

Approving Requests/Claims

Log in to MyEmployment

Follow this link to access the log in screen: <https://myemployment.coventry.gov.uk>

Welcome to the ResourceLink Self Service Portal
Once you log on you will be able to:

1. view your pay documents
2. change your personal details
3. view and amend your bank account details

TO LOGON:

1. Enter your Employee ID number. Remember to include leading zeros or letters (leading letters must be in capitals)
2. Click on 'forgotten password?'. The system will issue you a password via e-mail.
3. Enter this password into the 'your password' field

Self Service Deadline is Tuesday 14th November 2017

Security questions
Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.

What is your date of birth (dd/mm/yyyy)?

What was the greatest ever invention?

Verify ✓

Confirm date of birth

Answer security question

Approving and Rejecting Requests & Claims

Click into **My Authorisations** from the left hand main menu, or select the relevant authorisation from your dashboard



This will then show you any claims from this month, and any claims which are currently pending.

1 Pending Authorisations

0 Requests this month

TYPE: g Requests Employee

SIZE: 20

Option	EVENT	Time Remaining	Submitted Date	Employee
Request: Appraisals Training - Managers	Training Requests	-	31 Jan 2019	Employee

Please note: You may have different types of claims to approve, or multiple employees to approve claims for. These will be shown in individual tabs on the screen.

To open a particular claim, click on the Description of the claim

The screenshot shows a web application interface with a table of training requests and an 'Authorisation Progress' bar. The table has columns for Description, EVENT, Time Remaining, Submitted Date, and Employee. The 'Authorisation Progress' bar shows a progress indicator with a blue circle 'A' and an orange circle 'B' connected by a line.

Description	EVENT	Time Remaining	Submitted Date	Employee
Training Request: Appraisals Training - Managers	Training Requests	-	31 Jan 2019	

Training Requests

Employee:
Post:
Form Number:
Submitted By:
SUBMITTED_ON:

Description: Appraisals Training - Managers
Start Date: 05/03/2019
Start Time: 09:30

Authorisation Progress

From this screen, you can then **authorise** or **reject** the claim.

Click **Ok** on the confirmation message. When the confirmation screen appears, click **Continue**.