Submitting Irregular Claims

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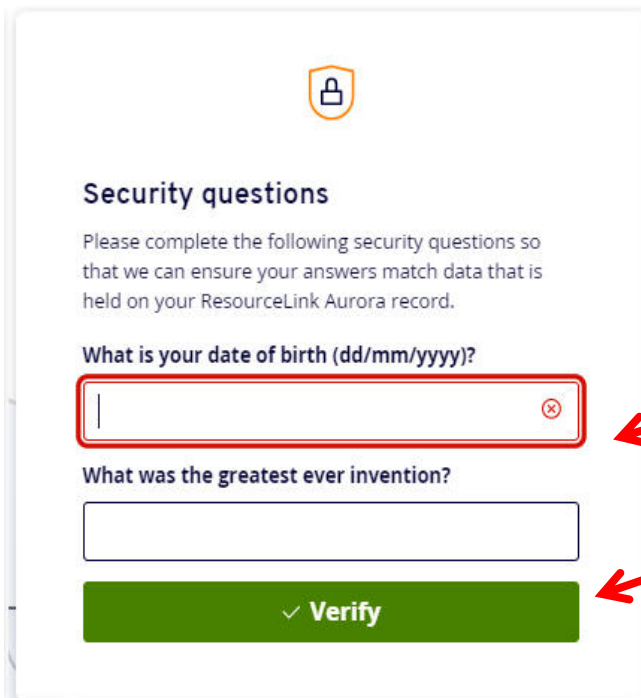
Log in to MyEmployment.

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

Enter **Password**.

Click.

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

Click **Verify**.
This will now log you into MyView
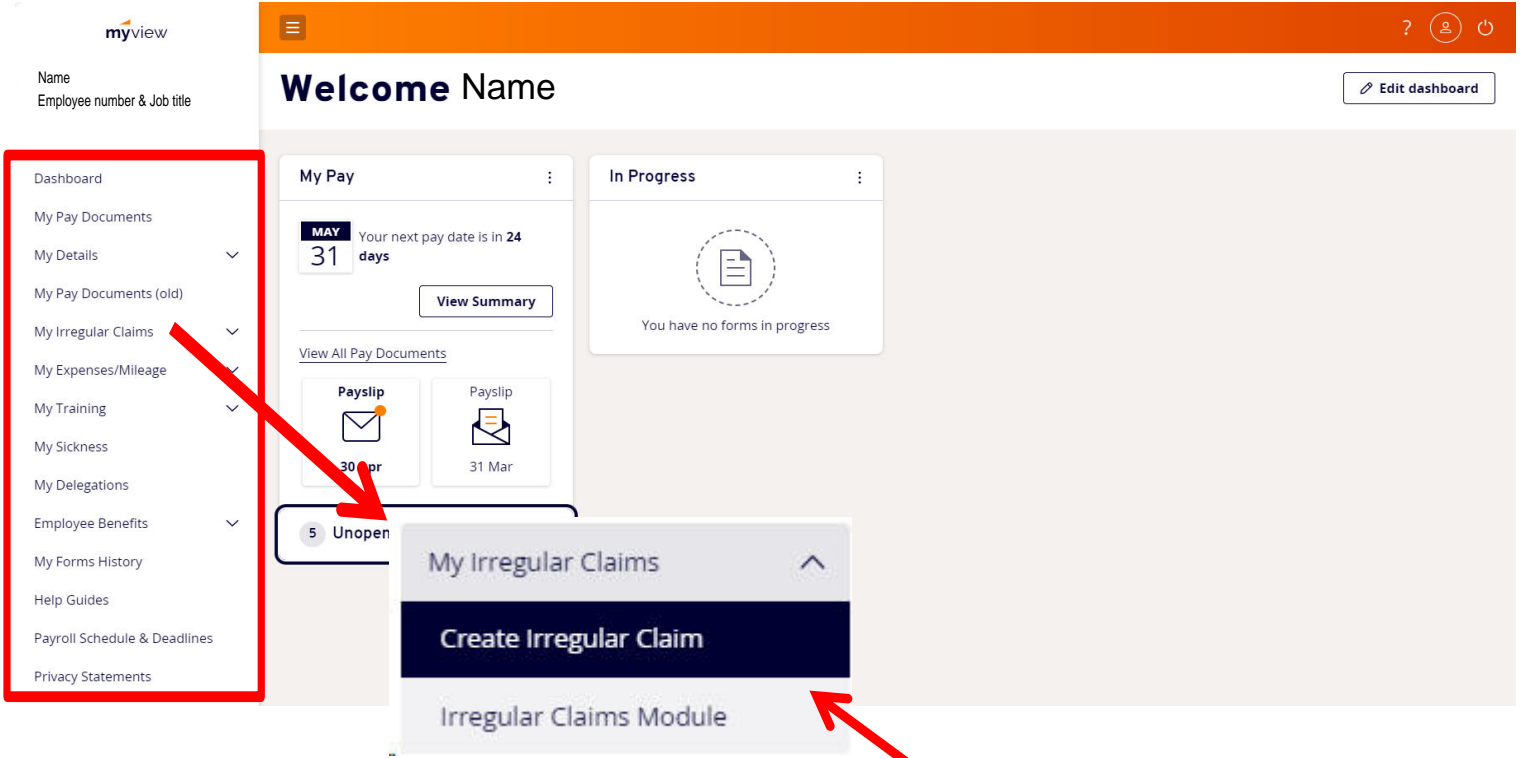
From the menu on your dashboard, select **My Details**. From that menu select **Create Irregular Claim.**

The Claim Form will now be displayed.

Enter a description and a reason for the claim.

Reason For Claim	
Position 1036789 Payroll & Pensions Assistant	
Description New Claim	

Overtime Less Than SP 24

	Claim Date	Amount/Units
--Select--		

Total for Overtime Less 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

Add claims by selecting from the menu

--Select--

--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**

derived rate

May ∨	2024 ∨	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