# Inputting Sickness

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

Log in to MyEmployment.



Employee ID number

Password



Confirm date of birth

Answer security question
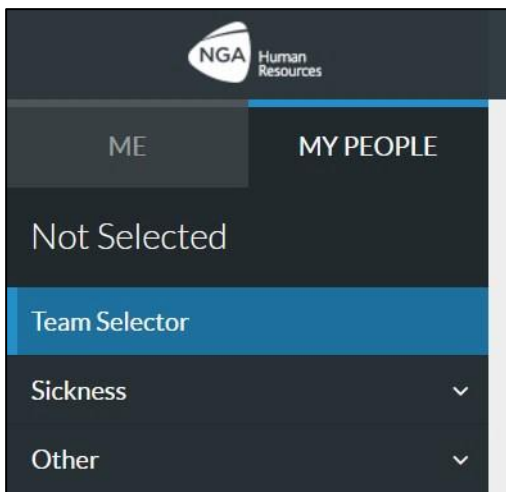
Click on **My People** and select the employee.





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

Fill in the form (please see below).

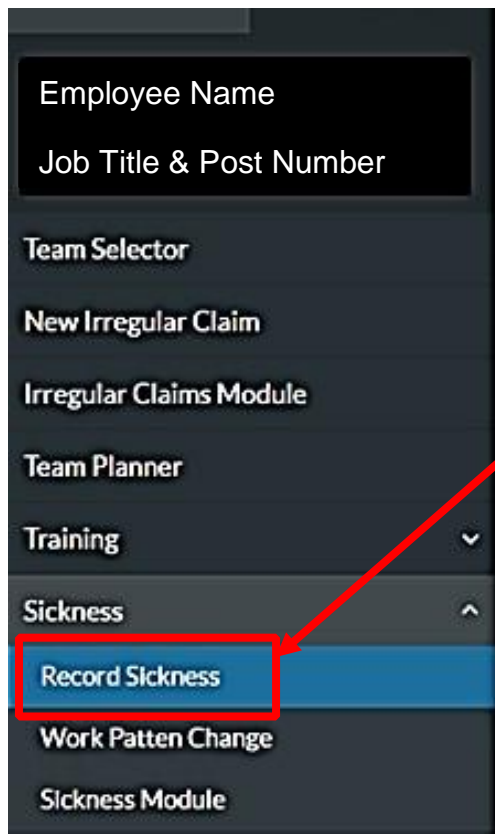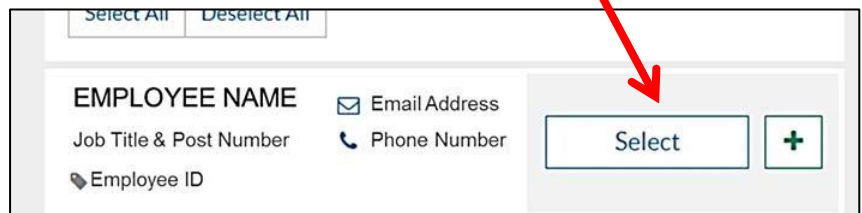| Type | |
|---|---|
| Employee | Employee Name |
| Type | ○ Industrial Injury ● Sickness |
| Sickness Reason * | Back & Neck Problems ▼ |
| Sickness Category | --Select-- ▼ |
| Certificate Type | Self Certified ▼ |
| Duration | ○ Single Day ● More Than One Day |
| **More Than One Day** | |
| From - Date * | 08/10/2017 📅Calendar ● Full Day ○ From [ ] |
| To - Date | 12/10/2017 📅Calendar ● Full Day ○ To [ ] Return to Work Interview Date 13/10/2017 📅Calendar |

[ Back ] [ Next ]

When finished, click **Next**.

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



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



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.