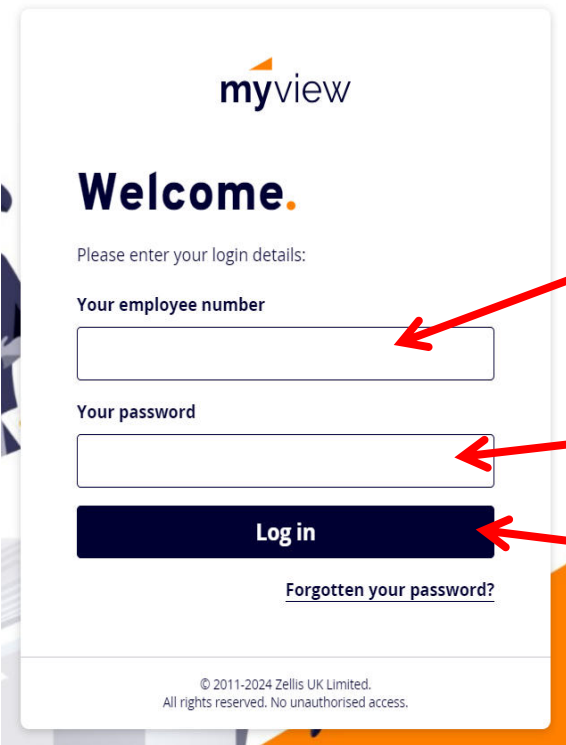


Expenses and Mileage: Viewing Claims

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

Log in to MyEmployment.

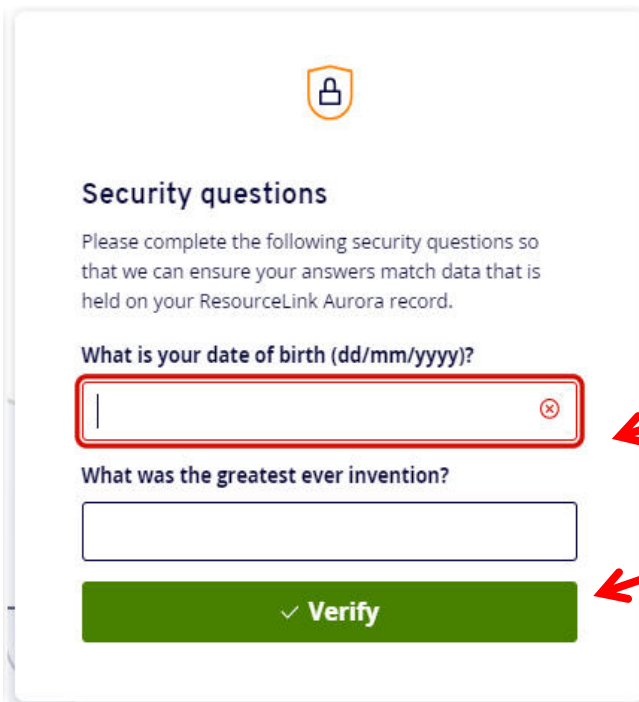


The login screen features the 'myview' logo at the top. Below it is a 'Welcome.' heading followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. A dark blue 'Log in' button is positioned below the password field. A link for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

