

Navigating MyEmployment

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

Log into MyEmployment.

The screenshot shows the 'MyView' login interface. On the left, there's a 'Welcome to the ResourceLink Self Service Portal' section with instructions for first-time users. On the right, there's a 'Sign In' form. Two red arrows point from labels to the form fields: one from 'Employee number' to the 'Your employee number' field, and another from 'Password' to the 'Your password' field. The 'Sign In' button is green with a checkmark. Below the button is a link for 'Forgotten your password?'.

MyView

ResourceLink Unavailability -

Welcome to the ResourceLink Self Service Portal

Once you log on you will be able to:

1. view your payslips and last year's P60
2. change your contact details
3. view and amend your bank account details
4. notify us of/amend your emergency contact/next of kin details

Managers are now also able to see employment details of their employees

TO LOG ON FOR THE FIRST TIME:

1. Enter your Employee ID number into 'your username'. This is the six digit number that appears on your payslip under 'Pay Reference'. **Remember to include leading zeros, but NOT an alphabetical suffix (eg "054321A")!**
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 Wednesday 13th September 2017

For irregular claims, bank detail and employee changes, this is the guaranteed date for payment providing the transaction has been authorised by the manager and/or delegated staff.

Contact Us

Office Hours

Sign In

Your employee number

Your password

Sign In ✓

Forgotten your password?

Employee number

Password

This is the dashboard.

The screenshot shows the 'MyEmployment' dashboard. On the left is a dark sidebar with a menu. The 'Dashboard' item is highlighted with a red box. The main area shows a 'Pay Documents' section with 'Payslips' (31 Oct, 30 Sep, 31 Aug) and 'Expenses' (15 Mar, 07 Jul). There's also a 'P60' section. On the right, there's an 'In Progress' section with 'Vehicles (2)'. The top right corner shows 'Your Name', 'Account', and 'Sign Out'.

NGA Human Resources

Your Name

Your Post Number and Job Title

Dashboard

My Details

My Pay Documents

My Irregular Claims

My Expenses/Mileage

My Training

My Sickness

My Delegations

Employee Benefits

My Forms History

Dashboard

Pay Documents

Payslips

31 Oct

30 Sep

31 Aug

Expenses

15 Mar

07 Jul

P60

In Progress

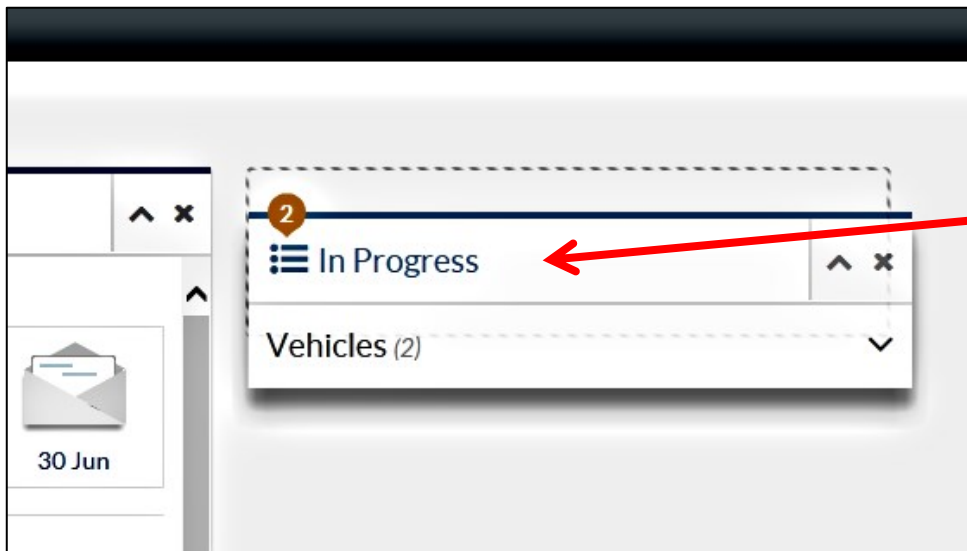
Vehicles (2)

