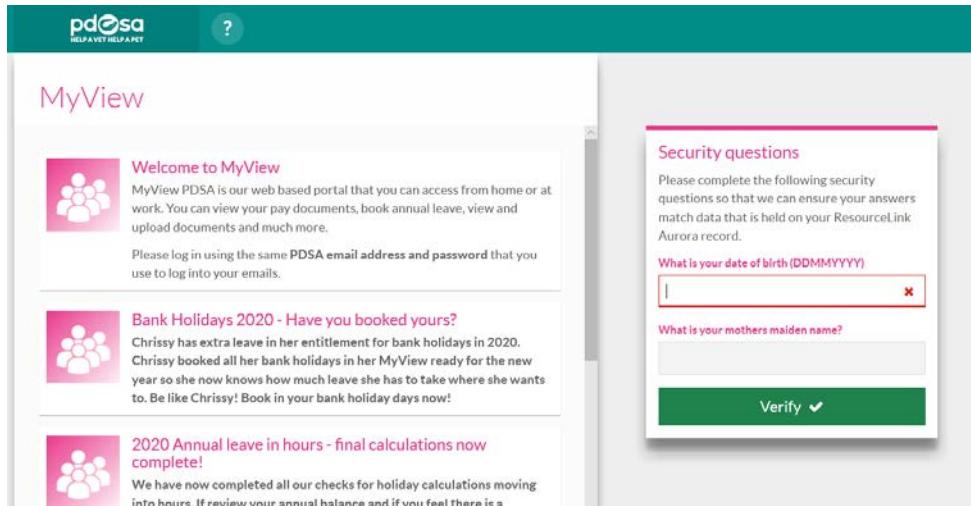


How to tick the furlough acceptance (eform) in MyView

1, Log into MyView with your PDSA credentials and security questions



Welcome to MyView
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 documents and much more.
Please log in using the same PDSA email address and password that you use to log into your emails.

Bank Holidays 2020 - Have you booked yours?
Chrissy has extra leave in her entitlement for bank holidays in 2020. Chrissy booked all her bank holidays in her MyView ready for the new year so she now knows how much leave she has to take where she wants to. Be like Chrissy! Book in your bank holiday days now!

2020 Annual leave in hours - final calculations now complete!
We have now completed all our checks for holiday calculations moving into hours. If review your annual balance and if you feel there is a

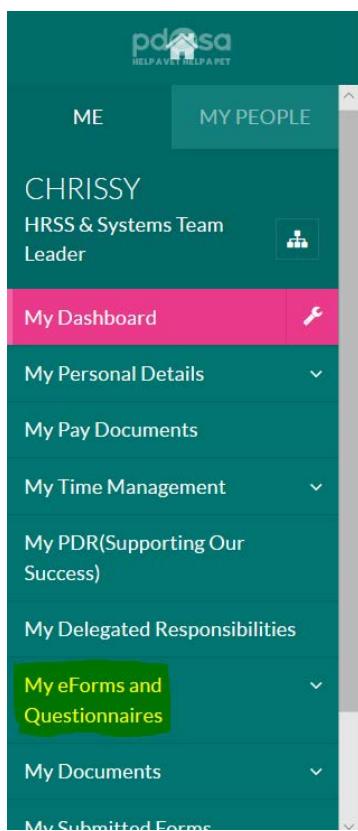
Security questions
Please complete the following security questions so that we can ensure your answers match data that is held on your Resourcelink Aurora record.

What is your date of birth (DDMMYYYY)
[Redacted]

What is your mothers maiden name?
[Redacted]

Verify ✓

2, On the 'ME' tab select My Eforms and Questionnaires from your menu



ME MY PEOPLE

CHRISSEY
HRSS & Systems Team
Leader

My Dashboard

My Personal Details

My Pay Documents

My Time Management

My PDR(Supporting Our Success)

My Delegated Responsibilities

My eForms and Questionnaires

My Documents

My Submitted Forms

3, the dropdown please select Furlough acceptance

This will bring you to the Furlough eform detailing the details of the Government Job Retention scheme.

pdssa
SUPPORT & HELPFUL

Welcome, CRISSY Account 

My Time Management

My PDR(Supporting Our Success)

My Delegated Responsibilities

My eForms and Questionnaires

eForm Module

Exit Questionnaire

Driver Risk Assessment Form

Non-GB Driver Risk Assessment

Non-Driver Declaration

Driver Vehicle Check

Annual Health & Wellbeing

Furlough acceptance

My Documents

eForm

You can **Save** the form at any stage and return to complete it later. When you have completed the form you can **Submit** to send it.

Questions marked with an * are mandatory questions

FURLOUGH

Government Job Retention Scheme

Furlough – Acceptance of Government Job Retention Scheme

By submitting this form I agree to the terms set out in my furlough letter. (By agreeing to be furloughed PDSSA can place me on the Government Job Retention Scheme and claim back 80% of my salary capped at £2500 per month).

Save for later **Submit**

4, To agree to the terms of Furlough please **select the tick box** and press **submit** (Please do not press 'save for later' as this will not submit your form through)

NOTE: You will receive a confirmation message once this is submitted.

 > Dashboard > **Furlough acceptance**



Confirmation Message

Your eForm has been submitted.

Please select a navigation item in the Dashboard.