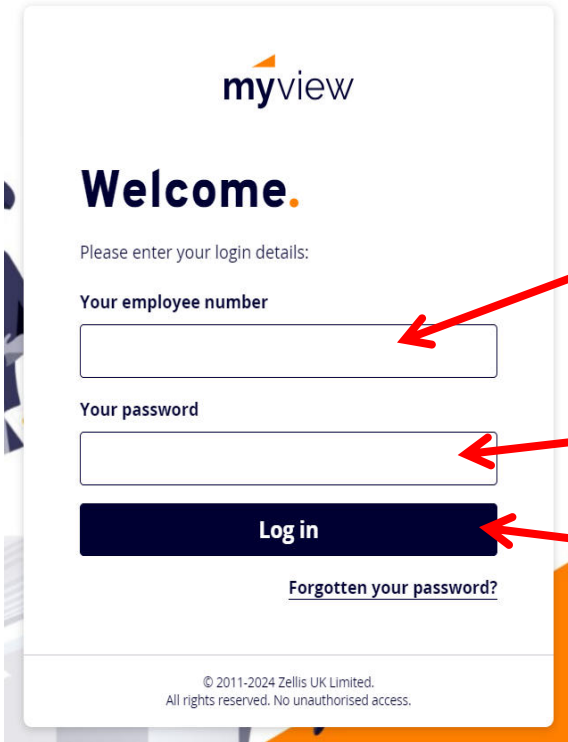


Submitting Irregular Claims

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

Log in to MyEmployment.

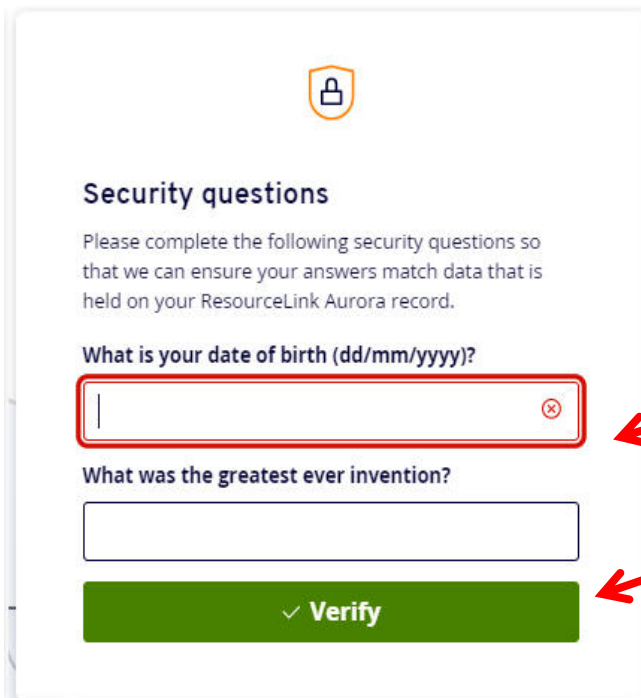


The image shows the 'myview' login interface. At the top is the 'myview' logo. Below it is the heading 'Welcome.' followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. Below these is a dark blue 'Log in' button and a link for 'Forgotten your password?'. 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**.

