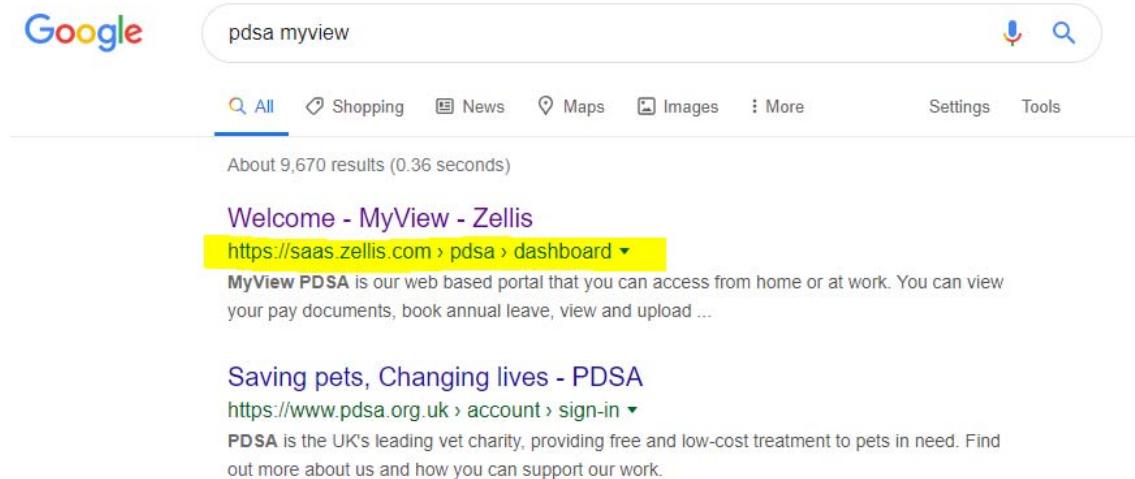


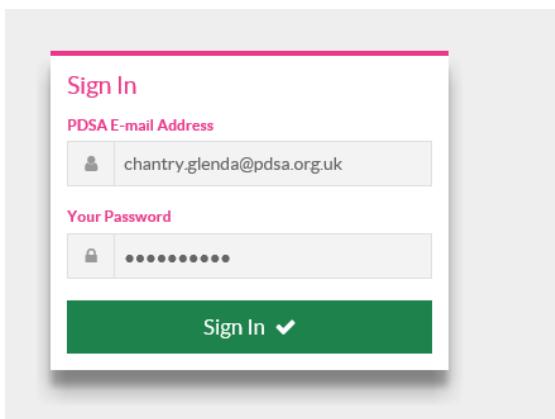
1. To access the furlough letter via MyView go to - Google PDSA MyView



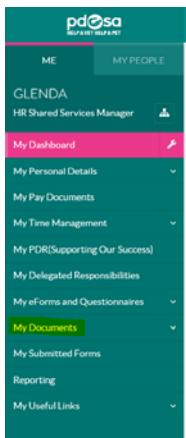
Google search results for "pdsa myview". The results include:

- Welcome - MyView - Zellis**
<https://saas.zellis.com/pdsa/dashboard>
MyView PDSA is our web based portal that you can access from home or at work. You can view your pay documents, book annual leave, view and upload ...
- Saving pets, Changing lives - PDSA**
<https://www.pdsa.org.uk/account/sign-in>
PDSA is the UK's leading vet charity, providing free and low-cost treatment to pets in need. Find out more about us and how you can support our work.

