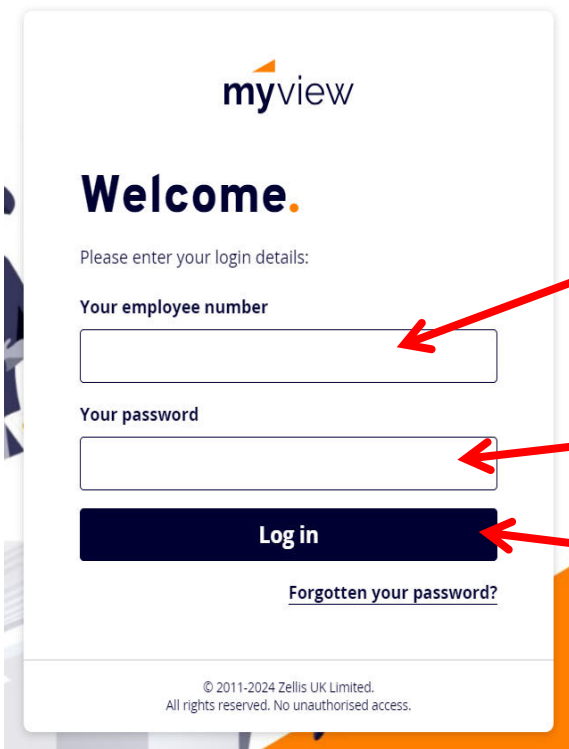


Approving Requests/Claims

Log in to MyEmployment

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

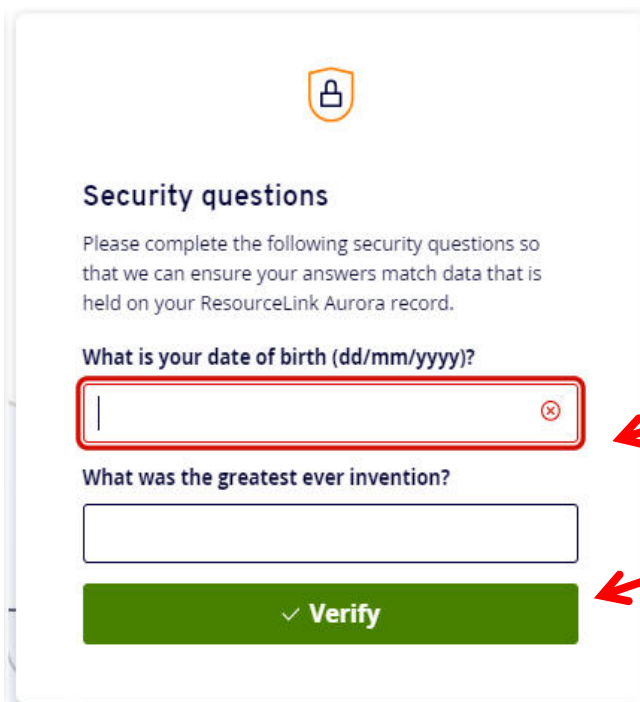


The login screen features the 'myview' logo at the top. Below it is a 'Welcome.' heading followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. A dark blue 'Log in' button is positioned below the password field. A link for '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

Approving and Rejecting Requests & Claims

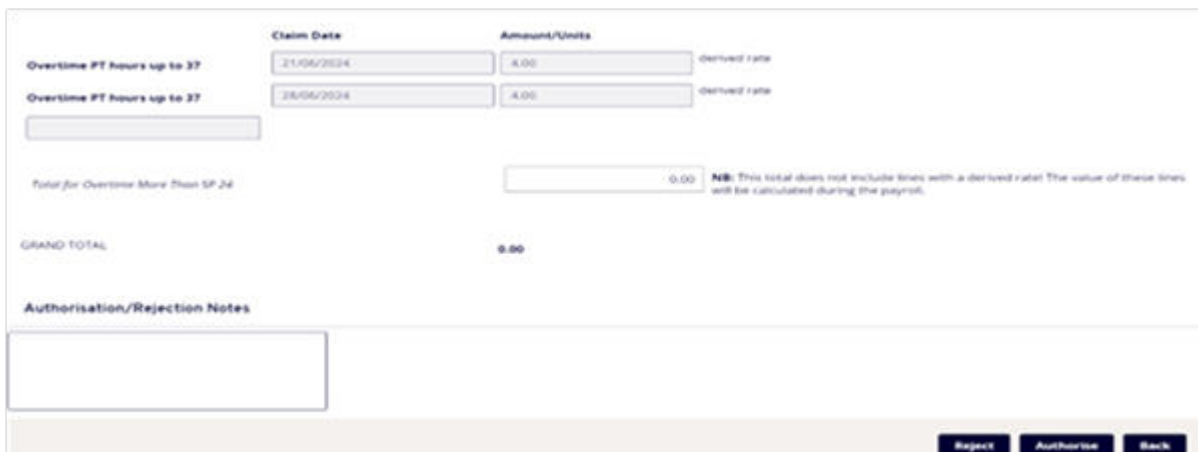
Ensure that the Authorisation widget is showing on your dashboard, this will then show you any pending claims from this month.



3	Authorisation	⋮
1	Expense Claims	▼
1	Irregular Claims	▼
1	Training Requests	▼

Please note: You may have different types of claims to approve, or multiple employees to approve claims for. These will be shown in individual tabs on the the screen.

To open a particular claim, click on the **Description** of the claim and then on the employee's name.



	Claim Date	Amount/Units	
Overtime PT hours up to 37	21/06/2024	4.00	derived rate
Overtime PT hours up to 37	28/06/2024	4.00	derived rate
Total for Overtime More than SP 24		0.00	NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll.
GRAND TOTAL		0.00	

Authorisation/Rejection Notes

RejectAuthoriseBack

From this screen you can **authorise** or **reject** the claim.

Click **OK** on the confirmation message.