

# Integrated HR/Payroll System Project

## Employee MyView

### Rejected Claims

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**Document:** Employee MyView – Rejected Claims

**Last Updated:** 13/10/15

**Version:** 1.1

**Status:** Approved

**Author:** Payroll

# 1 Employee MyView – Rejected Claims

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## Document Control

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### 1.2 Change History

VERSION	STATUS	DATE	AUTHOR	SUMMARY OF CHANGES
1.1	DRAFT	14/10/15	CIP Team	Initial Draft

## 2 Expense Claims that have been rejected by a Manager

If your Manager has rejected one (or part) of your claim forms, this does mean that you have to re-create a new expense claims form. The rejection could be down to various reasons from, receipts not being attached to the claim or the wrong user type has been selected. Regardless, when a Manager rejects a claim, he will create rejection notes which will advise you why the claim was rejected in the first place. This will be provided to the employee by a system email

Please be advised that the following subsistence expense claim has been rejected:

Claim Number: 0000003485  
Claim Date: 07/10/2015  
Claim Description: August / September Claim  
Claim Total: 0.00

Rejection reason: John - this expense claim was rejected as there is no receipt attached to the claim. Please attach the receipt and re-submit at your earliest convenience. Thank you

This will give you the opportunity to amend and resubmit the rejected claim.

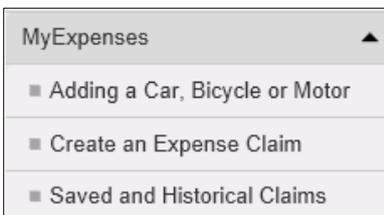
- Log into MyView

From Dashboard Main Menu

MyExpenses

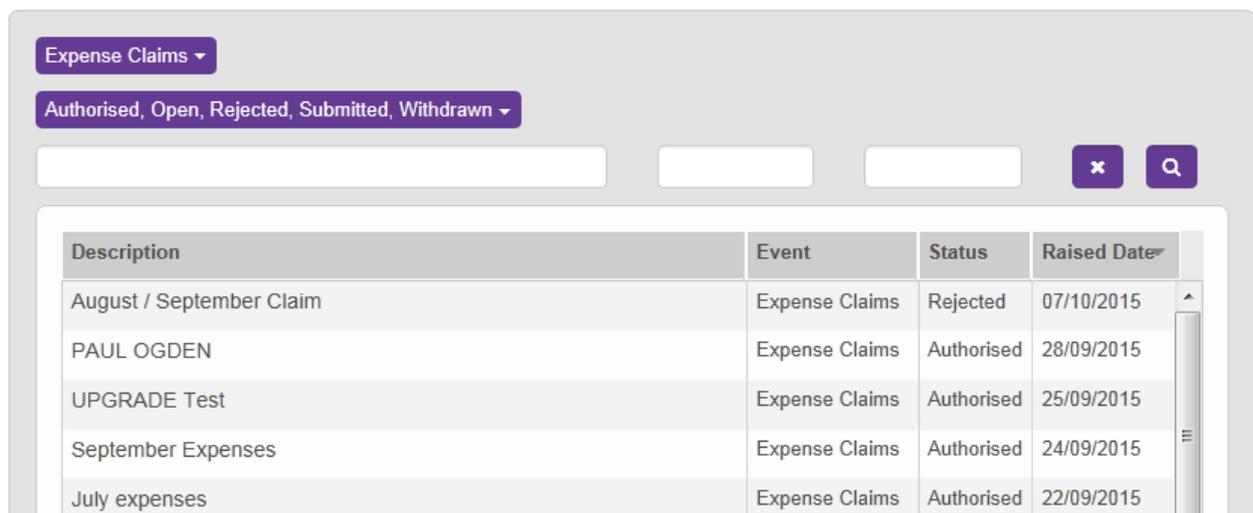
- Click on [MyExpenses]

**Expenses drop down menu will appear**



- Click on [Saved and Historical Claims]

Historical Expense Claims will appear



Expense Claims

Authorised, Open, Rejected, Submitted, Withdrawn

Description	Event	Status	Raised Date
August / September Claim	Expense Claims	Rejected	07/10/2015
PAUL OGDEN	Expense Claims	Authorised	28/09/2015
UPGRADE Test	Expense Claims	Authorised	25/09/2015
September Expenses	Expense Claims	Authorised	24/09/2015
July expenses	Expense Claims	Authorised	22/09/2015

- Click on line of expense claim that has the [Rejected] status

Default Cost Centre - Rejected				
Date	Group	Type	Value	
07/10/2015	Car Mileage		10	▼
			<b>Total Miles</b>	10

**Rejection Notes**

John - this expense claim was rejected as there is no receipt attached to the claim. Please attach the receipt and re-submit at your earliest convenience. Thank you

Total Lines	Total Miles
1	10

Delete Reopen

- Click [Reopen]

+ Add Line

Default Cost Centre - Open				
Date	Group	Type	Value	
07/10/2015	Car Mileage		10	🗑️ ▼
			<b>Total Miles</b>	10

+ Add Attachments

**Rejection Notes**

John - this expense claim was rejected as there is no receipt attached to the claim. Please attach the receipt and re-submit at your earliest convenience. Thank you

Total Lines	Total Miles
1	10

Clear Delete Save Submit

- Click [+ Add Attachments]
- Attach receipts
- Click [Submit]

**Message from webpage box will appear**

Submit Claim
✕

Are you sure you want to submit this claim?

OK
Cancel

➤ Click [Ok]

Submitted Summary page will appear

Default Cost Centre - Submitted								
Date	Group	Type	Value					
07/10/2015	Car Mileage		10	▼				
			<b>Total Miles</b>	10				
<div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <table border="1" style="border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th>Total Lines</th> <th>Total Miles</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10</td> </tr> </tbody> </table> <div style="margin-left: 20px;"> <span style="background-color: orange; padding: 5px 10px; border-radius: 3px;">Withdraw</span> <span style="background-color: purple; color: white; padding: 5px 10px; border-radius: 3px; margin-left: 10px;">Print Summary</span> </div> </div>					Total Lines	Total Miles	1	10
Total Lines	Total Miles							
1	10							

A confirmation email will be sent from the HR Portal to your Manager / Budget Holder to review  
**Process END**

## 3 Miscellaneous Error Messages

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You may get an error message advising “STOP” “MyView : Session Ended – Your request cannot processed at this time”. Click on the [**Return to home page**] button on the bottom right hand side of the screen to log back into your MyView session.

Please report this error to: FSAT advising what task you were trying to perform during your MyView session.

At the moment **you will not be able to access the MyView Self Service outside of the HC network**

### 3.1 Alerts

Please be advised that the following message is only an Alert – we ask that you have some patience and try again later  
r to amend your existing details

