

# 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?

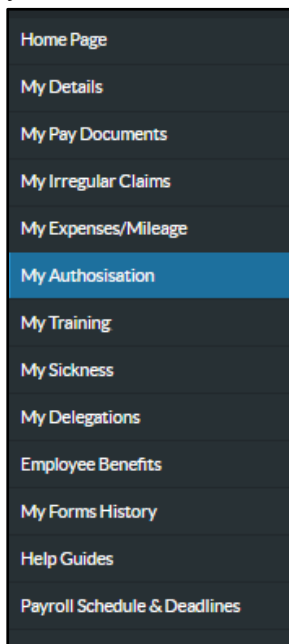
**Verify** ✓

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

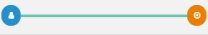


This will then show you any claims from this month, and any claims which are currently pending.

TYPE	EVENT	Time Remaining	Submitted Date	Employee
Request: Appraisal Training - Managers	Training Requests	-	31 Jan 2019	

**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

PAGE_SIZE: 20 ▾					TOTAL_FORMS
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**.