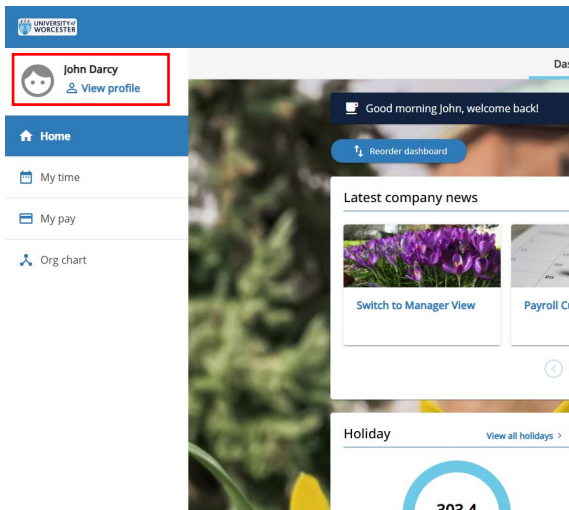
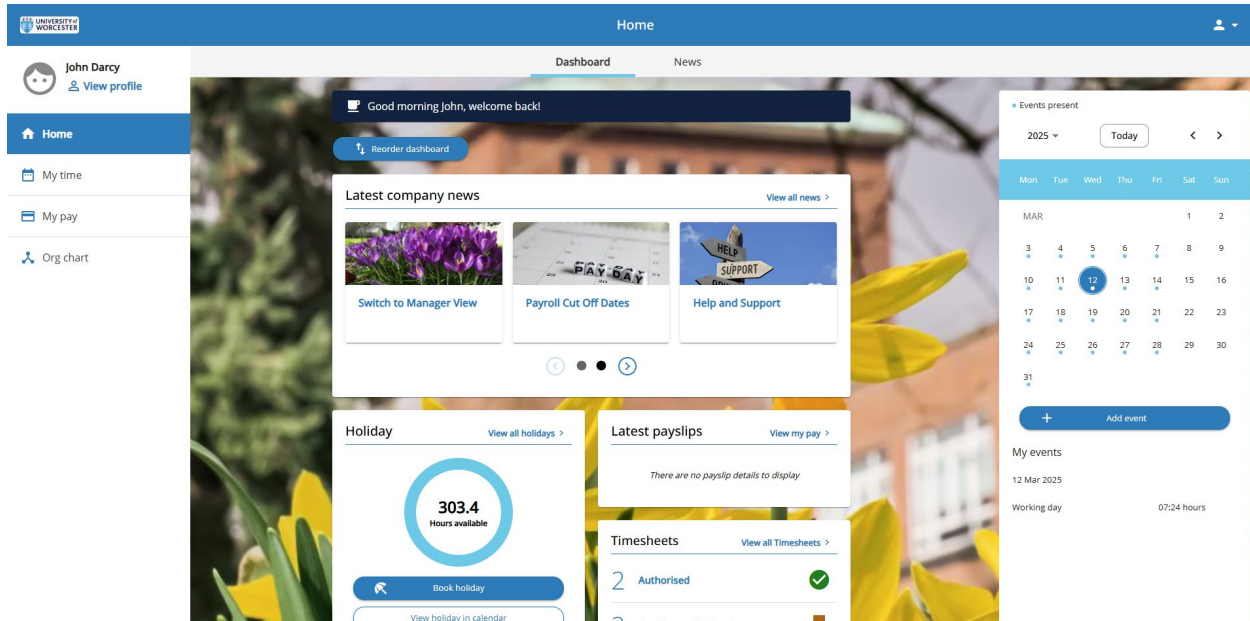


