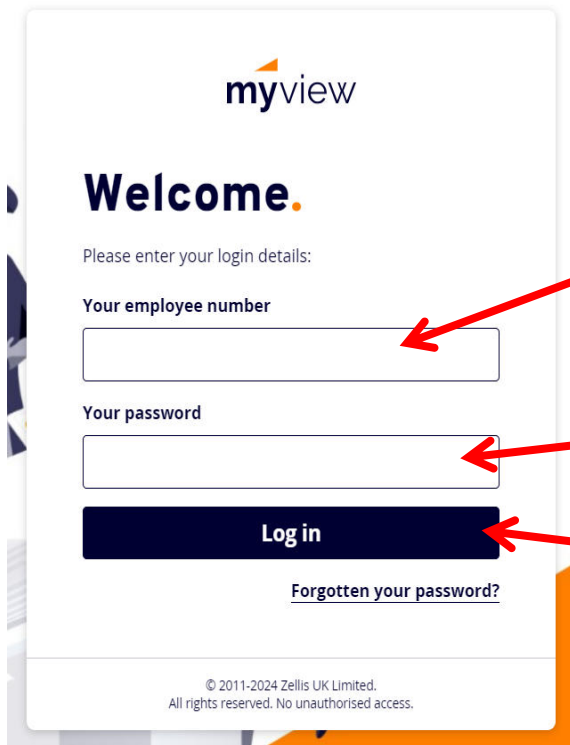


Manager's View

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

Log in to MyEmployment.

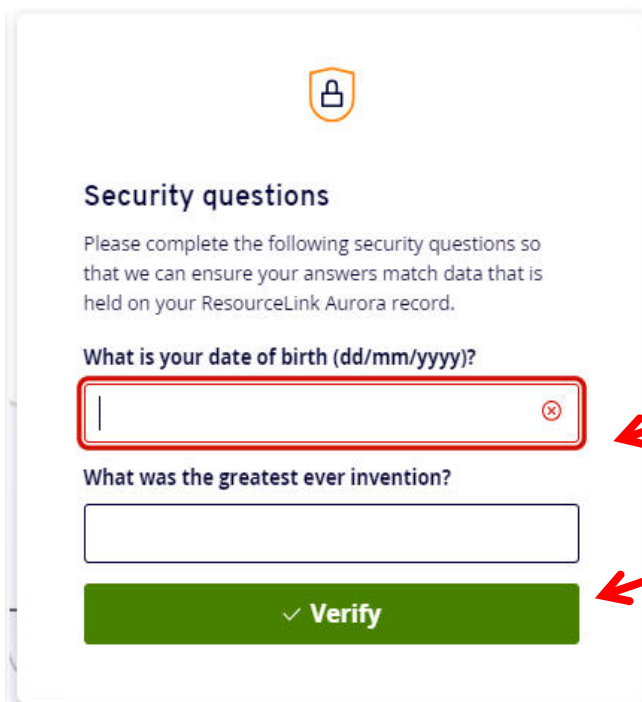


The login screen features the 'myview' logo at the top. Below it is a 'Welcome.' heading followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. A dark blue 'Log in' button is positioned below the password field. A link for 'Forgotten your password?' is located below the 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.

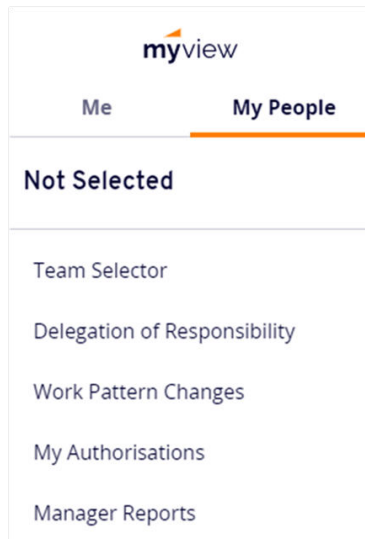


The security questions screen has a lock icon at the top. It is titled 'Security questions' and includes the instruction: 'Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.' There are two questions: 'What is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

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

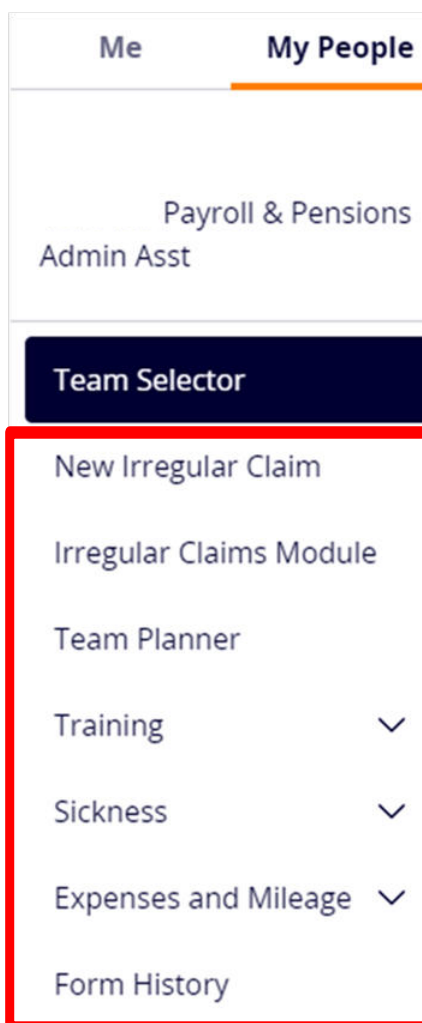
Click **Verify**

This will now log you into MyView



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

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).



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

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