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GlobalView®

# myView

## *China IIT for HR*

End User Guide

Commercial in Confidence

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## Amendments History

Version	Delivery Date	Comments
1.0	2018/12/26	First version

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## Glossary

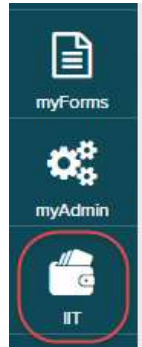
- ESS: Employee Self-Service
- GV: GlobalView
- HR: Human Resources
- IIT: Individual Income Tax
- myView: the brand name of GlobalView Self-Service Portal

## Introduction

This document describes the instructions HR specialists can use to manage employees' deduction items.

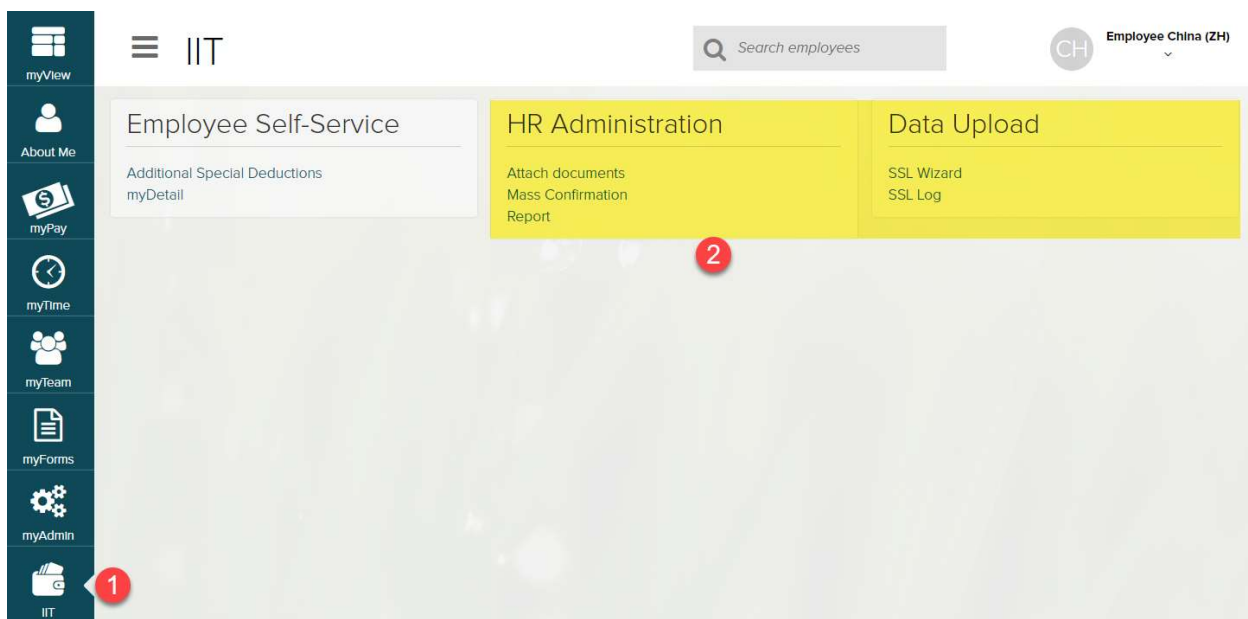
## Access HR services for IIT

Click on menu option “IIT” on the left bar.



You can see the following areas:

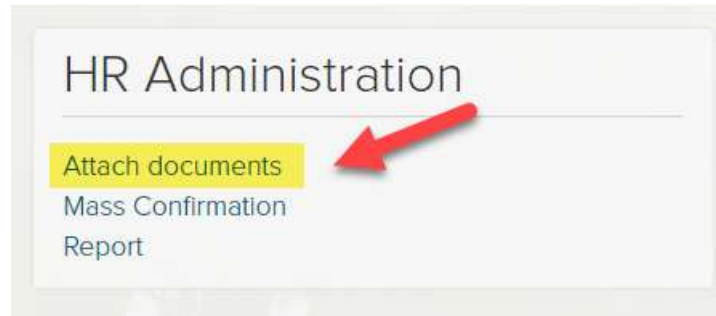
- Employee Self-Service: this is covered in the End User Guide for employee.
- HR Administration: there are 3 services
  - Attach documents: HR specialist can attach the documents on behalf of the employee.
  - Mass Confirmation: HR can confirm employees' deduction requests and confirm them.
  - Report: HR can view all deduction records of employees under their administration.
- Data Upload: there are 2 services
  - SSL Wizard
  - SSL Log



# Attach documents

## View the deductions

Click on “Attach documents” link.



You can see the records list which have no attachments yet.