# My View

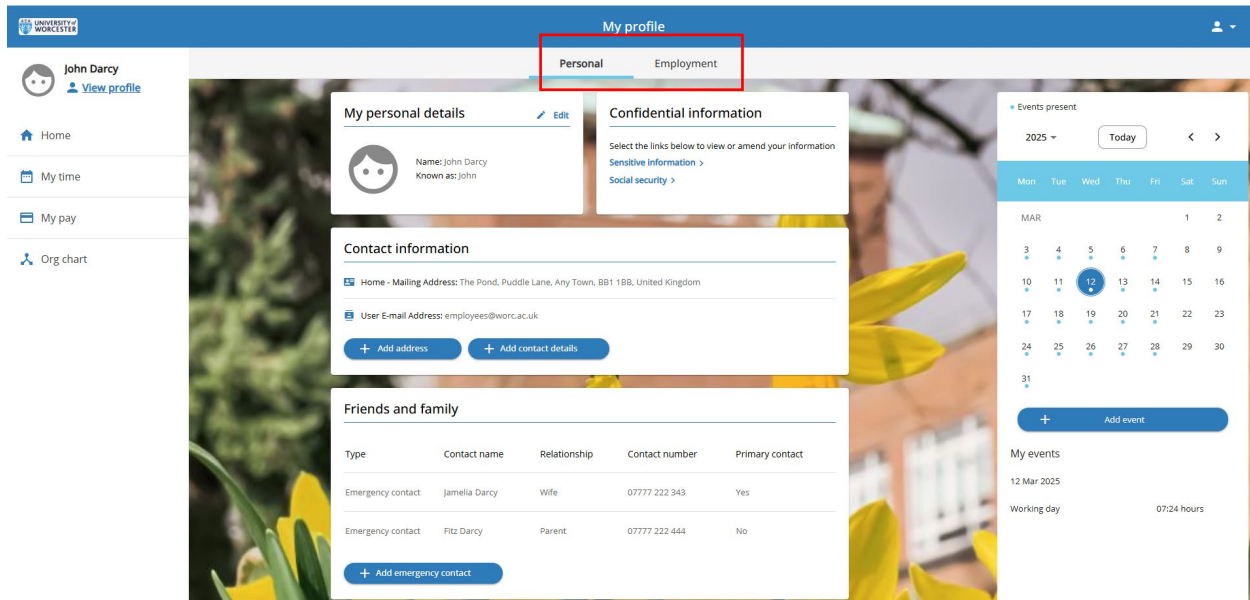
## Viewing and amending personal information

This is **iTrent My View**. From here employees have access to a range of HR facilities via **Employee Self Service (ESS)**.

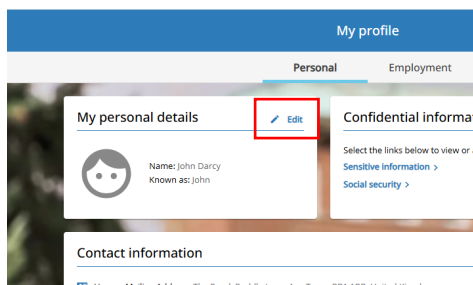


To view your personal information, start here and select **View Profile** in the top left of the screen.

This is the **My Profile** page. At the top of the page, you can switch between **Personal** and **Employment** information.

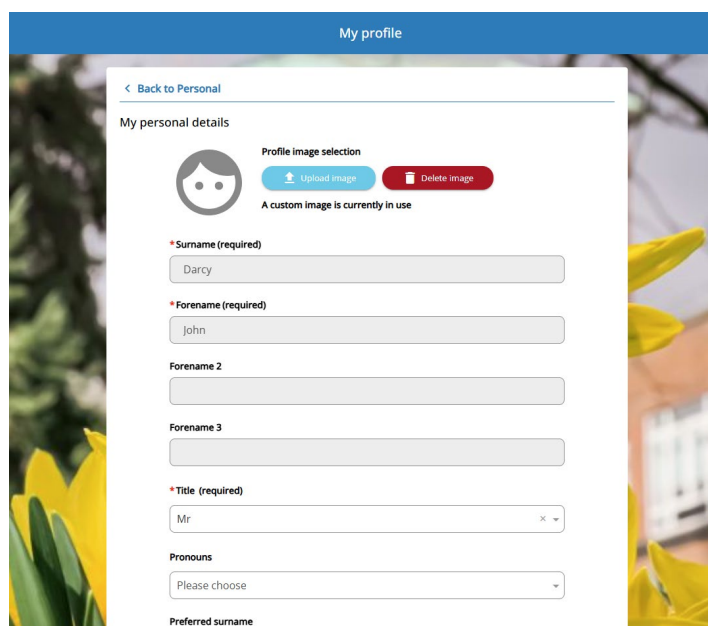


From here you can edit any personal information including **Personal details**, **Confidential information**, **Contact information**, **Friends and family details** and **Bank details**.



