MyView Dashboard Guidance

Printing Payslips

Reviewed July 2021

carmarthenshire.gov.wales



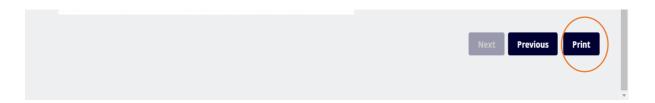
Printing Payslips From MyView

Carmarthenshire County Council is trying to reduce its carbon footprint and reduce the costs associated with pay document production, therefore our staff are encouraged to use our online functionality to receive and view their pay documents. This guide will assist you to print all types of documents from MyView. Rather than print a paper copy, print your pay documents to an electronic copy (PDF).

To print an electronic copy of your payslip, **click** on the payslip to open it using the Pay Documents widget.

Authorisations Delegation & Responsibility	Му Рау	:	3 Pay Documents	:
Historic Pay Documents 🗸 🗸 🗸 🗸 🗸 🗸	View All Pay Documents	P	ayslips	
Sickness Training Profile	Payslips Payslips			
Web Timesheets	27 jul 28 Jun		27 Jul 28 Jun	27 May
Jobs & Careers Form History	11 Unopened Docs	~	260	
Documentation				
RRS			2020	2019
Onboarding				

Once your payslip has opened, scroll to the bottom of the document, and then **click** the print button on the right side of the screen.



A window will open, to print an electronic copy of your payslip to PDF, scroll the list and **select** Microsoft print to PDF from the drop down then **click print**.

Printer					
Microsoft Print to P	DF ~	/			
Save as PDF		^			
OneNote (Desktop Ready)	l			
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Microsoft Print to PDF Ready					
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A window will open, where you can select your connected printer or if you want to save an electronic copy of your pay document, scroll through the list of available printers, and click on **Microsoft print to PDF** from the drop down then click **Print**.

If you have selected the PDF option another window will open prompting you where you want to save your pay document, choose where you want to save it, give the pay document an appropriate file name and click **Save**.

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MyView Guidan	Name	Status	Date modified	Туре	Size	
Reports	🔊 Behavior STD	\odot	02/06/2021 11:08	Adobe Acrobat D	268 KB	
🔿 OneDrive - Carma	剧 Emma Hughes Equalities and Human Rig	\oslash	06/11/2020 14:27	Adobe Acrobat D	609 KB	
	A GDPR Certificate	\odot	06/11/2020 14:45	Adobe Acrobat D	268 KB	
💻 This PC	IQTBL_NHS Wales Improving Quality Tog	\odot	22/07/2021 10:52	Adobe Acrobat D	240 KB	
🧊 3D Objects	🔊 Mental Health	\odot	06/11/2020 15:17	Adobe Acrobat D	268 KB	
📃 Desktop	Personal Resilience	\odot	06/11/2020 14:24	Adobe Acrobat D	116 KB	
Documents	VAWDASVCertificate	\odot	02/06/2021 10:43	Adobe Acrobat D	100 KB	
Downloads	🔊 Welsh Language	\odot	02/06/2021 11:14	Adobe Acrobat D	268 KB	
Music	Whistleblowing Certificate_	\oslash	06/11/2020 15:05	Adobe Acrobat D	268 KB	
Pictures						
Videos						
🏰 Windows (C:)						
File name: May	2021 Payslip			<u> </u>		

To print a paper copy of your payslip you can choose any printer that is already been connected to your device.

Note: Please be aware, if printing to a networked printer (in an office) that you pick up your pay documents in a timely manner. Printed documents remain in the council's printer queues for three days when you use your ID card to access the printer.

If choosing another printer please be aware that your personal information could be made public, and we cannot ensure its confidentiality.

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Print ? Total: 1 sheet of paper						
Printer	Printer					
Canon M	Canon MG3600 series Printer 🗸					
Ready	Ready					
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Add a pr	Add a printer					
Colour	Colour					
Colour	Colour 🗸					
Print on bo	Print on both sides					
Print on b	Print on both sides \checkmark					

Should you need further assistance please contact us at resourcelink@carmarthenshire.gov.uk