

My Sickness

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

Log in to MyEmployment.

The screenshot shows the 'MyView' sign-in interface. On the left, a welcome message states: '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'. Below this, it says 'Self Service Deadline is Tuesday 14th November 2017'. On the right, the 'Sign In' form has two input fields: 'Your employee number' and 'Your password'. A green 'Sign In' button with a checkmark is below them. A link 'Forgotten your password?' is also present. At the bottom, there is an 'Accessibility' section with a toggle for 'Enable Accessibility Enhancements'. Red arrows point from external labels to the input fields: 'Employee ID number' points to the first field, and 'Password' points to the second field.

Employee ID number

Password

The screenshot shows the 'MyView' security questions screen. The left sidebar is identical to the previous screen. The main content area is titled 'Security questions' and asks the user to 'Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.' There are two questions: 'What is your date of birth (dd/mm/yyyy)?' and 'What was the greatest ever invention?'. Each question has a text input field. A green 'Verify' button with a checkmark is at the bottom. Red arrows point from external labels to the input fields: 'Confirm date of birth' points to the first field, and 'Answer security question' points to the second field.

Confirm date of birth

Answer security question

The screenshot shows the sidebar menu of the MyView portal. The menu items are: 'Your Name', 'Post Number & Job Title', 'Dashboard', 'My Details', 'My Irregular Claims', 'My Expenses/Mileage', 'My Training', 'My Sickness', 'My Delegations', and 'Employee Benefits'. The 'My Sickness' item is circled in red.

Click on **My Sickness**.

It will take you to the following screen:

		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	Mo
2017	August																														
	September																														
	October																														
	November																														
	December																														
2018	January																														
	February																														
	March																														
	April																														
	May																														
	June																														
	July																														

☒ Sickness
 ☒ Training Course
 ☒ Training Course Completed

Sickness awaiting payroll processing

Start Date	End Date	Form Number	Type	Reason

Sickness History

Start Date	End Date	Form Number	Status
24/08/2016	24/08/2016	0000222431	Payroll Processed
14/12/2015	14/12/2015	0000204648	Payroll Processed
24/11/2014	24/11/2014	0000173989	Payroll Processed

		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	Mo
2017	August																														
	September																														
	October																														
	November																														
	December																														
2018	January																														
	February																														
	March																														
	April																														
	May																														
	June																														
	July																														

☒ Sickness
 ☒ Training Course
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The grid displays your training and sickness data.

Look at **Sickness Awaiting Payroll Processing** to see all pending sickness entries.

Sickness awaiting payroll processing

Start Date	End Date	Form Number	Type	Reason
dd/mm/yyyy	dd/mm/yyyy	Form Number	Type	Reason

Look under **Sickness History** to see all your historic sickness entries.

