

## Changing Work Patterns

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 LOG ON:

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

ME

MY PEOPLE

Not Selected

Team Selector

Delegation of Responsibility

Work Pattern Changes

Click on **My People** and select **Work Pattern Changes**.

## Employee Changes

Processes

Work Pattern Change

You can view the work patterns of your team.

Click on **Work Pattern Change**.

Use the **Search** to find and select the employee whose work pattern you want to change.

Step 1 of 4 Employee Search

[ Previous ] [ Next ]

SLC Wizard: Search

Employee Number	<input type="text"/>	Surname	<input type="text"/>
First Forename	<input type="text"/>	Other Forenames	<input type="text"/>
Initials	<input type="text"/>	Gender	<input type="text" value="v"/>
Date of Birth	<input type="text"/> <input checked="" type="checkbox"/> Calendar	Post Code	<input type="text"/>
Nat. ID Number	<input type="text"/>	Employee Status	Current Employees <input type="text" value="v"/>
As At Date	<input type="text" value="01/12/2017"/> <input checked="" type="checkbox"/> Calendar	Previous Surname	<input type="text"/>
Legislation Type	<input type="text" value="v"/>		

[ Search ]

The **Personal Details** of the employee will be displayed for you to make sure you are updating the correct employee.

Personal Details

Employee

• Title

Initials

• First Forename

Other Forenames

• Surname

Known As

• Gender

[ Save ]

[ Submit ]

[ Previous ]

[ Next ]

Click **Next** when you have found the employee you want to update.

Post Holding						
Start Date	End Date	Post Number	Main	Grade	Status	Action
dd/mm/yyyy	dd/mm/yyyy	Post Number	Y/N	Pay Grade	FT/PT etc.	<b>Edit</b>

In the **Post Holding** window, click **Edit** next to the post you want to change the working pattern for.

Enter the date the change will become effective from.

Post Holding

\* Required Field

Post Number

Employee Post Number

\* Effective Date

dd/mm/yyyy

Calendar

\* Main Post

☒

Position Status

Permanent Full Time/Temporary Part Time etc.

Work Pattern

Details

\* Days Into Pattern

Details

[ Close ]

[ Save ]

Select the day the new work pattern begins (001 = Sunday, 002 = Monday etc.). **This affects the employee's sickness record so it must be right.**

Click **Save**.

The current work pattern will be shown.

Personal

Post Holding

Work Pattern

[ Previous

Post number	Start Date	End Date	Pattern	Day	Worked?	On	Off	On	Off	On	Off	Hours	Action
Details	18/05/2017		5DAYS	Sunday	N							0.00	Edit
Details	18/05/2017		5DAYS	Monday	Y	09:00	16:24					7.40	Edit
Details	18/05/2017		5DAYS	Tuesday	Y	09:00	16:24					7.40	Edit
Details	18/05/2017		5DAYS	Wednesday	Y	09:00	16:24					7.40	Edit
Details	18/05/2017		5DAYS	Thursday	Y	09:00	16:24					7.40	Edit
Details	18/05/2017		5DAYS	Friday	Y	09:00	16:24					7.40	Edit
Details	18/05/2017		5DAYS	Saturday	N							0.00	Edit

[ Save ]

[ Submit ]

[ Previous

Edit the number of hours to be worked on each day by clicking **Edit**.

Work Pattern

\* Required Field

Post number

Emp. Post Number

Post Start Date

Emp. Start Date

Pattern

Details

Start Date

Pattern Start Date

End Date

Pattern End Date

Change Reason

Days Into Pattern

Details

Day

Day

Worked?

☐

On

Off

On

The **Worked?** field shows that the employee works this day.

The **On** field shows the start of the working period.

The **Off** field shows the end of the working period.

It is possible to have multiple working patterns in a single day

**Note:** A standard day for a 37 hour week is entered as 09:00 to 16:24 (i.e. 7hours and 24 minutes). A half day would be 3 hours 40 minutes e.g. 09:00 to 12:40. **Enter only working time, do not include lunch breaks.**

**Save** the changes you have made. Repeat for any other days you are changing.

Work Pattern													
Post number	Start Date	End Date	Pattern	Day	Worked?	On	Off	On	Off	On	Off	Hours	Action
Details	18/05/2017		5DAYS	Sunday	Y	09:00	09:15					0.25	Edit
Details	18/05/2017		5DAYS	Monday	N							0.00	Edit
Details	18/05/2017		5DAYS	Tuesday	Y	09:00	16:24					7.40	Edit
Details	18/05/2017		5DAYS	Wednesday	Y	09:00	16:24					7.40	Edit
Details	18/05/2017		5DAYS	Thursday	Y	09:00	10:00	13:45	16:45			4.00	Edit
Details	18/05/2017		5DAYS	Friday	Y	09:00	16:24					7.40	Edit
Details	18/05/2017		5DAYS	Saturday	N							0.00	Edit

[ Save ] [ **Submit** ] [ Prev ]

When finished, click **Submit**. Click **OK** on the confirmation message, then click **Continue**.