Your Name

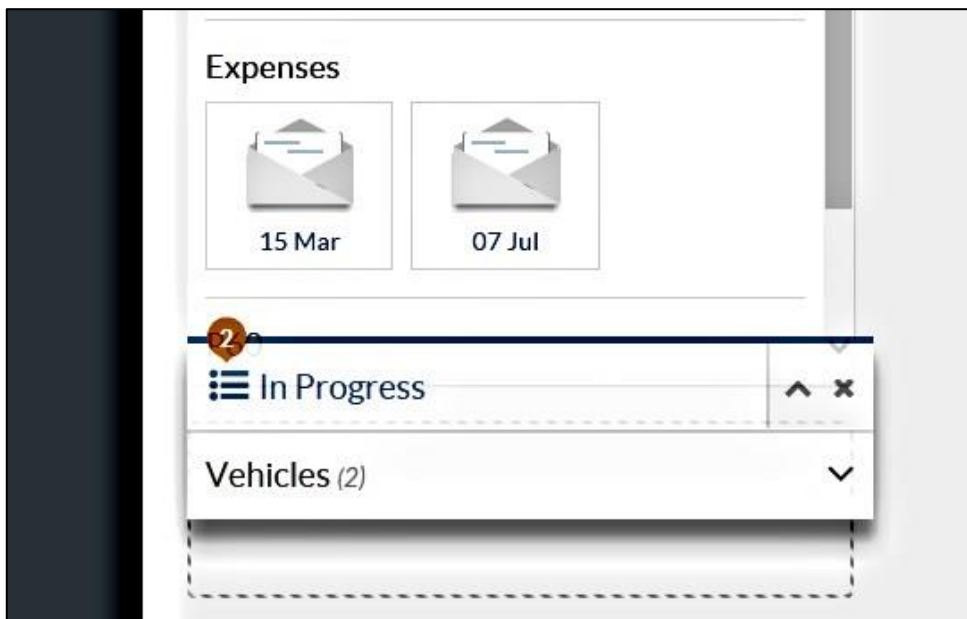
Account

Sign Out

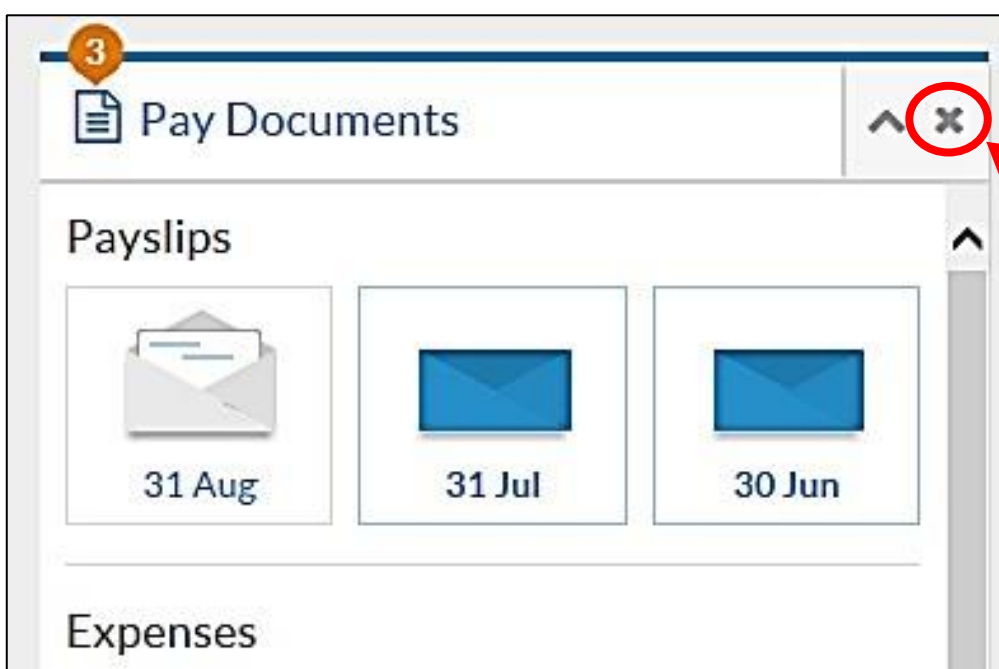
Click the menu items to go to these services.



To move a widget, click and hold the widget title.



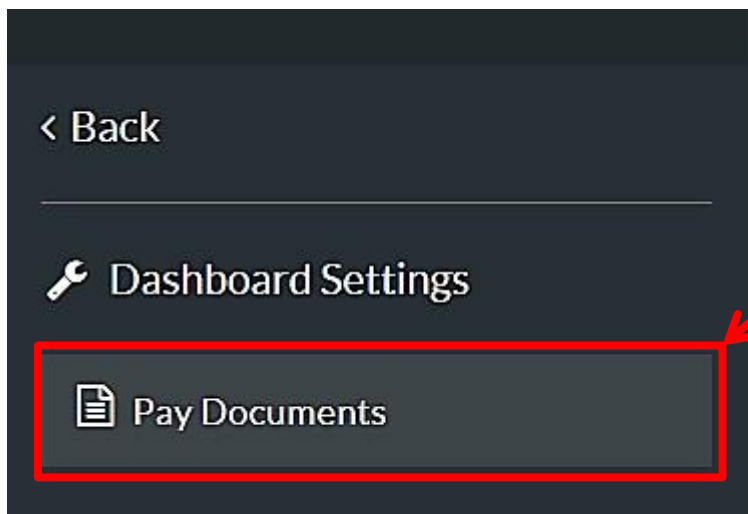
Move the mouse and release the button.



Click to remove widget from dashboard.



To add widgets, click...



...then click.