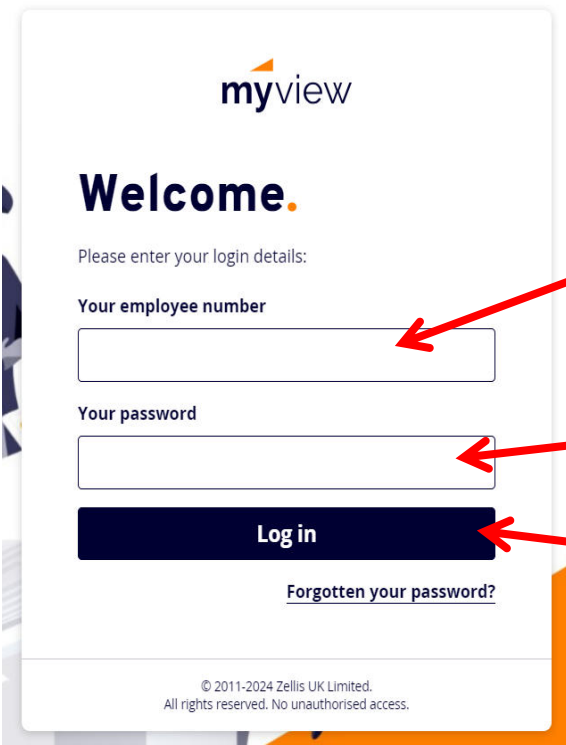


Viewing Irregular Claims

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

Log in to MyEmployment.

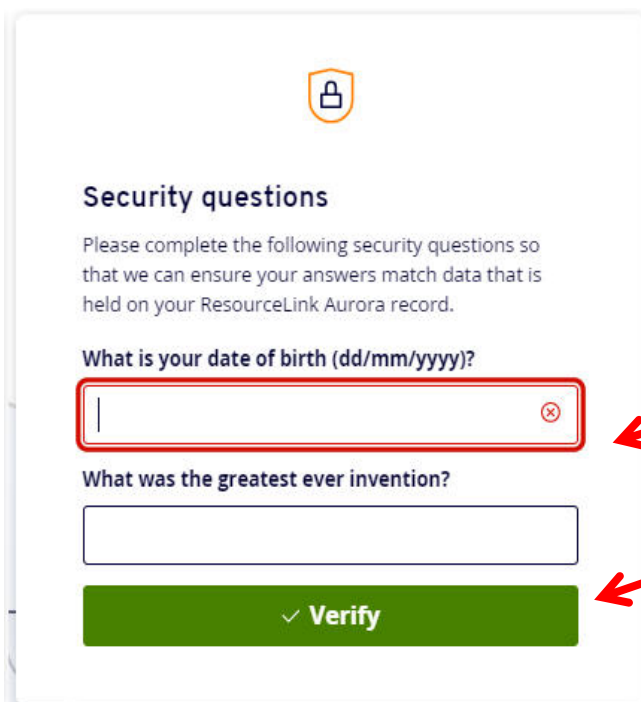


The login screen features the 'myview' logo at the top. Below it is a 'Welcome.' heading followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. A dark blue 'Log in' button is positioned below the password field. A link for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