A screenshot of the 'Attach documents' interface. The top navigation bar shows 'Mass Confirmation', 'Attach documents', and 'Report'. Below this is a search bar and a user profile 'CH China Test HR4'. The main content area has a 'Filters' section with a 'Deduction Type' dropdown, a search bar for 'Employee ID/Name', and a 'No Attachment' filter button which is highlighted in yellow with a red arrow. Below the filters is a table of deduction records.

EMPLOYEE ID	NAME	DEDUCTION	START DATE	END DATE	AMOUNT	ATTACHMENT	ATTACH
28000001	Test China	Children's Education	Dec 13, 2018	Dec 13, 2018	500.00	0	ADD
28000001	Test China	Children's Education	Oct 2, 2019	Dec 31, 9999	500.00	0	ADD
28000001	Test China	Children's Education	Nov 23, 2018	Nov 23, 2018	1000.00	0	ADD
28000001	Test China	Children's Education	Dec 11, 2018	Dec 11, 2018	500.00	0	ADD

You can click on “No Attachment” to show all records with attachments.



**Attach documents**

Search employees

China Test HR4

Mass Confirmation    Attach documents    Report

Online Help  
 User manual for HR: [English](#), [Chinese](#)

**Filters**

Deduction Type:   Employee ID/Name  No Attachment

EMPLOYEE ID	NAME	DEDUCTION	START DATE	END DATE	AMOUNT	ATTACHMENT	ATTACH
28000001	Test China	Children's Education	Dec 13, 2018	Dec 13, 2018	500.00	2	ADD
28000001	Test China	Children's Education	Dec 13, 2018	Dec 13, 2018	500.00	0	ADD
28000001	Test China	Children's Education	Oct 2, 2019	Dec 31, 9999	500.00	0	ADD
28000001	Test China	Children's Education	Jan 1, 2019	Oct 1, 2019	500.00	0	ADD

## Add documents

Click on button **ADD**, you can go to the details screen.

BACK

**Deduction Type**  
Children's Education

**Child**  
陈晴天

**Deduction Ratio**  
100%

**Last name**  
陈

**Nationality**  
Chinese

**ID No.**  
310115201504291122

**Education Stage**  
High School Education

**Period**  
00

**Period**  
00

**Period**  
00

**Institute/location**  
上海实验小学

**Deduction Year**  
2019

**Deduction Amt.**  
1000.00

**First name**  
晴天

**ID Type**  
Personal ID

**Date of Birth**  
Apr 29, 2015

**Education From: Year**

**Education To: Year**

**Termination Year**

**Country**  
China

**Remark**

**Medical Birth Certificate**

+ 大峡谷.jpg

**Marriage Certificate**

+ 大溪地.jpg

**Household Registration**

+

You can click on “+” button to attach more attachments. The documents are saved automatically.

You can also click on button “Previous”, “Next” to go to previous or next record.

# Mass Confirmation

## View all deduction requests

Click on “Mass Confirmation” link, you can see all pending requests below.

The screenshot shows the 'Mass Confirmation' interface. At the top, there is a search bar for employees and a user profile for 'China Test HR4'. Below this is a navigation bar with 'Mass Confirmation', 'Attach documents', and 'Report' tabs. A sidebar on the left contains 'Online Help' and a link to the 'User manual for HR: English, Chinese'. The main area features a 'Filters' section with dropdown menus for 'Deduction Type' and 'Action', and a search box for 'Employee ID/Name'. Below the filters are buttons for 'CONFIRM', 'MARK AS INCOMPLETE', and 'CONFIRM ALL'. The main content is a table of deduction requests with columns for Employee ID, Name, Deduction, Start Date, End Date, Action, Amount, Attachment, and Note.

EMPLOYEE ID	NAME	DEDUCTION	START DATE	END DATE	ACTION	AMOUNT	ATTACHMENT	NOTE
28000009	Employee China	Children's Educa...	Jan 1, 2019	Dec 31, 9999	Creation	1000.00	3	陈晴天
28000009	Employee China	Children's Educa...	Jan 1, 2019	Dec 31, 9999	Creation	1000.00	0	朱坚强
28000009	Employee China	Children's Educa...	Jan 1, 2019	Dec 31, 9999	Modificati	1000.00	0	朱坚强
28000009	Employee China	Children's Educa...	Sep 1, 2018	Dec 31, 9999	Creation	1000.00	0	ZHANGSAN
28000009	Employee China	Continuing Educ...	Jan 1, 2019	Feb 28, 2019	Creation	400.00	0	学历教育
28000025	Dr.Med. Wan Test...	Elderly Support	Jan 31, 2079	Dec 31, 9999	Modificati	2000.00	0	dffdsqvasfsd

## Filters

- Deduction Type: you can select multiple deduction types.
- Actions: here are the actions the employee took, like creation, modification or deletion. You can select multiple action types.
- Employee ID/Name: you can put in part of the employee ID or name to search the records.
- Total record number and range: here you can see the total record number and set a range to see only those records.