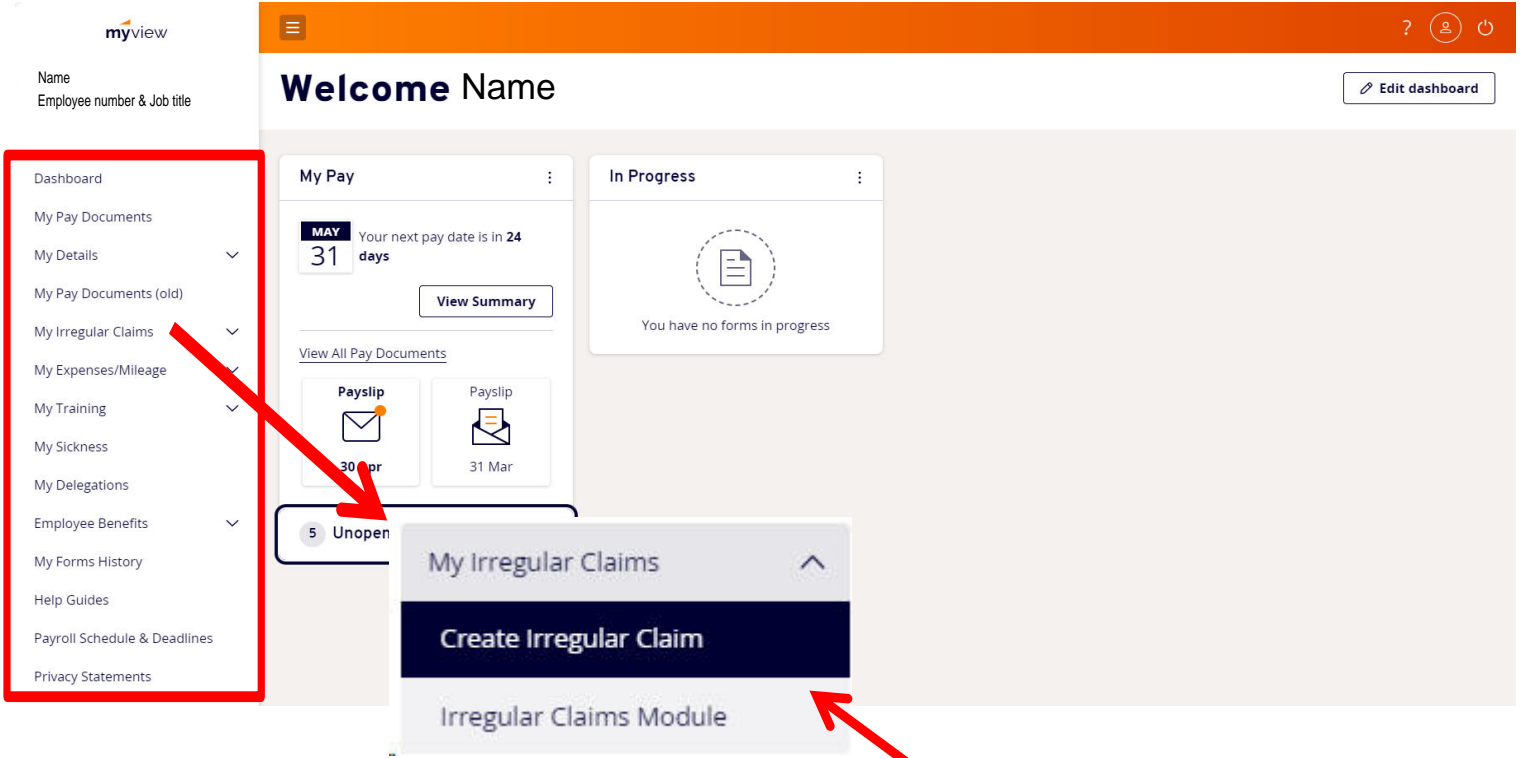
Click.



The image shows a security verification screen with a lock icon at the top. The heading is 'Security questions' with 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. Below the questions is a green 'Verify' button with a checkmark icon.

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 **Create Irregular Claim**.

The Claim Form will now be displayed.

Enter a description and a reason for the claim.

Position 1036789 Payroll & Pensions Assistant

Description

Reason For Claim

Overtime Less Than SP 24

Claim Date	Amount/Units
<input type="text" value="--Select--"/>	<input type="text" value="0.00"/>
<small>Total for Overtime Less Than SP 24</small>	
<small>NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll.</small>	
GRAND TOTAL	0.00

Add claims by selecting from the menu

- Select--
- Overtime PT hours up to 37
- Overtime @ 1.5
- Overtime @ 2.0
- Bank Holiday (basic hourly @ 100%)
- Absent without Pay (max 30 days)
- Standby - Single Status
- Callout @ 1.0
- Callout @ 1.5
- Approved Leave for Volunteers
- Strike Day
- Telephone Interpretation - 30p per min
- Overtime @ 1.00 over 37 hours

Note: Deductions (such as unpaid leave) are indicated by **Absent without Pay** and the number of hours to be deducted should be input with a minus.

Claim Date	Amount/Units
<input type="text" value=""/>	<input type="text" value=""/>

derived rate

X

TODAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Enter **Date** of claim and amounts claiming for (in decimal format), with a minus for deductions.

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

Claim Date

Amount/Units

Click to remove
a claim.

30/05/2024  2.00 derived rate




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

Submit **Save** **Reset** **Back** 

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

Once you click **Submit**, click **OK** on the pop-up and **Continue** on the confirmation page.



saastest.zellis.com says
Are you sure you want to submit this claim for processing?

OK Cancel