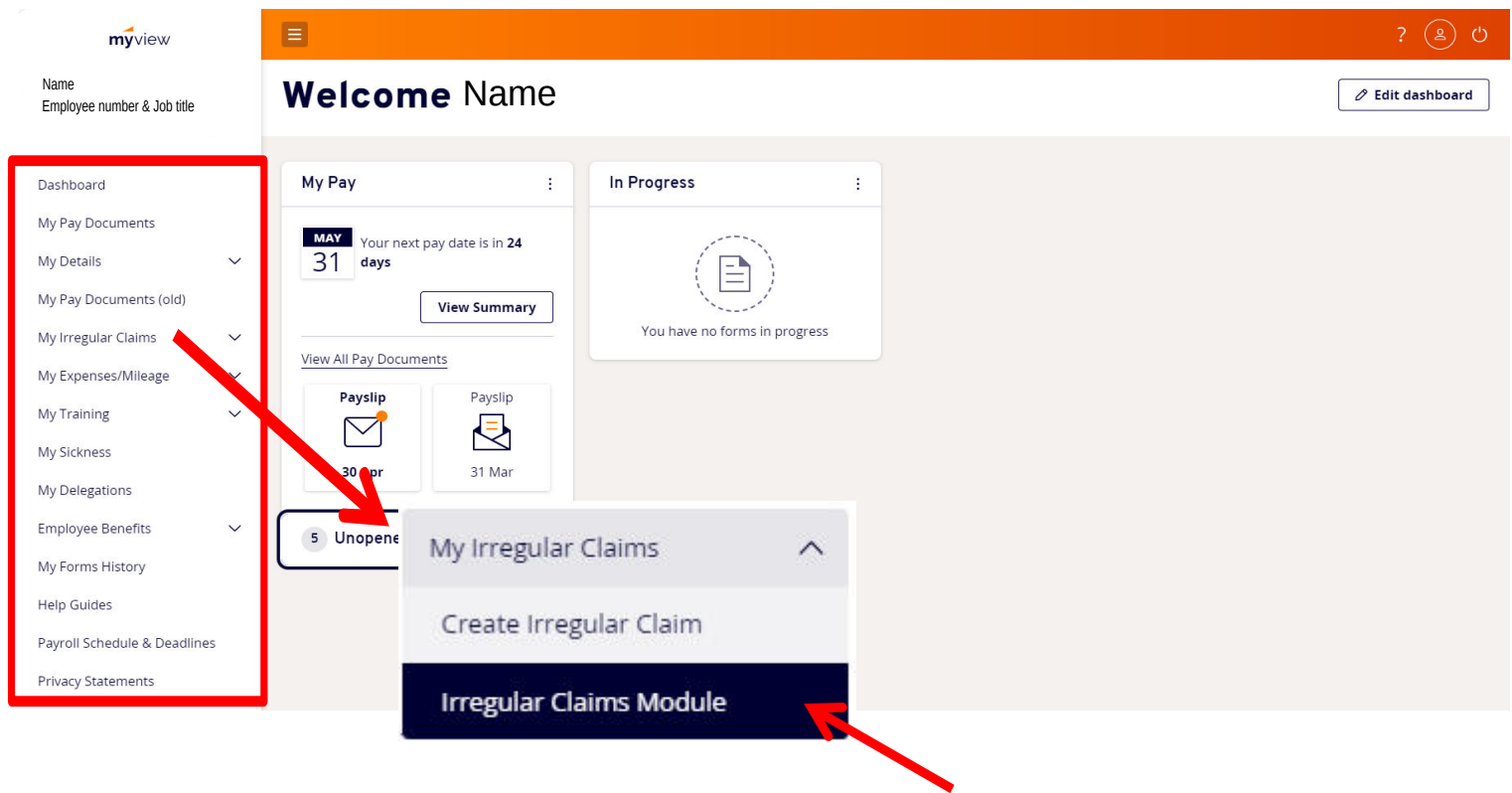
Click.



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



From the menu on your dashboard, select **My Details**. From that menu select **Irregular Claim Module**

Irregular Claims [You have 2 claims]

[Help & Guidance](#)

Open

Date	Form	Description	Value
20/05/2024	0001056713	New Claim	0.00
20/05/2024	0001056714	New Claim	0.00

1036789 Payroll & Pensions Assistant

Create New Claim

Click to open. You can submit open claims or withdraw submitted claims from there.

- **Open:** claims that has been created but not submitted.
- **Submitted:** claims that have been submitted and are awaiting approval.
- **Authorised:** submitted claims that have been authorised.
- **Rejected:** submitted claims that have been rejected.
- **Withdrawn:** submitted claims that you cancelled before they were authorised.