In this example we will edit some **Personal details** by clicking on the **Edit** symbol here.

Here you can update things like your iTrent profile image, marital status and previous names.



**My profile**

Preferred surname  
Darcy

Preferred name  
John

Previous surname

Marital status  
Please choose

\* Date of birth (dd/mm/yyyy) (required)  
01/04/1988

Organisation start date (dd/mm/yyyy)  
08/01/2024

Reckonable service date (dd/mm/yyyy)  
08/01/2024

Attachments  
+ Add attachment  
No attachments have been added

**Save** **Cancel**

Once you're happy with the changes you've made, click the **Save** button at the bottom of the page.

There will be a notification at the top of the screen to alert you that the changes have been made.

You can change any of your other details by clicking on the **Add...** buttons on this screen.

**My profile**

Personal Employment

John Darcy  
View profile

Home  
My time  
My pay  
Org chart

**My personal details** Edit

Name: John Darcy  
Known as: John

**Confidential information**

Select the links below to view or amend your information  
Sensitive information >  
Social security >

**Contact information**

Home - Mailing Address: The Pond, Puddle Lane, Any Town, BB1 1BB, United Kingdom

User E-mail Address: employees@worc.ac.uk

+ Add address + Add contact details

**Friends and family**

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Jamela Darcy	Wife	07777 222 343	Yes
Emergency contact	Fitz Darcy	Parent	07777 222 444	No

