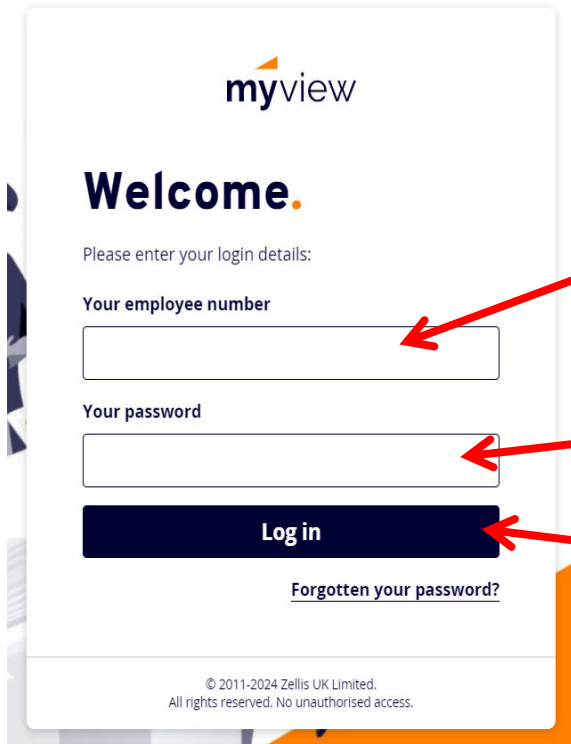


My Forms History

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

Log in to MyEmployment

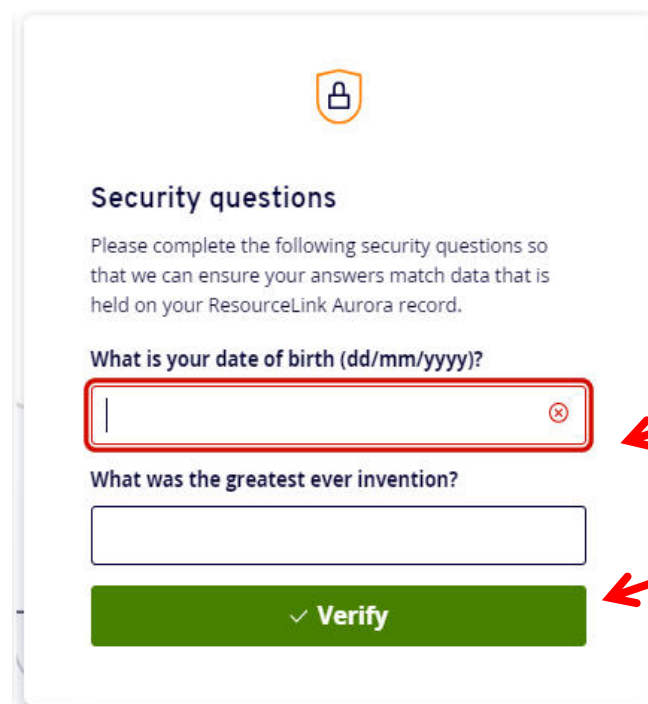


The login screen features the 'myview' logo at the top. Below it is a 'Welcome.' heading followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. A dark blue 'Log in' button is positioned below the password field. A link for 'Forgotten your password?' is located below the 'Log in' button. At the bottom, there is a copyright notice: '© 2011-2024 Zellis UK Limited. All rights reserved. No unauthorised access.'

Enter **Employee Number** (6 digit payroll number).

Enter **Password**.

Click.



The security questions screen has a lock icon at the top. It is titled 'Security questions' and includes the instruction: 'Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.' There are two questions: 'What is your date of birth (dd/mm/yyyy)?' and 'What was the greatest ever invention?'. Each question has a corresponding input field. A green 'Verify' button with a checkmark is at the bottom.

Enter the answers to your two **Security Questions**.

Click **Verify**
This will now log you into MyView

myview

Name
Employee number & Job title

Welcome Name

Edit dashboard

Dashboard

My Pay Documents

My Details

My Pay Documents (old)

My Irregular Claims

My Expenses/Mileage

My Training

My Sickness

My Delegations

Employee Benefits

My Forms History

Help Guides

Payroll Schedule & Deadlines

Privacy Statements

My Pay

31 MAY Your next pay date is in 24 days

View Summary

View All Pay Documents

Payslip 30 Apr

Payslip 31 Mar

5 Unopened Docs

In Progress

You have no forms in progress

From the menu on your dashboard, click **My Forms History**.

Use the fields to select your search options and select **Search**.

Keyword Search

Enter keywords to search

Date From dd/mm/yyyy

Date To dd/mm/yyyy

Event Filter

Expense Claims Irregular Claims Training Requests

Status Filter

Authorised Open

Clear search

Search

Results per page: 20

Showing 5 results

Description	Event	Status	Raised Date
- New Claim	Expense Claims	Open	30 May 2024
- New Claim	Irregular Claims	Open	30 May 2024
Training Request: (Course: Appraisal Training for New Emp...	Training Requests	Authorised	13 May 2024
Training Request: (Course: Appraisal Training for New Emp...	Training Requests	Authorised	5 Jun 2023
- Desk Chair claim	Expense Claims	Authorised	6 Feb 2023

Click to see approval chain.

- Desk Chair claim

Expense Claims

Authorised

6 Feb 2023

Expense Claims

Employee:

Form Number:

Submitted By:

Submitted On:

Claim Description: Desk Chair claim

Claim Total Value: 100.00

Authorisation Progress

@

Click to view details of who has approved/rejected the request or who it is currently awaiting the approval of.