

# Manager's View

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

NGA Human Resources

ME MY PEOPLE

Not Selected

Team Selector

Sickness

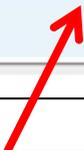
Other

To perform Manager tasks, click on **My People**.

The default will show your **Team Selector** screen, which will list every employee who you line manage (agency staff and other 'externals' do not appear, as they do not have access to MyEmployment).

Direct Reports for **Manager's Name** Showing 2 results (0 vacant) / 1 Selected

EMPLOYEE NAME	<input type="checkbox"/> Email Address <input type="checkbox"/> Phone Number	<input type="button" value="Select"/> <input type="button" value="+"/>
Job Title & Post Number Employee ID		
<b>EMPLOYEE NAME</b> Job Title & Post Number <input checked="" type="checkbox"/> Employee has another reporting manager Employee ID	<input checked="" type="checkbox"/> Email Address <input checked="" type="checkbox"/> Phone Number	<input type="button" value="Select"/> <input type="button" value="-"/>



Click to select/deselect your team member.  
When selected, information about the team member will be displayed.

ME **MY PEOPLE**

Employee Name

Job Title & Post Number

Team Selector

- New Irregular Claim
- Irregular Claims Module
- Team Planner
- Training
- Sickness
- Expenses and Mileage
- Form History



There will be a list of tasks the manager can perform on their behalf.