

# 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
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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 New Claim

Reason For Claim

Claim Date	Amount/Units	Rate
--Select--		
<b>Total for Overtime Less Than SP 30</b>		0.00
<b>GRAND TOTAL</b>		0.00

NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll.

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	
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
<input type="text"/>	<input type="text"/>	[ 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.