

# MyView

How to navigate the system

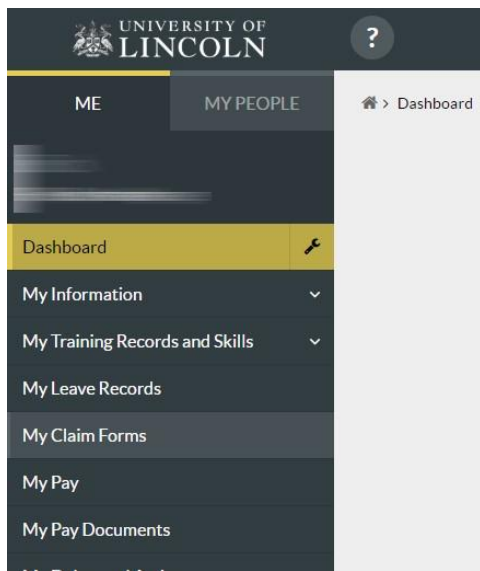
## Employee Self-Serve

User Guide for Claiming Associate hours in  
MyView

## How to claim for Associate hours in MyView

To access **MyView** click the link <https://hr.lincoln.ac.uk/hrselfservice/> and select the **MyView** icon. Here you will be taken to the **authentication** screen to log on using your normal University credentials.

Select **My Claim Forms** from the left-hand side menu.



If you have more than one post, please select the correct post you wish to claim for by clicking on the drop-down arrow. Select **Next**. If you only have one post, the screen will automatically take you to the **calendar**.

**Right** click on the appropriate date, and Select **Add** your required attendance type:

- Demonstrating
- Meeting
- Preparation
- Teaching
- Training /Mandatory Training

To cancel annual leave requests that have not been approved, please follow these steps:  
 >Select My Form History >Click on the text for the entry that you wish to cancel (with a status of Submitted) >Press Withdraw >Submit new request (if applicable)

To cancel approved annual leave requests, please follow these steps:  
 >Select My Leave Records >Click Open HOL History from the Absence/Attendance table >Scroll down then select Delete next to the relevant entry >Press Submit

Contract Type: Atypical      Outstanding Balances (with period end date)  
 Contract Status:      Time Off In Lieu: 0 Hours  
 Contracted Hours: 0

< Previous      Week Ending 13/11/2021      Next >

Week Ending	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Category	Comments
	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash		
02/10/2021																
09/10/2021																
16/10/2021																
23/10/2021																
30/10/2021																
06/11/2021																
13/11/2021																
20/11/2021																

Previous      Entitlement Details      View Full Screen      Print      Cancel

Enter the following details on to your claim form for each day worked. Please split the Teaching and Meeting/Marking/Preparation accordingly as per your associate engagement. Enter the **Unit / module code** in the **comments box**.

Click the **calendar icon** to select the date activity took place.

Enter in the total number of hours in the **Total Time** box. Please note enter 30 Mins for half an hour or 00 for full hours. MyView can only accept claims either half or whole hours.

From your engagement email, please enter in the **Project code** into the **Cost Centre box**, by selecting **yes** and then adding the reference provided by your Finance Officer. This should end with a **B** if you are an **Associate Lecturer** or an **F** if you are an **Associate Demonstrator**.

FOR ASSOCIATE HOURS ENTER THE UNIT CODE IN COMMENTS.

Type Preparation @1

Comments MOD1234M

Date \* 12/10/2021

hh mm hrs decimal  
 Total Time \* 1 30 1.50

Do you want to charge to a different cost centre? Yes  No

Cost Centre \* 0001234B

Note  
 All payment and / or lieu time for this extra attendance will be calculated automatically based on business policy. Enter **only** the actual hours of the extra attendance worked.

Cancel Submit

Click **Submit**.

The claim is sent to your Finance Officer for approval. Claims must be submitted as and when the work has been undertaken and in line with your engagement. Any claims approved by the 10<sup>th</sup> of the month will be paid on the next available payroll run. Claims approved after the 10<sup>th</sup> are not guaranteed and may be paid on the next months payroll.

You can see and review your claim history in MyView.

### **Claiming for Mandatory Training**

These requirements are governed by legislation, so it is important that you ensure these are complete your mandatory training outlined below.

<b>Online Module</b>	<b>Maximum Time Claim</b>	<b>Refresher Training / Frequency of Claim</b>
Equality in the Workplace	45 minutes	Once only
Information Compliance: <ul style="list-style-type: none"> <li>• Data Protection Act</li> <li>• Information Security Awareness</li> </ul>	45 minutes 45 minutes	Complete annually
Safeguarding Children, Vulnerable Adults and Student Mental Health	45 minutes	Complete every 2 years
Health & Safety: <ul style="list-style-type: none"> <li>• Introduction to Health &amp; Safety</li> <li>• Fire Safety</li> </ul>	45 minutes 45 minutes	Complete every 3 years

To check whether you have already completed any of these modules, please use this link:

[Report: Individual Completion Report \(learning.uk.com\)](#)

You can access all these modules [here](#) – please note that other staff may have a larger mandatory training requirement so you may see other courses here, please only focus on the ones outlined above.

To make a claim for the hours worked for these modules, please enter your claimed hours under training/mandatory training. College Finance Officers should then be e-mailed a screen shot or certificate from the e-learning site as proof of completion, this will ensure the claim is approved and will enable payment from payroll.

**If you have any questions that relate directly to mandatory training, please email [training@lincoln.ac.uk](mailto:training@lincoln.ac.uk).**