MyView Guidance

Online Claims for External Examining Fees & Expenses

MyView web address: https://hronline.uwl.ac.uk

Your username and password will allow you to access MyView from outside of the University and will follow the below format:

**Username:** First four letters from your surname, first 3 letters from your first name.

**Password:** Password: first 4 letters of your surname DOB (DD/MM/YYYY)

**Example:**

John Smith DOB 28/09/1970  
Username: smitjoh  
Password: smit28sep70

Remote Access:

Enter the MyView web address, https://hronline.uwl.ac.uk into your web browser. You will receive a message saying ‘Authentication Required’ asking for a username and password. Please use the username and password combination as above to allow you access to MyView.

![Authentication Required](Image)

Initial Access:

After completing the authentication process, to gain access to MyView for the first time:

- Click on Forgotten Password
- Enter your "staff number **", as quoted on your welcome letter
- Enter your DOB (DD/MM/YYYY)

![Welcome to MyView](Image)

The system will verify these details and send a temporary password to your personal email address. For security reasons, this is only valid for 30 minutes so you should complete the log in process within that period.

To log in using this temporary password, please copy and paste ensuring you copy only the 6 characters with no spaces at either side. Once logged in, you will be required to set up additional security questions and set a new password (6 characters, alphanumeric).
1. Home page

When you log-in, you will find 3 sections on the home screen:

- **My Details**
  From here you can view and print your payslips and your annual P60. You can also amend your bank details or update your contact details. Payroll need to know by the 7th of the month if your bank details change.

  ![My Details](image)
  
  My Details allows you to view and amend the personal information held on the HR System. My Details also holds your Payslips and P60 history.
  
  Click here to access your personal information.

- **Expenses Claims**
  Here you can make a new expenses claim ensuring all receipts are sent to Finance as well as view and print your previous claims.

  ![Expenses Claims](image)
  
  Expenses Claims
  You have the following number of claims:
  [ 3 Authorised ]
  [ 1 Submitted ]
  
  To make a staff expense claim, click here. For a 5 minute demo of how to use the system, click here.
  
  If you are submitting expenses for which you have already received an advance, you should complete a paper expenses claim form. All approved claims must be supported by valid, original receipts, which should be received by Purchase Ledger by the 11th day of the month to enable payment in that month's pay. LCM Examiners should submit their receipts to the LCM Exams Office. When submitting your monthly claim online, you are confirming that you have read the Expenses policy and are abiding by it.

- **Timesheets & Examiners’ Fees**
  From here you can make a new claim for Examiners Fees and view or print past claims and status. You can see how many claims have been authorised or if any have been rejected.

  ![Timesheets & Examiners’ Fees](image)
  
  There are online demo’s and guidance within each of the sections for your reference as well as guidance on each of the sections.

If you have trouble within MyView please contact quality@uwl.ac.uk where you will receive a reply within 24 hours.
2. Claiming External Examining Fees Online

The UWL MyView service offers External Examiners the facility to submit fees and expense claims online, print their payslips and P60s and view and amend their personal details.

UWL payday is 25th of each month. If payday falls on a weekend or bank holiday, it will be the working day before. In December payday is earlier.

For inclusion in the month’s pay-run, the claim must be authorised by 10th of the month, e.g. on 25th April you will be paid for all claims authorised between 11th March and 10th April. If 10th falls on a weekend or bank holiday, the deadline will be brought forward to the previous Friday.

When claiming for fees, you will need to log everything that you are claiming for within a claim, you do not need to do a new claim for each ‘entry’. So your claim may only have one entry (e.g. for an annual external examining fee) or it might have multiple entries (e.g. an annual fee, attendance at a validation/review event and a day of examinations).

