



Finance Officer Guidance

MyView - Processing Associate Claim Forms



All Associates work on a claims basis and are required to submit their claims for hours worked online through the MyView, using their University log in details. Hours should be claimed upon completion of duties on the day the work was completed, which are checked using the monitoring spreadsheet by the College Finance Officer to ensure the accuracy of the claim against the hours on the engagements that have been approved.

Claims should be submitted on a time for time basis **promptly** after the work is completed. Completed and authorised claims for payment for hours completed by Associates will be made on or before the 25th of each month by bank transfer.

When authorising associate hours check the:

- Type
- Comments: Must be the 'Unit Code'
- Date: Should be the date the activity took place
- Total Time
- Cost Centre: Should be the project code

FOR ASSOCIATE HOURS ENTER THE UNIT CODE IN COMMENTS.

Type	Teaching / Delivery @ 1
Comments	<input type="text" value="AAD1001M"/>
Date	27/05/2019
Total Time	hh mm hrs decimal 1 0 1.00
Cost Centre	0003300B

Cancel **Authorise** **Reject**

- If any of these items are missing or incorrect the claim must be rejected, if all the information is correct then the claim can be approved.
- An email will automatically be sent to the claimant to confirm this outcome.
- If approved the hours will be paid on the next available monthly payroll.