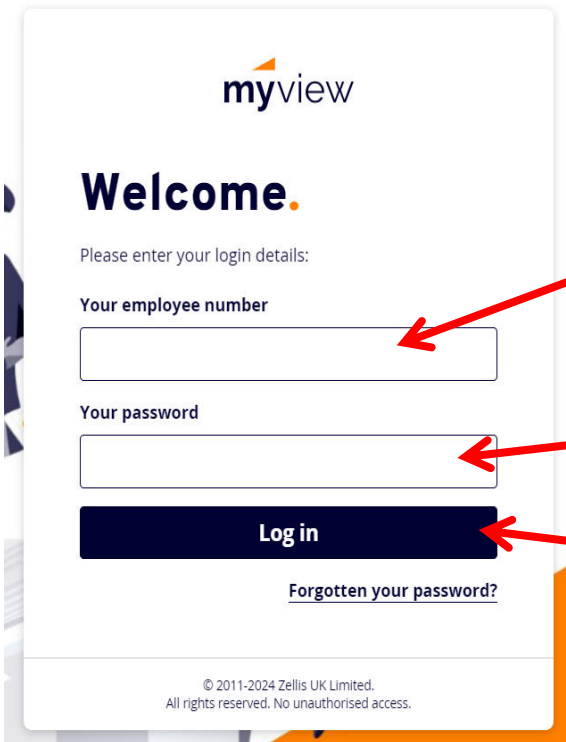


Changing Work Patterns

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

Log in to MyEmployment.

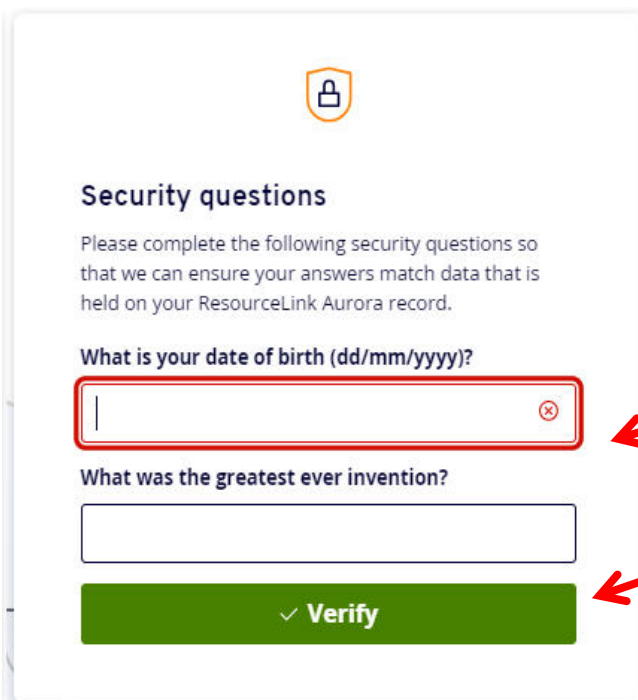


The login screen features the 'myview' logo at the top. Below it is a 'Welcome.' heading followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. A dark blue 'Log in' button is positioned below the password field. A link for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

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.

Work Pattern 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"/>
Date of Birth	<input type="text"/>	Post Code	<input type="text"/>
Nat. ID Number	<input type="text"/>	Employee Status	<input type="text"/>
As At Date	<input type="text"/>	Previous Surname	<input type="text"/>
Legislation Type	<input type="text"/>		

Search

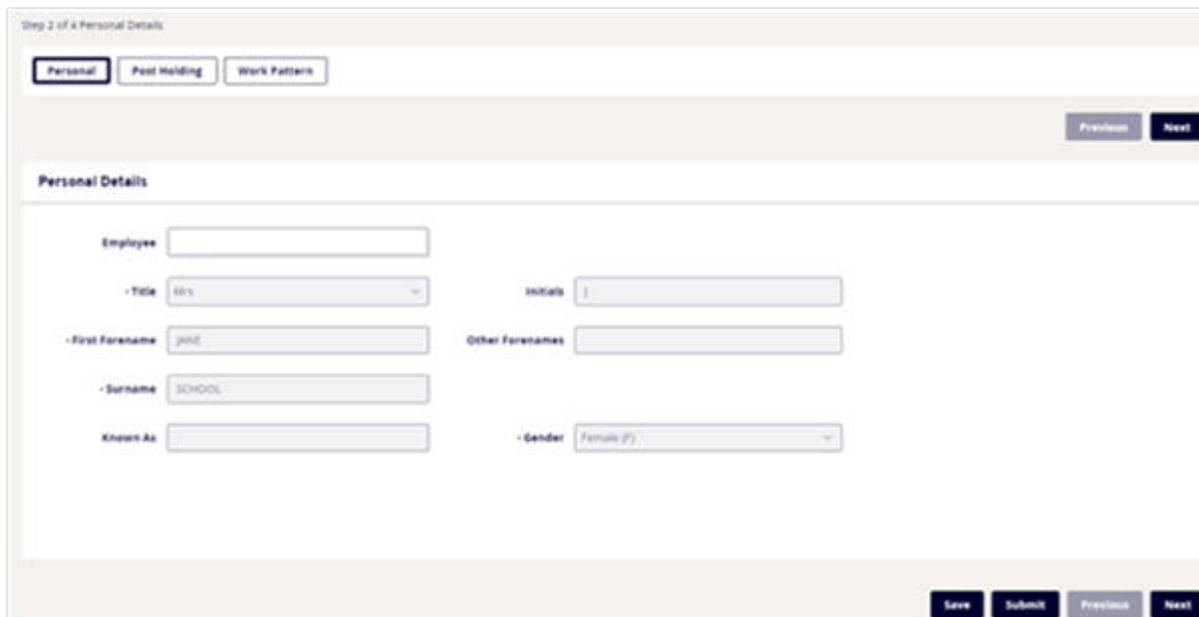
The **Personal Details** of the employee will be displayed for you to make sure you are updating the correct employee.



