

Inputting Sickness

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

Log in to MyEmployment.

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

Sign In

Your employee number

Your password

Sign In ✓

Forgotten your password?

Accessibility

Enable Accessibility Enhancements

Employee ID number

Password

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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.

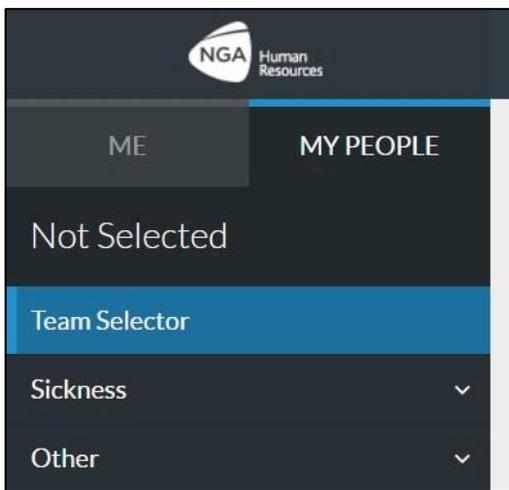
What is your date of birth (dd/mm/yyyy)?

What was the greatest ever invention?

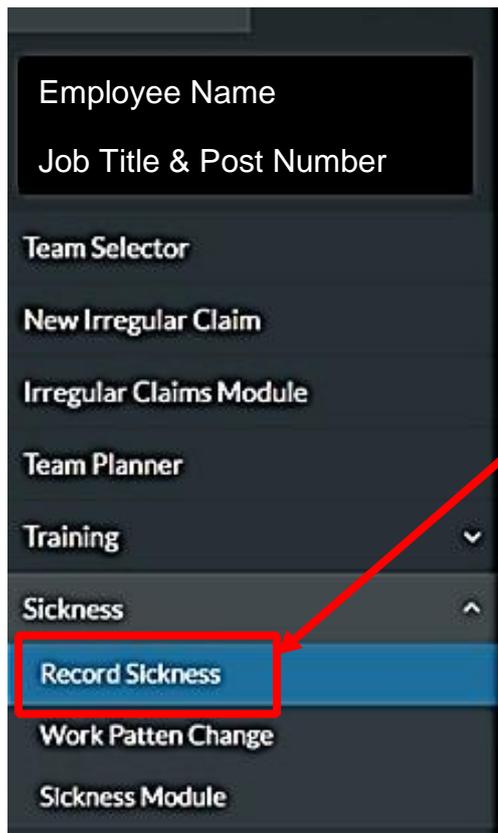
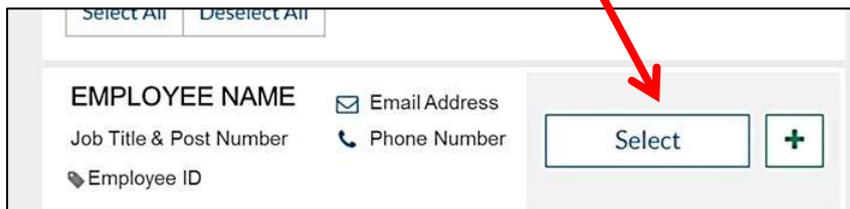
Verify ✓

Confirm date of birth

Answer security question



Click on **My People** and select the employee.



To record a sickness absence for your team member, click on the **Sickness** dropdown and then on **Record**

Fill in the form (please see below).

Type	Employee Name
Employee	<input type="radio"/> Industrial Injury <input checked="" type="radio"/> Sickness
Type	<input type="radio"/> Back & Neck Problems
Sickness Reason *	<input type="text" value="--Select--"/>
Sickness Category	<input type="text" value="Self Certified"/>
Certificate Type	<input type="radio"/> Single Day <input checked="" type="radio"/> More Than One Day
Duration	
More Than One Day	
From - Date *	08/10/2017 <input type="button" value="Calendar"/> <input checked="" type="radio"/> Full Day <input type="radio"/> From <input type="text"/>
To - Date	12/10/2017 <input type="button" value="Calendar"/> <input checked="" type="radio"/> Full Day <input type="radio"/> To <input type="text"/> Return to Work Interview Date 13/10/2017 <input type="button" value="Calendar"/>

[Back] [Next]

When finished, click **Next**.

In the following screen, check the details and enter any **Comments** as necessary in the relevant box.

Help & Guidance
Help Video on Sickness Recording

Sickness

Sickness Post Selection

Select	Post	Description	Start Date	End Date	Working Days (SMTWTFS)	Date*	Time*	Date	Time
<input checked="" type="checkbox"/>			07/03/2016		NYYYYYN	08/10/2017	09.00	12/10/2017	16.24

Comments:

Return to Work Interview Date: 13/10/2017

[Back] [Submit]

Click **Submit** to send the sickness notification for processing. You will be asked to confirm that you want to submit the notification: click **OK**.

Home > Team Selector > Record Sickness

Confirmation Message !
Your Sickness notification number 0000251536 has been submitted

[Continue]

When you see this confirmation message, click **Continue** to return to the sickness record for the employee.

Home > Team Selector > Record Sickness

Help & Guidance
Help Video on Sickness Recording

Sickness Summary [Redacted]

Month	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2017 July																													
2017 August																													
2017 September																													
2017 October																													
2017 November																													
2017 December																													
2018 January																													
2018 February																													
2018 March																													
2018 April																													
2018 May																													
2018 June																													

Sickness Pending
 Training Course

Start Date	End Date	Form Number	Type	Reason
08/10/2017	12/10/2017	0000251536	Sickness	Back & Neck Problems
10/09/2017	22/09/2017	0000251514	Industrial Injury	Skin related condition

As can be seen above, the pending sickness notification now appears in the employee's summary.