

Submitting Irregular Claims

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

Log in to MyEmployment.

Welcome to the ResourceLink Self Service Portal

Once you log on you will be able to:

1. view your pay documents
2. change your personal details
3. view and amend your bank account details

TO LOG ON:

1. Enter your Employee ID number. Remember to include leading zeros or letters (leading letters must be in capitals)
2. Click on 'forgotten password?'. The system will issue you a password via e-mail.
3. Enter this password into the 'your password' field

Self Service Deadline is Tuesday 14th November 2017

Sign In

Your employee number

Your password

Sign In ✓

Forgotten your password?

Accessibility

☐ Enable Accessibility Enhancements

Employee ID number

Password

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Security questions

Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.

What is your date of birth (dd/mm/yyyy)?

What was the greatest ever invention?

Verify ✓

Confirm date of birth

Answer security question

Dashboard

My Details

My Irregular Claims

Create Irregular Claim

Irregular Claims Module

Click **Irregular Claims Module**.

Authorised

Date	Form	Description	Value
Select post you are claiming for if you hold multiple posts.			

Click to Create New Claim.

YOUR POST [Create New Claim]

The Claim Form will now be displayed.

Enter a description and a reason for the claim.

Overtime Less Than SP 30 Help & Guidance
Help Video on Irregular Claims

Position YOUR POST
Description

Reason For Claim

Overtime Less Than SP 30

	Claim Date	Amount/Units	Rate
--Select--			
Total for Overtime Less Than SP 30		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

Overtime Less Than SP 30

	Claim Date	Amount/Units
--Select--		
Overtime upto 37 hours		
Overtime @ 1.5		
Overtime @ 2.0		0.00
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		

Add claims by selecting from the menu

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.

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

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

Click to remove a claim.

The screenshot shows a web form titled "Overtime Less Than SP 30". It features a table with columns: "Claim Date", "Amount/Units", and "Rate". The first row contains "Overtime @ 1.5", an empty input field, another empty input field, and "[derived rate]". A red box highlights the "Claim Date" and "Amount/Units" input fields, with a red arrow pointing to it from the instruction box above. To the right of the table, there is a red arrow pointing to a minus sign "-" with the instruction "Click to remove a claim." below it. Below the table is a dropdown menu labeled "--Select--". At the bottom of the form, there are two summary rows: "Total for Overtime Less Than SP 30" with a value of "0.00" and a note "NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll.", and "GRAND TOTAL" with a value of "0.00". At the very bottom, there are four buttons: "[Back]", "[Reset]", "[Save]", and "[Submit]".

Claim Date	Amount/Units	Rate
		[derived rate]

--Select--

Total for Overtime Less Than SP 30 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

[Back] [Reset] [Save] [Submit]

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

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

Click **OK** on the pop-up and **Continue** on the confirmation page.