

Viewing Irregular Claims

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

Log in to MyEmployment.

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 LOGON:

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

Self Service Deadline is Tuesday 14th November 2017

Sign In

Your employee number

Your password

Sign In ✓

Forgotten your password?

Accessibility

Enable Accessibility Enhancements

Employee ID number

Password

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Security questions

Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.

What is your date of birth (dd/mm/yyyy)?

What was the greatest ever invention?

Verify ✓

Confirm date of birth

Answer security question

Dashboard

My Details

My Irregular Claims

Create Irregular Claim

Irregular Claims Module


Click **Irregular Claims Module**.

The screen shows your forms' statuses.

Open
Submitted
Authorised
Rejected
Withdrawn

- **Open:** claims that has been created but not submitted.
- **Submitted:** claims that have been submitted and are awaiting approval.
- **Authorised:** submitted claims that have been authorised.
- **Rejected:** submitted claims that have been rejected.
- **Withdrawn:** submitted claims that you cancelled before they were authorised.

The list in each tab will provide information on the claim(s).

Open				
	Date	Form	Description	Value
	25/09/2017	0000641625	New Claim	0.00
	25/09/2017	0000641624	New Claim	0.00
	19/09/2017	0000641545	New Claim	0.00

Click to open. You can submit open claims or withdraw submitted claims from there.