

Inputting Sickness

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.

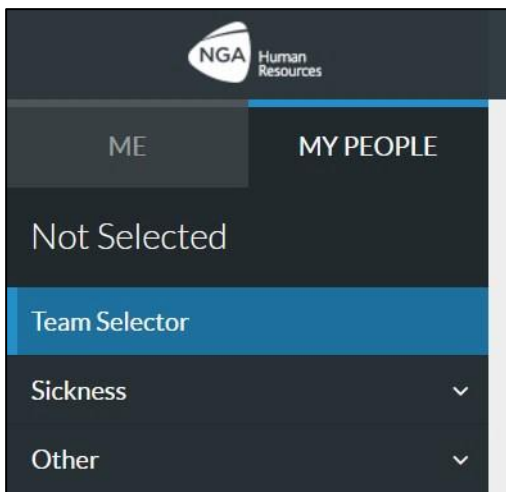
What is your date of birth (dd/mm/yyyy)?

What was the greatest ever invention?

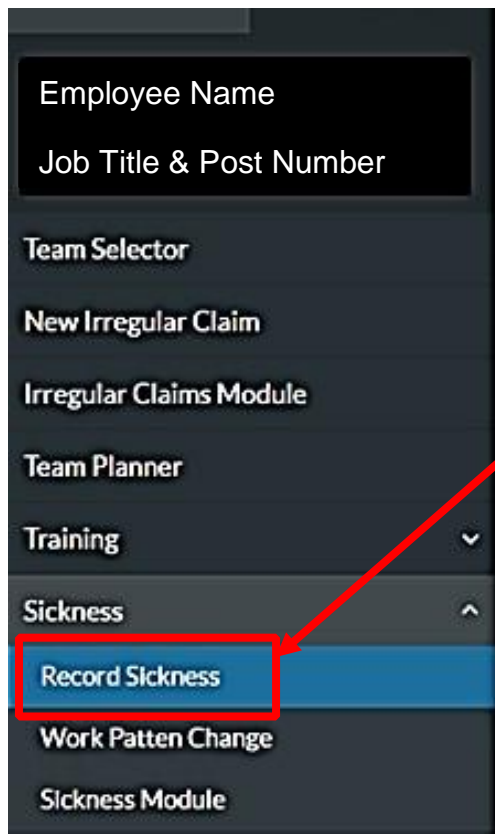
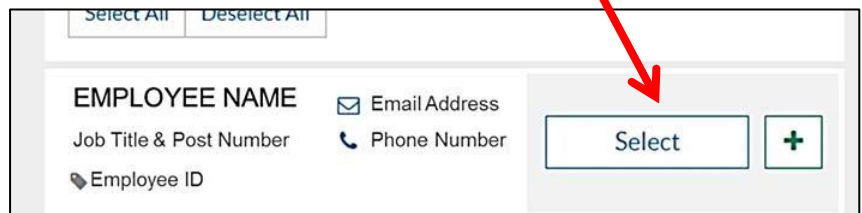
Verify ✓

Confirm date of birth

Answer security question



Click on **My People** and select the employee.



Sickness.

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

Fill in the form (please see below).

Type	Employee Name	
Employee	<input type="radio"/> Industrial Injury <input checked="" type="radio"/> Sickness	
Type	Back & Neck Problems	
Sickness Reason *	--Select--	
Sickness Category	Self Certified	
Certificate Type	<input type="radio"/> Single Day <input checked="" type="radio"/> More Than One Day	
Duration		
More Than One Day		
From - Date *	08/10/2017	Calendar
To - Date	12/10/2017	Calendar
	Full Day	From
	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.

Sickness

[Help & Guidance](#)
[Help Video on Sickness Recording](#)

Sickness Post Selection

Post		From		To				
Select	Description	Start Date	End Date	Working Days (SMTWTFS)	Date*	Time*	Date	Time
<input checked="" type="checkbox"/>	[Redacted]	07/03/2016		NYYYYN	08/10/2017	09.00	12/10/2017	16.24
Comments		<input type="text" value="comments here if necessary"/>			Return to Work Interview Date <input type="text" value="13/10/2017"/>			

[\[Back \]](#) [\[Submit \]](#)

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

Home > Team Selector > Record Sickness

Confirmation Message !

Your Sickness notification number 0000251536 has been submitted

[Continue]

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

Home > Team Selector > Record Sickness

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Sickness Summary [Redacted]

		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2017	July																																				
	August																																				
	September																																				
	October																																				
	November																																				
2018	December																																				
	January																																				
	February																																				
	March																																				
	April																																				
	May																																				

☒ Sickness Pending ☒ Training Course

Sickness awaiting payroll processing

Start Date	End Date	Form Number	Type	Reason
08/10/2017	12/10/2017	0000251536	Sickness	Back & Neck Problems
10/09/2017	22/09/2017	0000251514	Industrial Injury	Skin related condition

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