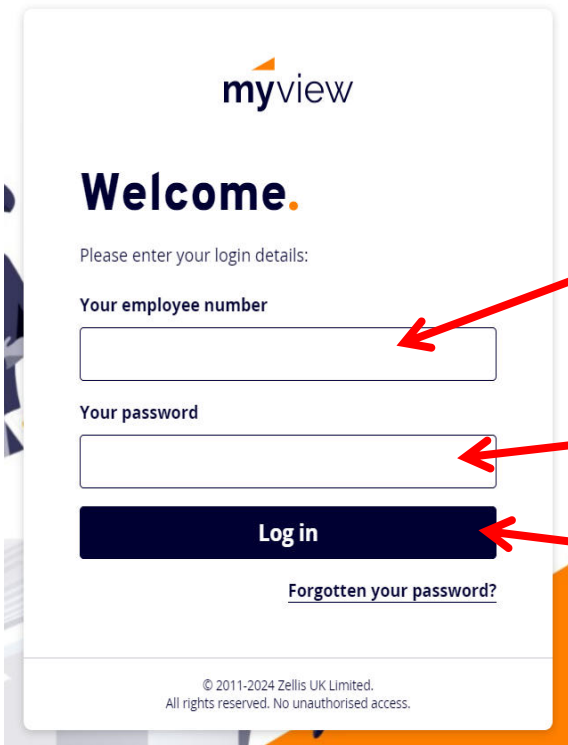


Inputting Sickness

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

Log in to MyEmployment.

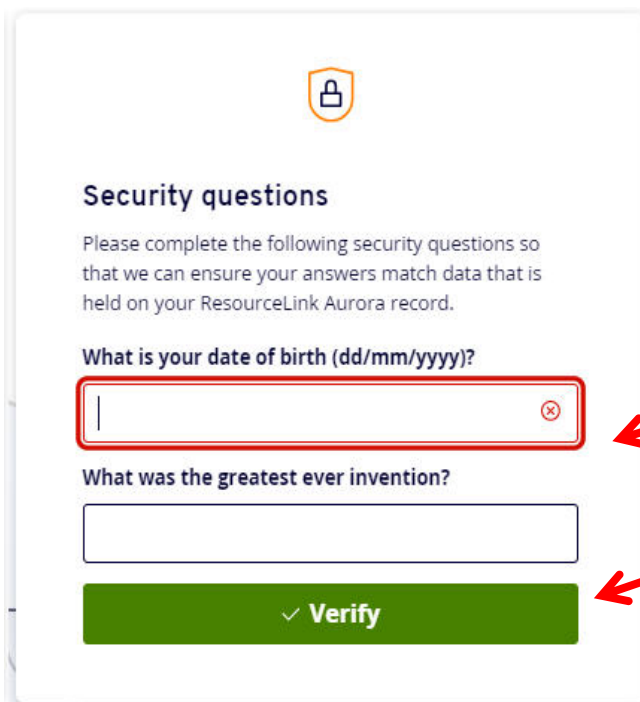


The login screen features the 'myview' logo at the top. Below it is a 'Welcome.' heading followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. A dark blue 'Log in' button is positioned below the password field. A link for 'Forgotten your password?' is located below the 'Log in' button. At the bottom, there is a copyright notice: '© 2011-2024 Zellis UK Limited. All rights reserved. No unauthorised access.'

Enter **Employee Number** (6 digit payroll number).

Enter **Password**.

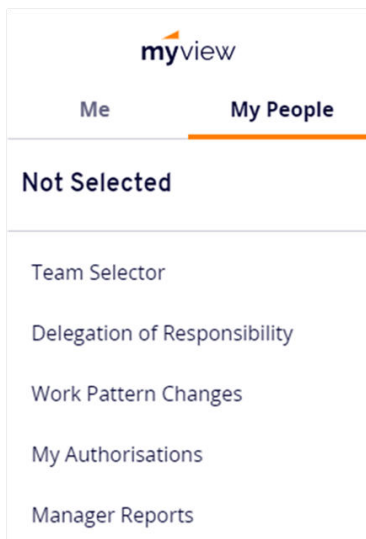
Click.



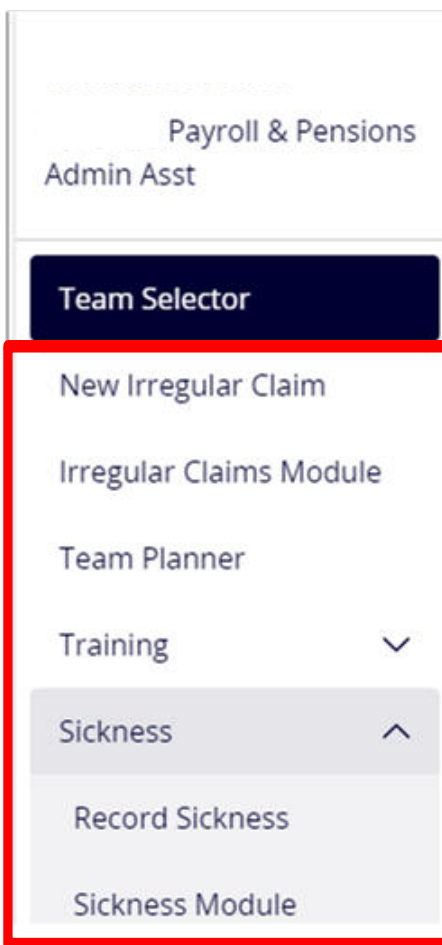
The security questions screen has a lock icon at the top. It is titled 'Security questions' and includes the instruction: 'Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.' There are two questions: 'What is your date of birth (dd/mm/yyyy)?' and 'What was the greatest ever invention?'. Each question has a corresponding input field. A green 'Verify' button with a checkmark is at the bottom.

