Accessing your Payroll Ref/Employee No and Post Number for your timesheet

- 1. Log into MyView.
 - a. On campus: use this link: <u>https://myview.lse.ac.uk</u>.
 - b. Off campus: use the above link in a browser within the <u>remote desktop</u> (or use <u>this guide</u> if using a tablet/smartphone).
- 2. Navigate to 'Account' and 'View My Details' as below.

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3. You will see 'Current Post' and 'Post History'.

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4. You will find your Employee Number under 'Current Post' (6 digits beginning with 0):

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5. You will find a Post Number for each post you have held under 'Post History'. Make sure you select the correct Post Number for the post you are claiming hours for.

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My Submissions	234567		School Representative		15 Jan 2020		~		
My Authorisations	345678	Y	Deputy Department Manager		1 Feb 2019	31 Mar 2020	~		
My Absence ~	456789	Υ	Departmental Research Manager		3 Dec 2014	31 Jan 2019	~		