To start a new claim:

- Click on the Timesheets & Examiners’ Fees heading.
- Click Create New Claim (bottom right-hand side).
- In the description box, enter the title of the claim so it is meaningful when you look back at the claims online (e.g. ‘Validation August 2016’ or ‘Annual fee’).
- To create an entry in the claim, select either the relevant annual fee band (A, B, C or D) at which you are claiming in accordance with your contract/annual agreement or the relevant category of work.
- In the Claim Date box, if you are claiming your annual external examining fee enter today’s date. If you are claiming for attendance at a validation/review event or for examinations enter the date on which the event or examinations took place.
- In the Amounts/Units box enter 1. This box must always have the figure 1 in it.
- In the Rate box enter the amount for the claim, e.g. 250 for annual fee at Band C or 100 for attendance at a validation event. Please do not enter the £ sign.
- In the Description box enter some text relevant to work completed such as the school or course, date of event, annual fee band etc.

You must create a new entry for each individual thing that you are claiming for. Do not put all entries into one line. Several ‘lines’ or ‘entries’ can be made on one claim.
Saving and submitting your claim:

Once you have entered the information you can either save or submit, depending on whether you want to save a claim and submit it just before the deadline, or submit several claims per month. If you choose to update the claim as you go along click **Save** and a confirmation message will appear with your claim number. This saves a draft which you can carry on updating throughout the month.

You will be able to add subsequent claims to the saved claim by clicking **Open Claim** and then choosing your claim number (see below).

You will need to submit your claim in order for it to be authorised and paid. To do this, click **Submit**. A message will appear asking if you are sure you want to submit the claim for processing – click OK. To guarantee payment in the current month, all claims must be authorised by the school by the 10th of the month.

A summary page will then appear which confirms that your claim has been sent to the School. Once they have approved the claim, you will receive an email confirming that the claim has been authorised.
3. Claiming Expenses Online

To start a new claim:

To claim your expenses, click on the Expenses Claims link box to make a new claim. Then click Create New Claim (bottom right-hand side).

A new screen will open which will have separate places to enter expense claims for travel, mileage, hotel accommodation and meals and miscellaneous expenses.

NB: Please note, as with the fee claims, you can add more than 1 ‘entry’ per claim i.e. you can claim for travel, hotel accommodation, taxis etc. within 1 claim as per the paper claims.

- **Travel**
  From the drop-down box select either Rail, Taxi, Car Hire, Air Fare or Other. Enter the date in the Date box and the amount you are claiming in the Value box. In the Description box enter the reason for the claim (e.g., attendance at an assessment board or postage costs) and the start point and destination (the University site that you visited). To add a new line simply select the category of the next claim from the drop down list.

- **Mileage**
  Enter the date in the Date box and the amount you are claiming in the Value box. In the Description box enter the reason for the claim (e.g., attendance at an assessment board or postage costs) and the start point and destination (the University site that you visited). Please use a new line for each day and list the mileage per day. To add a new line simply click on the [+] symbol

- **Hotel Accommodation and Meals**
  Hotel accommodation: from the drop-down box select Hotel Accommodation and enter the first date you stayed in the hotel in the Date box. Enter the total cost for your stay in the Value box. In the Description box enter the name of the hotel, number of nights, reason for your stay (e.g., to attend an assessment board) and the University site that you visited. To add a new line simply select the category of the next claim from the drop down list.

  Meals: from the drop down-box select Meals. Enter the relevant date and value and indicate the reason for the claim in the description box.

- **Miscellaneous Expenses**
  Enter the date, amount and, as stated above, in the description box give as much detail as possible. To add a new line simply select the category of the next claim from the drop down list.
Submitting the claim online and submitting your receipts:

Once you have entered the information you can either save or submit (see the Saving and submitting your claim section above).

When you have submitted the claim you will then need to do one of two things:

1. Print out the summary screen for your claim and send this by post together with the original receipts to the Head of School or School Administrator;
   or

2. Scan a hard copy or screen-print the summary screen and email this together with scanned copies of your receipts to the Head of School or School Administrator.

Please do either of the above as soon as possible after you have submitted your claim.

Please note that we cannot authorise the expense claim until we receive the original/scanned receipts. So if you submit an expense claim online on the 9th and we do not receive the original receipts until the 11th, your claim will not be processed until the following month.