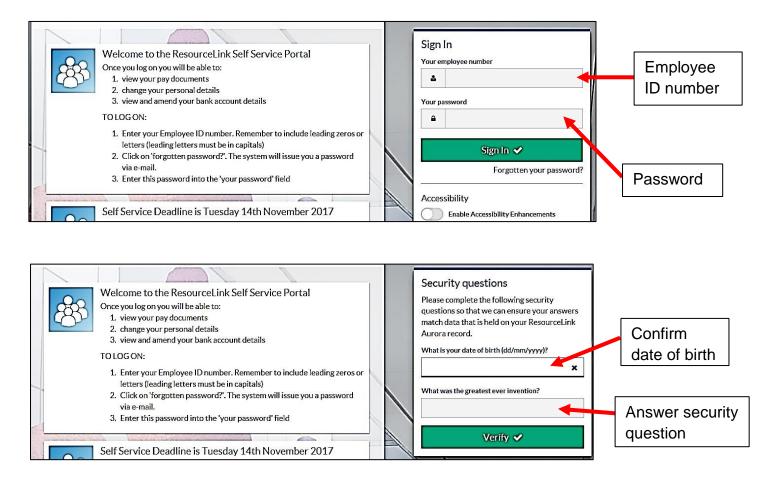
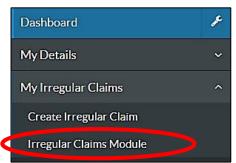
Submitting Irregular Claims

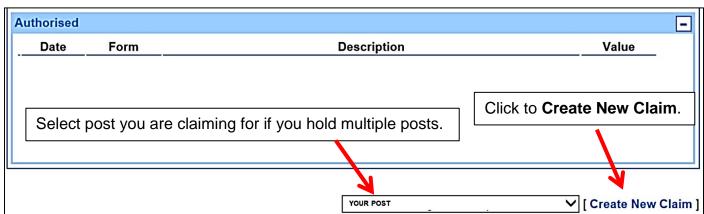
Follow this link to access the log in screen: https://myemployment.coventry.gov.uk

Log in to MyEmployment.

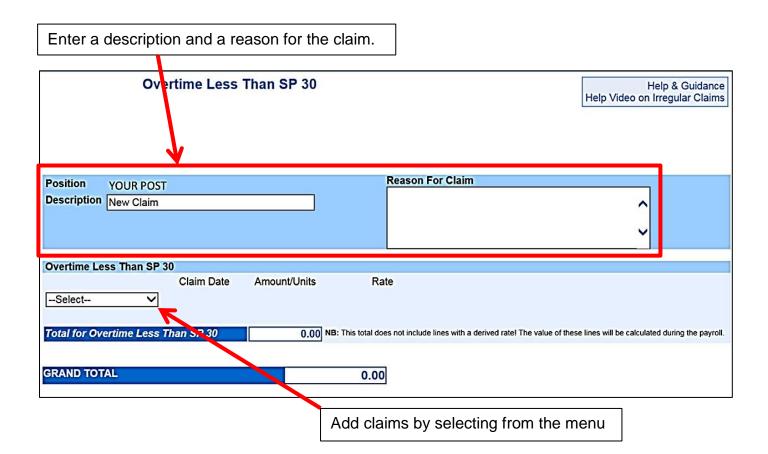


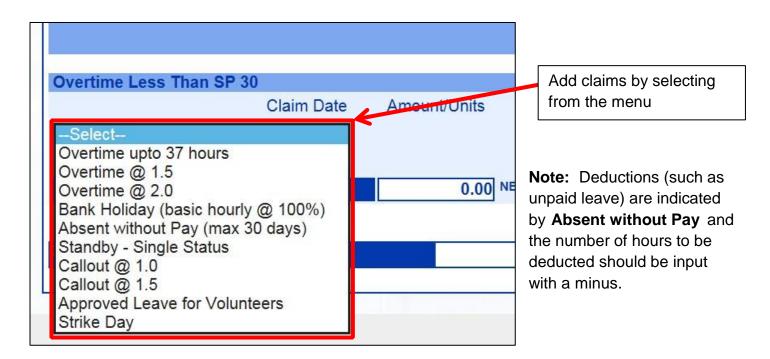


Click Irregular Claims Module.

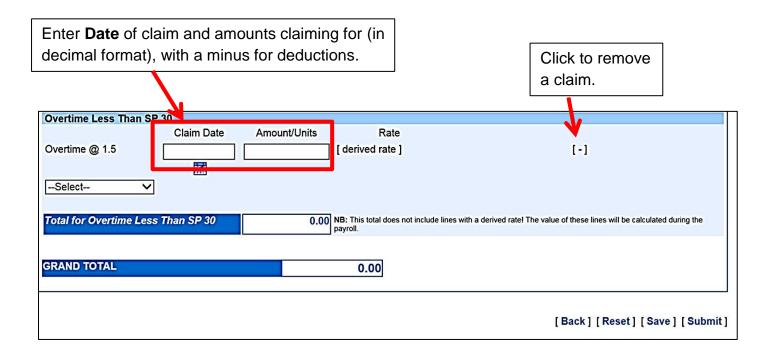


The Claim Form will now be displayed.





This creates a 'claim row'. You can add additional 'claim rows' to the form by choosing from the dropdown menu again.



Note: Non-school-based staff must complete a new 'claim row' for each day of overtime.

Click **Save** to complete later, **Back** to exit, **Reset** to clear all claims, or **Submit** to send for processing.

Click **OK** on the pop-up and **Continue** on the confirmation page.