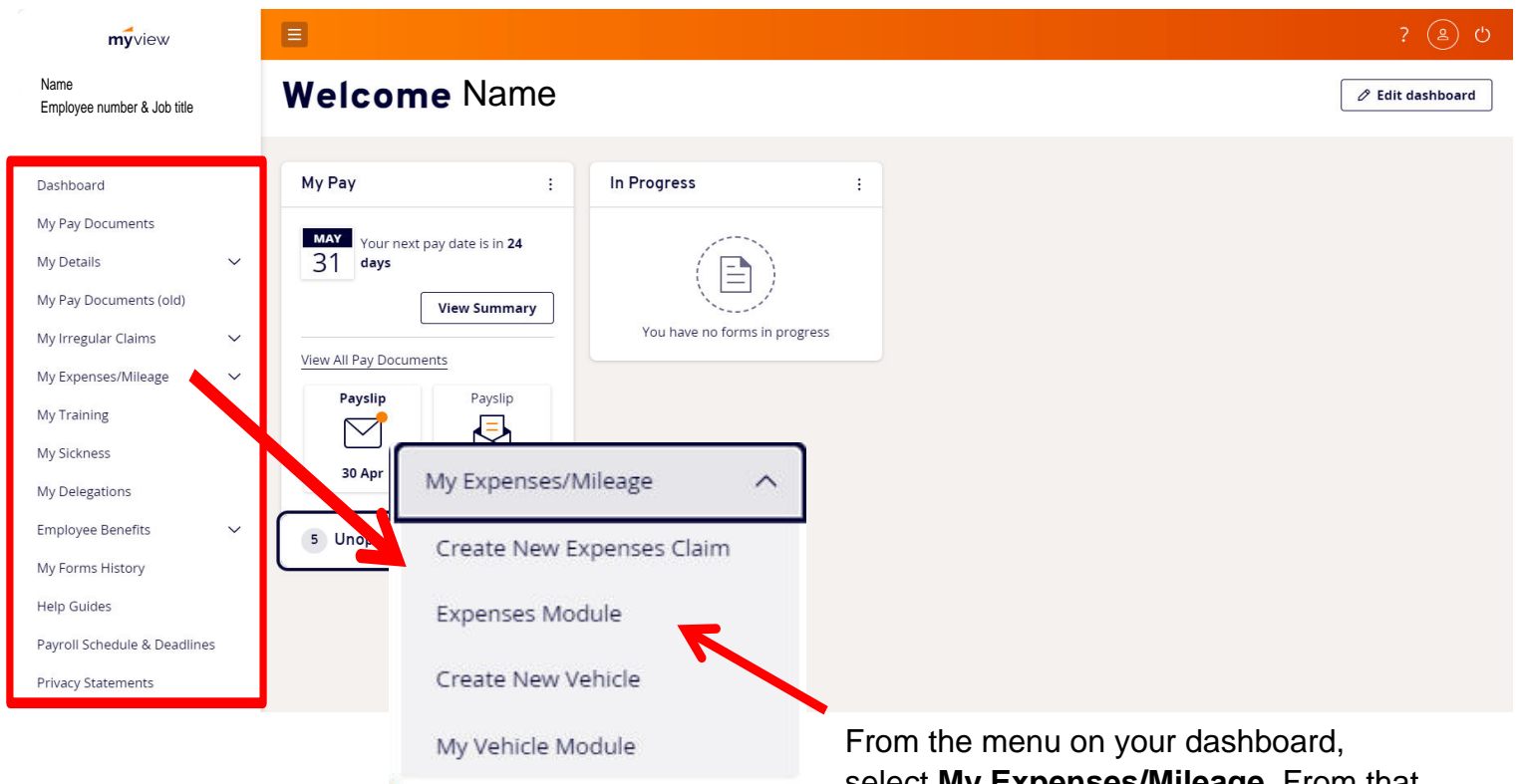
Click.



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 text input field. A green 'Verify' button with a checkmark icon 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 Expenses/Mileage**. From that menu select **Expenses Module**.

The screen shows your forms' statuses.

Expense Claims [You have 2 claims]

Mileage Calculator

Before you create a car mileage and/or other expense claim, you must have already setup your vehicle information

Open

| Date | Form | Description | Value |
|------------|-------------------|-------------|-------|
| 30/05/2024 | <u>0001061974</u> | New Claim | 6.20 |


Authorised

| Date | Form | Description | Value |
|------------|-------------------|------------------|--------|
| 06/02/2023 | <u>0000979234</u> | Desk Chair claim | 100.00 |

- **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.

The list in each tab will provide information on the claim(s).

| Date | Form | Description |
|------------|-------------------|------------------|
| 06/02/2023 | <u>0000979234</u> | Desk Chair claim |



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

The progress of Expenses claim forms can be viewed through My Forms History.