Here is an example that I want to check all records with filtering below:

- Deduction type: Children’s education, or “Housing Loan”
- Action: Creation or Modification

Filters

Deduction:  Children's Education  Housing Loan

Action:  Creation  Modification

Q Employee ID/Name

CONFIRM CONFIRM ALL

EMPLOYEE ID	NAME	DEDUCTION	START DATE	END DATE	ACTION	AMOUNT	ATTACHMENT	NOTE
28000018	ESS China	Children's Educati...	Jan 1, 2019	Dec 31, 9999	Creation	1000.00	1	李欣然
28000018	ESS China	Children's Educati...	Dec 24, 2018	Dec 31, 9999	Creation	1000.00	1	李安然
28000018	ESS China	Children's Educati...	Dec 1, 2018	Dec 31, 9999	Creation	1000.00	4	李薪儿
28000018	ESS China	Housing Loan	Jan 1, 2019	Dec 31, 9999	Creation	1000.00	1	

Total Record Number: 10 1 to 10

Here is an example that I want to see record 1-5 only.

Filters

Deduction:

Action:

Q Employee ID/Name

CONFIRM CONFIRM ALL

EMPLOYEE ID	NAME	DEDUCTION	START DATE	END DATE	ACTION	AMOUNT	ATTACHMENT	NOTE
28000018	ESS China	Children's Educati...	Jan 1, 2019	Dec 31, 9999	Creation	1000.00	1	李欣然
28000018	ESS China	Elderly Support	Dec 24, 2018	Dec 31, 9999	Creation	0	4	王爱红
28000018	ESS China	Elderly Support	Dec 24, 2018	Dec 31, 9999	Creation	0	1	王红旗
28000018	ESS China	Continuing Educati...	Dec 24, 2018	Dec 31, 9999	Creation	0	0	专业资质
28000018	ESS China	Children's Educati...	Dec 24, 2018	Dec 31, 9999	Creation	1000.00	1	李安然

Total Record Number: 10 1 to 5

## View attachments

I click on the attachment number column.

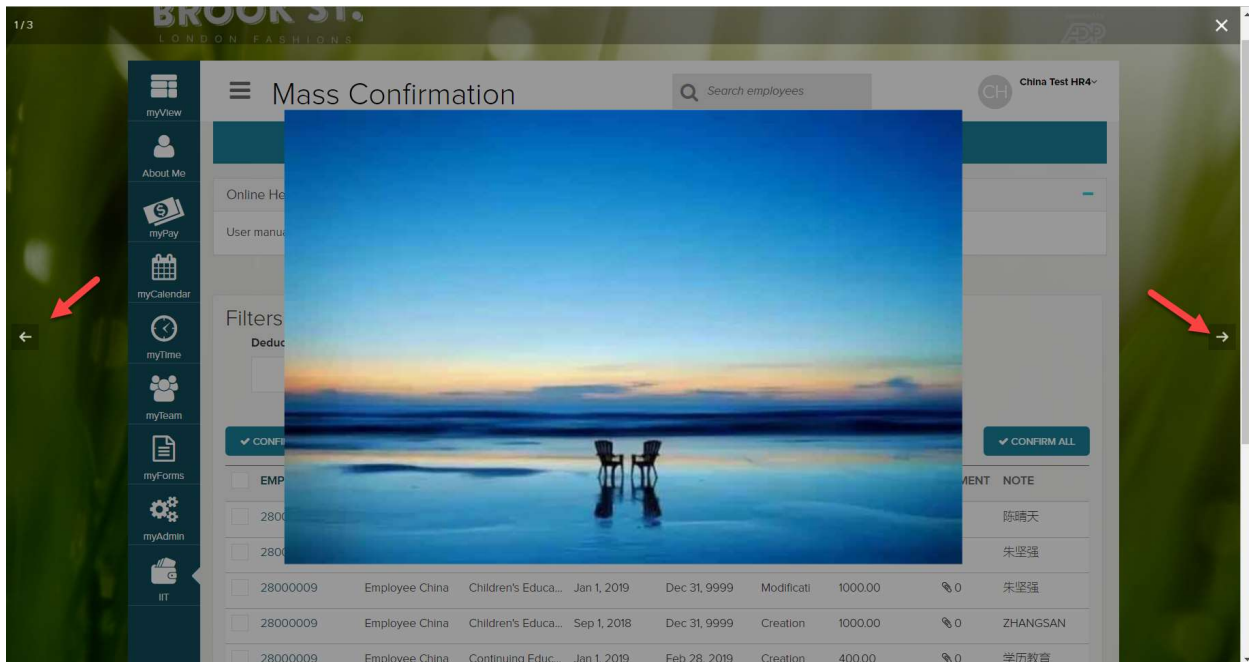
Filters

Deduction:  Action:

EMPLOYEE ID	NAME	DEDUCTION	START DATE	END DATE	ACTION	AMOUNT	ATTACHMENT	NOTE
28000018	ESS China	Children's Educati...	Jan 1, 2019	Dec 31, 9999	Creation	1000.00	1	李欣然
28000018	ESS China	Elderly Support	Dec 24, 2018	Dec 31, 9999	Creation	0	4	王爱红
28000018	ESS China	Elderly Support	Dec 24, 2018	Dec 31, 9999	Creation	0	1	王红旗
28000018	ESS China	Continuing Educati...	Dec 24, 2018	Dec 31, 9999	Creation	0	0	专业资质
28000018	ESS China	Children's Educati...	Dec 24, 2018	Dec 31, 9999	Creation	1000.00	1	李安然

Total Record Number: 10  to:

Then I can see the picture in front of the screen. I can also click on the left and right arrow to see previous or next picture.



## View Details to do confirmation

Click on the employee ID below.




Filters

Deduction:  Action:

EMPLOYEE ID	NAME	DEDUCTION	START DATE	END DATE	ACTION	AMOUNT	ATTACHMENT	NOTE
28000018	ESS China	Children's Educati...	Jan 1, 2019	Dec 31, 9999	Creation	1000.00	1	李欣然
28000018	ESS China	Elderly Support	Dec 24, 2018	Dec 31, 9999	Creation	0	4	王爱红
28000018	ESS China	Elderly Support	Dec 24, 2018	Dec 31, 9999	Creation	0	1	王红旗
28000018	ESS China	Continuing Educat...	Dec 24, 2018	Dec 31, 9999	Creation	0	0	专业资质
28000018	ESS China	Children's Educati...	Dec 24, 2018	Dec 31, 9999	Creation	1000.00	1	李安然

Total Record Number: 10  to:    1 of 1

You can see the record details. The left area shows the deduction info, the right area are the attachments.

<b>Deduction Type</b> Children's Education	<b>Deduction Ratio</b> 100%	<b>Medical Birth Certificate</b> 
<b>Deduction Year</b> 2019	<b>Last name</b> 陈	<b>Marriage Certificate</b> 
<b>Deduction Amt.</b> 1000.00	<b>Nationality</b> Chinese	<b>Household Registration</b> 
<b>First name</b> 晴天	<b>ID No.</b> 310115201101081234	
<b>ID Type</b> Personal ID	<b>Education Stage</b> Higher Education	
<b>Date of Birth</b> Jan 8, 2010	<b>Period</b> 01	
<b>Education From: Year</b> 2019	<b>Period</b> 00	
<b>Education To: Year</b>	<b>Period</b> 00	
<b>Termination Year</b>	<b>Institute/location</b> 上海市一中	
<b>Country</b> China		
<b>Remark</b>		

You can click on the picture to see the picture in large.

The screenshot displays a user interface for managing HR records. On the left, a list of fields is shown for a record titled 'Children's Education'. The fields and their values are:

<b>Deduction Type</b>	Children's Education
<b>Deduction Year</b>	2019
<b>Deduction Amt.</b>	1000.00
<b>First name</b>	晴天
<b>ID Type</b>	Personal ID
<b>Date of Birth</b>	Jan 8, 2010
<b>Education From: Year</b>	2019
<b>Education To: Year</b>	
<b>Termination Year</b>	
<b>Country</b>	China
<b>Remark</b>	
<b>Deduction Ratio</b>	100%
<b>Last name</b>	陈
<b>Nationality</b>	Chinese
<b>ID No.</b>	310115201101081234
<b>Education Stage</b>	Higher Education
<b>Period</b>	01
<b>Period</b>	00
<b>Period</b>	00
<b>Institute/location</b>	上海市一中

At the bottom of the form, there are two buttons: 'CONFIRM' (with a checkmark icon) and 'MARK AS INCOMPLETE'. Navigation links for 'PREVIOUS' and 'NEXT' are also present.

On the right side, a modal window titled '1/3 Medical Birth Certificate' is open, displaying a landscape image of a sunset over a body of water with two chairs on a pier. The image has navigation arrows and a close button.

You can click on button “Confirm” to confirm the record. Then the next record is shown for confirmation automatically.

You can also click on “Previous” or “Next” to see previous or next records.