Enter the answers to your two **Security Questions**.

Click **Verify**.
This will now log you into MyView



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



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

Direct Reports for Showing 6 results (0 vacant) / 0 Selected

[Select All](#) [Deselect All](#)

	Payroll & Pensions Admin Asst	 	Select +
	Payroll & Pensions Administrator	 	Select +

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

Fill in the form (please see below).

Type

Employee

Type ☐ Industrial Injury ☒ Sickness

Sickness Reason *

Sickness Category

Certificate Type

Duration ☐ Single Day ☒ More Than One Day

More Than One Day

From - Date *  ☒ Full Day ☐ From

To - Date  ☒ Full Day ☐ To

Return to Work Interview Date 

[Next](#) [Back](#)

When finished, click **Next**.

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

Sickness

Sickness Post Selection

Select	Post		Working Days (SMTWTFSS)	From		To	
	Description	Start Date		Date*	Time*	Date	Time
☒	Payroll & Pensions Admin Asst	16/09/2016	NNNNNN	09/06/2024	09:00	15/06/2024	17:24
Comments		comments here if necessary		Return to Work Interview Date		16/06/2024	

Submit

Save

Back

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

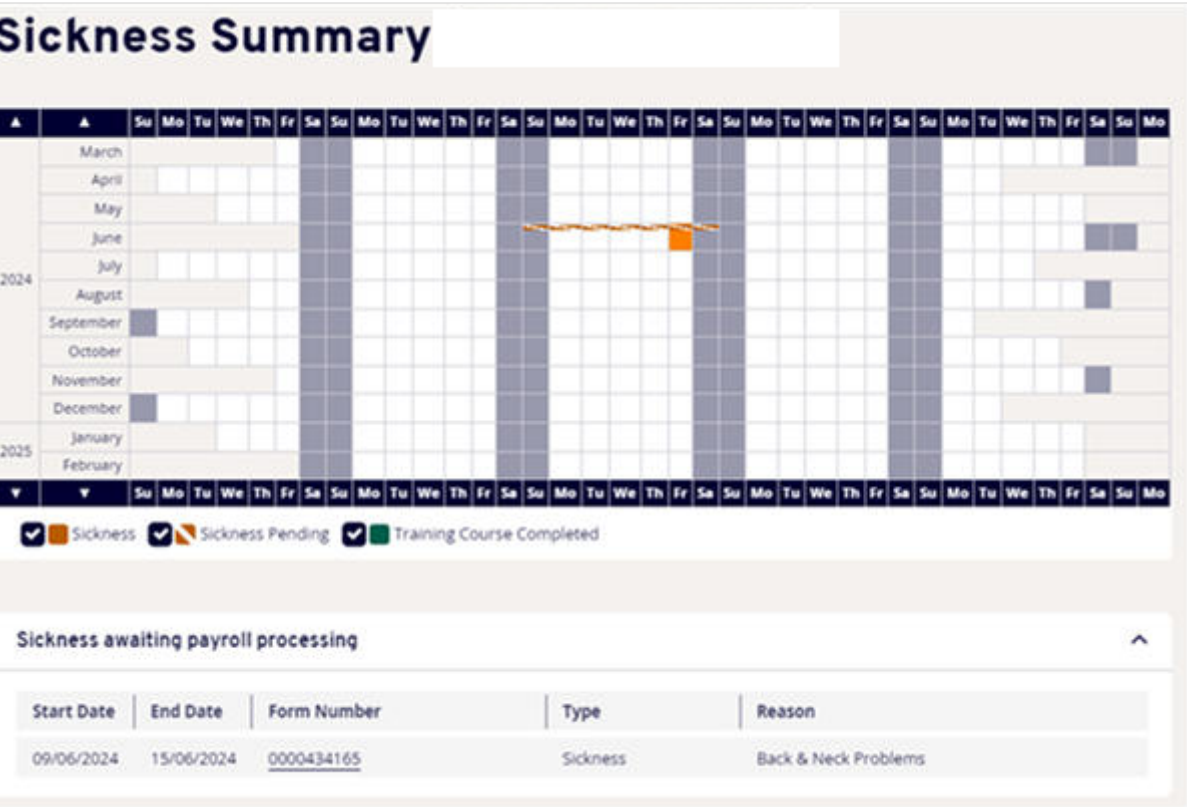
✔

Confirmation Message !

Your Sickness notification number 0000434165 has been submitted

Continue

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



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