+ Add emergency contact

**Events present**

2025 Today < >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

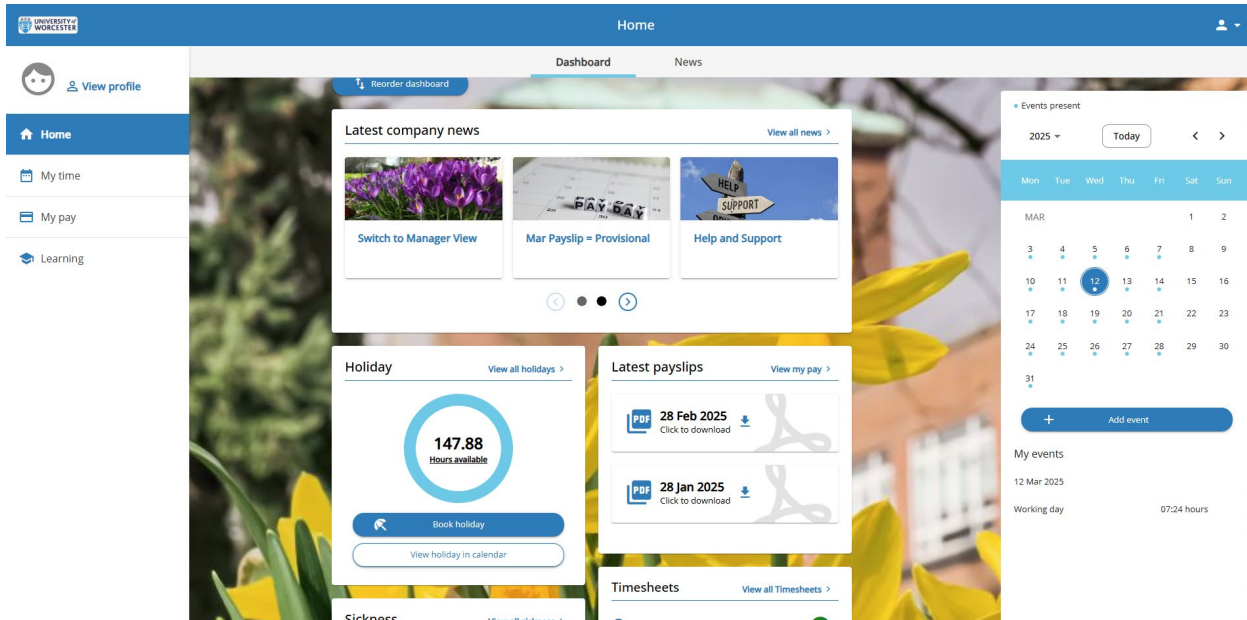
+ Add event

**My events**

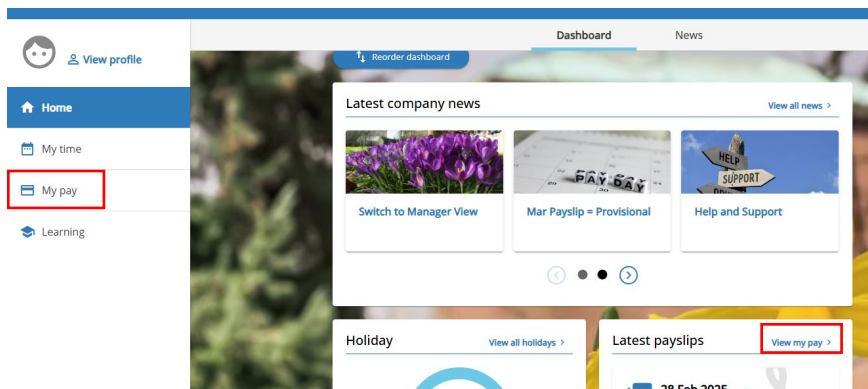
12 Mar 2025  
Working day 07:24 hours

# Accessing and downloading your payslips

There may be time where you need to check or download your upcoming or previous payslips.



To do this click on [View my pay](#) in the [Latest payslips](#) widget. You can also click on the [My Pay](#) button on the sidebar.



Both buttons will bring you to the [My Pay](#) page.

The default view will show you all of your available payslips.

You can also search for specific pay periods using the two date boxes and selecting **Search**.

When you are ready you can download the payslips by selecting the **Download** arrow.



You can also chose to download all of your payslips by selecting **Download all**.

The image shows two sections of a web application. The top section, titled 'Payslips', has a blue header with a link 'View my bank details >'. Below it is a blue bar with a message: 'Searching with neither Start date nor End date will return all payslips.' There are two date input fields: 'Start date (dd/mm/yyyy)' with '01/01/2025' and 'End date (dd/mm/yyyy)' with '19/03/2025'. Below these are three buttons: 'Search', 'Clear search', and 'Download all' (which is highlighted with a red rectangle). A table below shows 'Pay date' and 'Download' columns with two rows: '28 Feb 2025' and '28 Jan 2025', each with a download icon. The bottom section, titled 'P60', has a blue bar with a message: 'There are no Statement of Earnings details to display.' It has two 'Start year' and 'End year' dropdown menus and a 'Search' button. At the bottom, it says 'There are no P60 details to display'.

If relevant, there may also be P60 information shown here.

Once downloaded your payslips will appear in the downloads folder of your device.

The image shows a 'My pay' section with a blue header and a link 'View my bank details >'. Below it is a blue bar with a message: 'End date will return all payslips.' There are two date input fields: 'Start date (dd/mm/yyyy)' with '01/01/2025' and 'End date (dd/mm/yyyy)' with '19/03/2025'. Below these are three buttons: 'Search', 'Clear search', and 'Download all'. A table below shows 'Pay date' and 'Download' columns with two rows: '28 Feb 2025' and '28 Jan 2025', each with a download icon. A 'Recent download history' overlay is visible on the right, showing a file named '020283\_ONPAYSLIP\_1232025135359\_109' with a PDF icon and a size of '69.5 KB'. Below the overlay is a calendar for March 2025, with the 12th highlighted. At the bottom, there is a 'My events' section with a date '12 Mar 2025'.