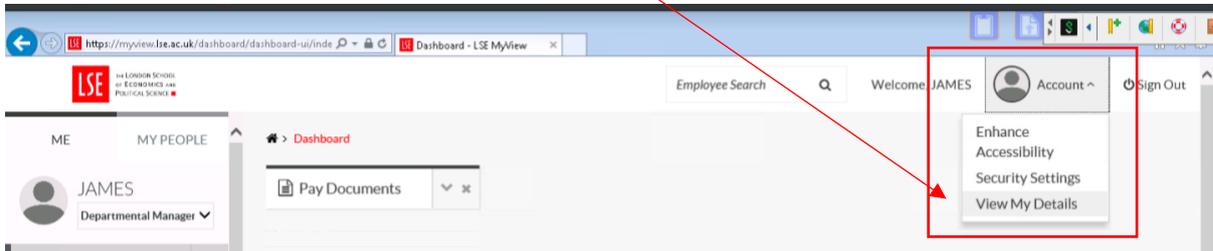
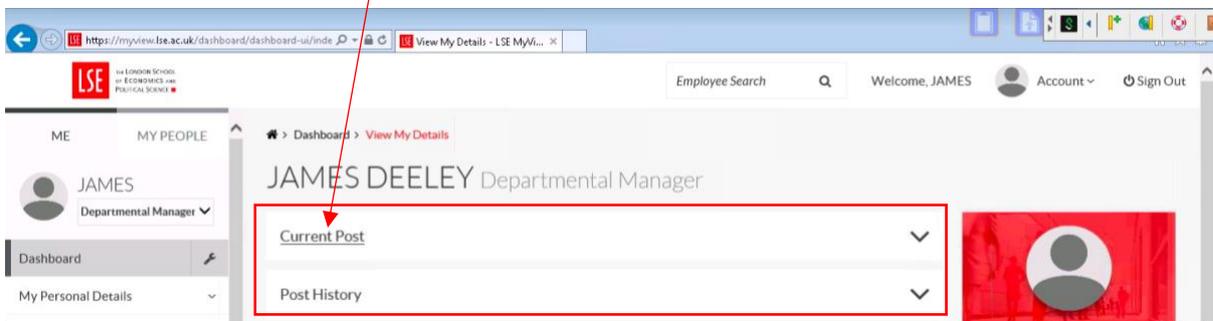


Accessing your Payroll Ref/Employee No and Post Number for your timesheet

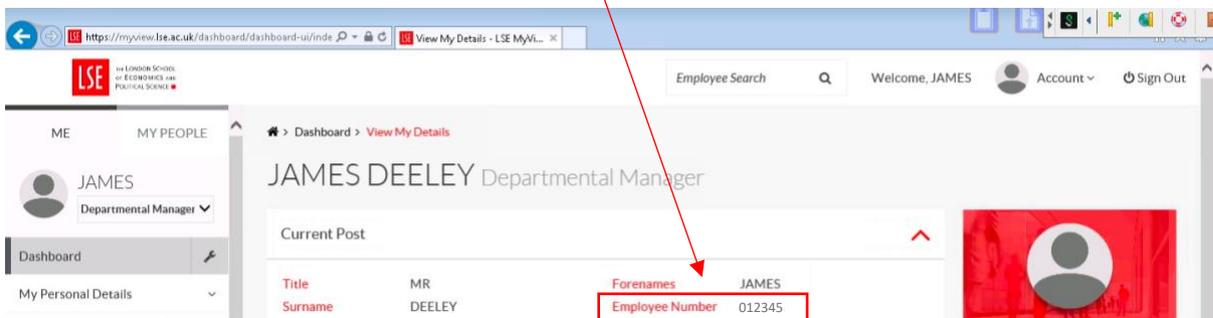
1. Log into MyView.
 - a. On campus: use this link: <https://myview.lse.ac.uk>.
 - b. Off campus: use the above link in a browser within the [remote desktop](#) (or use [this guide](#) if using a tablet/smartphone).
2. Navigate to 'Account' and 'View My Details' as below.



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



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



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.

