1.00	37.00	1.00	000GRADE8								L		MISS	776

5.3 – MyOpen Ended Absences

This reporting tool informs managers which employees in their reporting structure are currently recorded as being on open-ended sickness absence. The analytic acts as a reminder for managers to review open-ended absence, and end sickness accordingly when the employee returns to work. This allows for accurate sickness absence reporting and sickness entitlement.

To open details of the open-ended absences, you should click the number shown on the Reporting Services widget -



The report will then open:

(data has been removed from the below screenshot for Data Protection)

DIRECT REPORTEE	EMPLOYEE NUMBER	SURNAME	FORENAME	POST NUMBER	POST TITLE	ABSENCE START	ABSENCE DAYS	ABSENCE FTE	ABSENCE CATEGORY	ABSENCE REASON	ABSENCE TERM	HIERARCHY LEVEL 1	HIERARCHY LEVEL 2	HIERARCHY LEVEL 3
N						2011/02/21	2.00	2.00			Short Term	Chief Executive (U)		

5.4 – MyCovid Vaccinations

This reporting tool informs managers which employees in their reporting structure are currently recorded as receiving the first, second and booster dose of their COVID19 vaccination.

The initial widget summarises the number of employees within your team, followed by a summary of employees with a first vaccination recorded, number of second vaccinations recorded and number of booster vaccinations recorded.

To open the details of vaccinations, click on the number within the three options available -



Selecting the number of employees will present a report of everyone within the team displaying who has had a vaccination recorded.

Once selected you will be presented with the following data:

(data has been removed from the below screenshot for Data Protection)

EMPLOYEE NUMBER	SURNAME	FORENAME	TITLE	POST NUMBER	POST TITLE	FIRST VACCINATION DATE	SECOND VACCINATION DATE	BOOSTER VACCINATION DATE	MANAGER NAME
						15/04/2021	23/06/2021		

Selecting the number of first vaccinations will only display those who have a vaccination recorded, alike to selecting the second vaccination number and booster.

If no vaccinations have been recorded this will be demonstrated from the widget, the number will represent a 0 next to either 'First', 'Second' and 'Booster'.

6 – Data Protection

MyView users are reminded that the information available through MyView is subject to data protection law. It is important that in viewing or accessing data in MyView that you do so responsibly. This includes not sharing your password or log in details with anyone or disclosing personal information to another party.

If you are accessing MyView (from any location), you are reminded that you should you need to lock your computer if you move away and not to leave the computer signed on and unattended. Durham County Council will not be held liable for any actions resulting from an individual disclosing personal information and/or login credentials to another person.

It is an offence under the Computer Misuse Act to deliberately attempt to access a system to which you have no authority. Equally, it is your responsibility to take every reasonable step to prevent others from accessing your information. It is the personal responsibility of all employees to comply with the Durham County Council Personal Information Security Policy to keep our information secure.

7 – Help and Guidance

If you require any further support, please contact the MyView helpdesk on 03000 269919.
Alternatively, please e-mail MyView@durham.gov.uk.