

MyView

How to navigate the system

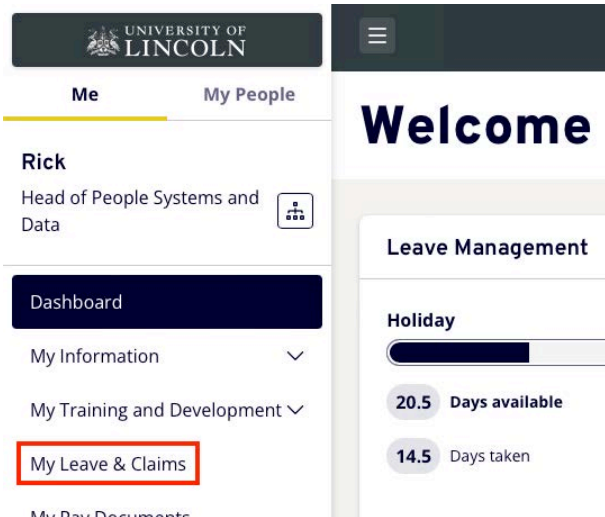
Employee Self-Serve

User Guide for Claiming Associate hours in MyView

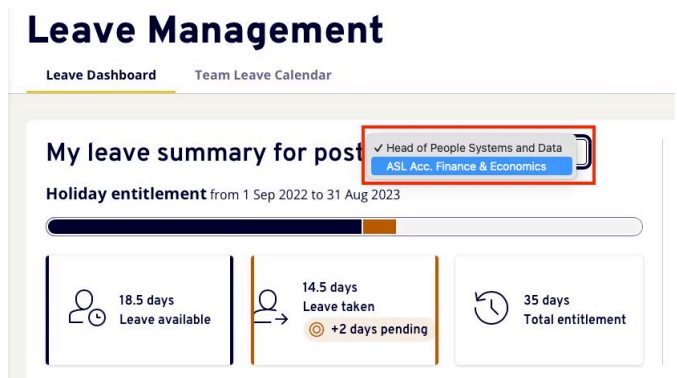
How to claim for Associate hours in MyView

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 Leave & Claims** from the left-hand side menu



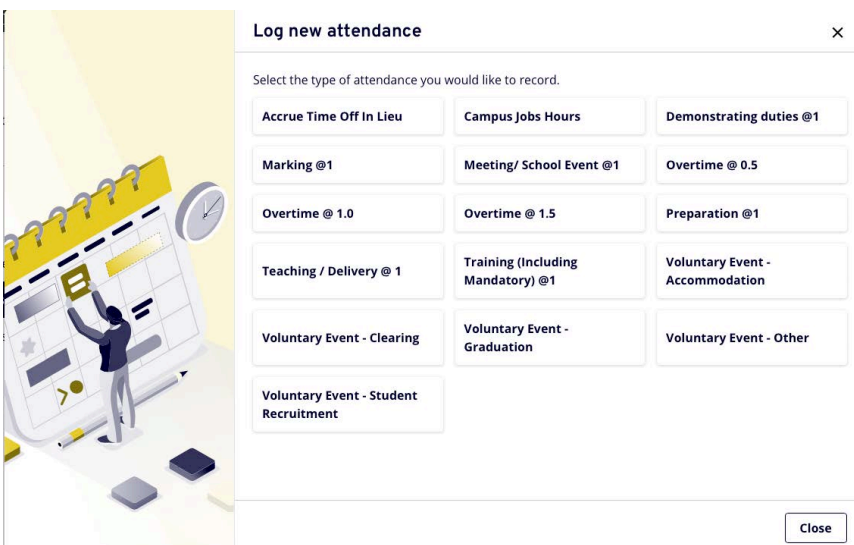
If you have more than one current post with the University, you will need to select the one you wish to claim against by clicking on the **post title** box next to the "My leave summary for post" text.



Next, select the **Log new attendance** option.



You are then presented with options of what type of attendance you would like to record. E.g., Marking, Teaching/Delivery, Mandatory training. Select the appropriate option.



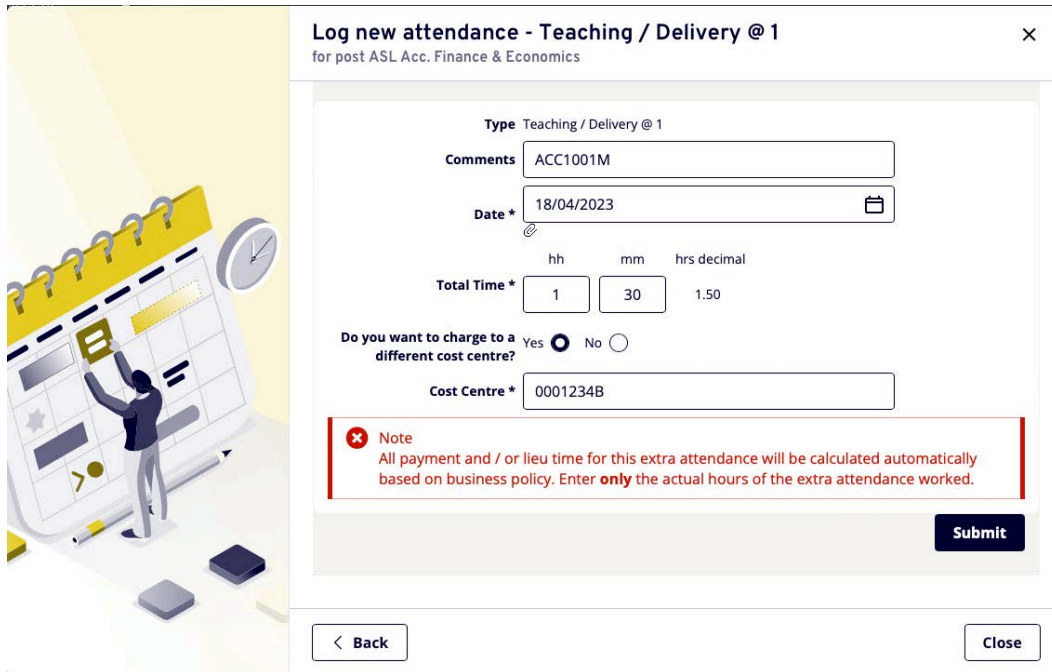
The next page allows you to enter the details you wish to claim for each day worked. Please split the Teaching and Meeting/Marking/Preparation accordingly as per your associate engagement.

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 minutes 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**.



Log new attendance - Teaching / Delivery @ 1
for post ASL Acc. Finance & Economics

Type Teaching / Delivery @ 1

Comments ACC1001M

Date * 18/04/2023

Total Time * hh mm hrs decimal

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.

Submit

[Back](#) [Close](#)

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 10th of the month will be paid on the next available payroll run. Claims approved after the 10th are not guaranteed and may be paid on the next months payroll.

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.

Online Module	Maximum Time Claim	Refresher Training / Frequency of Claim
Equality in the Workplace	45 minutes	Once only
Information Compliance: <ul style="list-style-type: none">• Data Protection Act• Information Security Awareness	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">• Introduction to Health & Safety• Fire Safety	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 \(learning.uk.com\)](https://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.