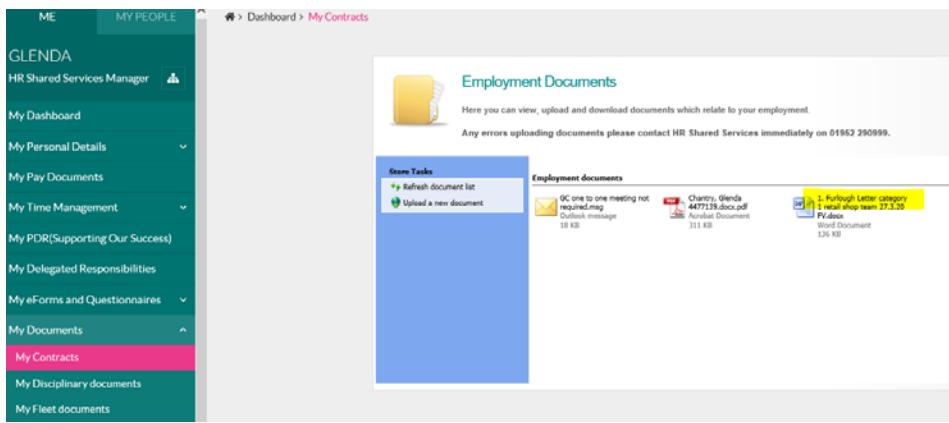
2. Log into MyView in the normal way using email address and password and answer security questions



3. From main menu click on My documents



4. Click on My contracts and you will see the letters saved



ME MY PEOPLE

GLEENDA

HR Shared Services Manager

My Dashboard

My Personal Details

My Pay Documents

My Time Management

My PDR(Supporting Our Success)

My Delegated Responsibilities

My e-Forms and Questionnaires

My Documents

My Contracts

My Disciplinary documents

My Fleet documents

Employment Documents

Here you can view, upload and download documents which relate to your employment.

Any errors uploading documents please contact HR Shared Services immediately on 01952 290999.

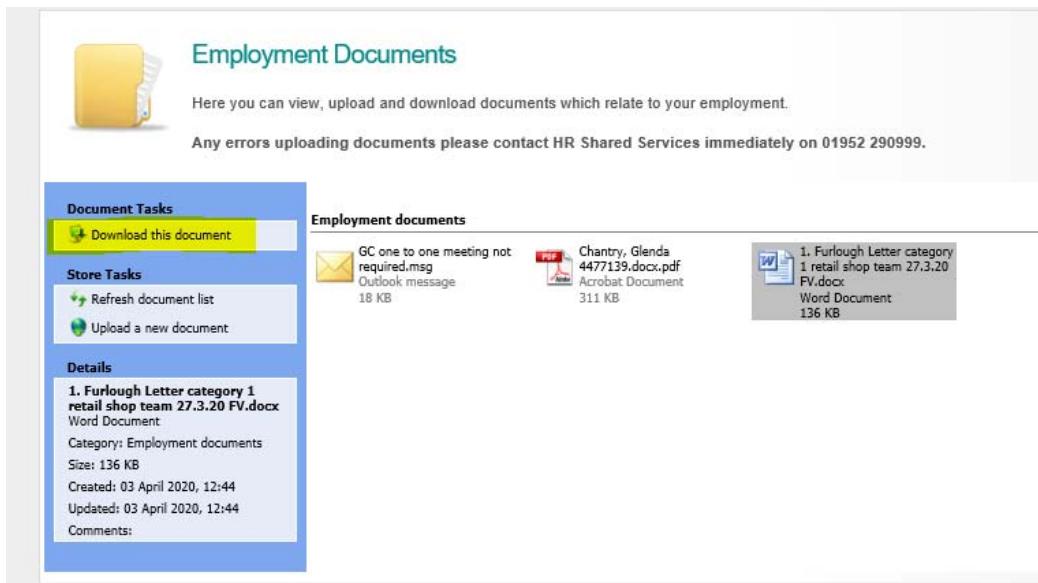
Know Tasks

- Refresh document list
- Upload a new document

Employment documents

File	Category	Size
GC one to one meeting not required.msg	Outlook message	18 KB
Chanty, Glenda 4477139.docx.pdf	Acrobat Document	311 KB
1. Furlough Letter category 1 retail shop team 27.3.20 FV.docx	Word Document	136 KB

5. Click on the furlough letter and click download



Employment Documents

Here you can view, upload and download documents which relate to your employment.

Any errors uploading documents please contact HR Shared Services immediately on 01952 290999.

Document Tasks

- Download this document
- Store Tasks
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Details

1. Furlough Letter category 1 retail shop team 27.3.20 FV.docx

Word Document

Category: Employment documents

Size: 136 KB

Created: 03 April 2020, 12:44

Updated: 03 April 2020, 12:44

Comments:

6. Letter will download to view