Employee Search

Surname	Initials	Title	Emp Number	Nat. ID Number	Start Date	Leave Date	Pay Group
SCHOOL	J				17/12/1990		

Click on the surname of the employee, the following screen will be displayed.



Step 2 of 4 Personal Details

Personal Post Holding Work Pattern

Previous Next

Personal Details

Employee

Title Mrs Initials J

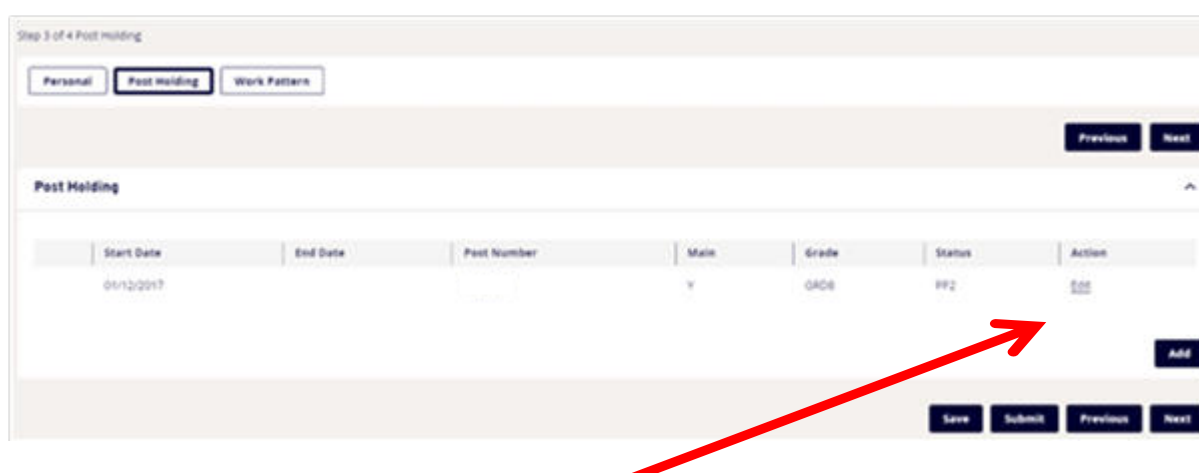
First Forename JANE Other Forenames

Surname SCHOOL

Known As Gender Female (F)

Save Submit Previous Next

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



Step 3 of 4 Post Holding

Personal Post Holding Work Pattern

Previous Next

Post Holding

Start Date	End Date	Post Number	Male	Grade	Status	Action
01/12/2017			Y	QAC6	PF2	Edit

Add

Save Submit Previous Next

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

Effective Date

Main Post

☒

Position Status

Work Pattern

Days Into Pattern

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**.

Click **Next**.

The current work pattern will be shown.

Work Pattern Change ()

Step 4 of 4 Work Pattern

Personal

Post Holding

Work Pattern

Previous

Next

Work Pattern

Post number	Start Date	End Date	Pattern	Day	Worked?	On	Off	On	Off	On	Off	Hours	Action
1528910	02/08/2024		50475	Sunday	N							0.00	Edit
1528910	02/08/2024		50475	Monday	Y	09:00	17:00					8.00	Edit
1528910	02/08/2024		50475	Tuesday	Y	09:00	17:00					8.00	Edit
1528910	02/08/2024		50475	Wednesday	Y	09:00	17:00					8.00	Edit
1528910	02/08/2024		50475	Thursday	N							0.00	Edit
1528910	02/08/2024		50475	Friday	Y	09:00	17:00					8.00	Edit
1528910	02/08/2024		50475	Saturday	N							0.00	Edit

Save

Cancel

Previous

Next

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

Work Pattern

* Required Field

Post number

1028910

Post Start Date

01/12/2017

Pattern

5DAYS

Start Date

02/08/2024

End Date

Change Reason

CH

Days Into Pattern

005

Day

Monday

Worked?

☒

On

09:00

Off

17:00

On

Off

Hours

8.00

Close

Save

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 Patterns														
	Post number	Start Date	End Date	Pattern	Day	Workoff	On	Off	On	Off	On	Off	Hours	Action
	100010	01/08/2024		10015	Sunday	N							8:00	Edit
	100010	02/08/2024		10015	Monday	Y	08:00	17:00					8:00	Edit
	100010	03/08/2024		10015	Tuesday	Y	08:00	17:00					8:00	Edit
	100010	04/08/2024		10015	Wednesday	Y	08:00	17:00					8:00	Edit
	100010	05/08/2024		10015	Thursday	N							8:00	Edit
	100010	06/08/2024		10015	Friday	Y	08:00	17:00					8:00	Edit
	100010	07/08/2024		10015	Saturday	N							8:00	Edit
													Save Submit Previous	

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