Approving Requests/Claims

Log in to MyEmployment

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

Approving and Rejecting Requests & Claims

Click into **My Authorisations** from the left hand main menu, or select the relevant authorisation from your dashboard
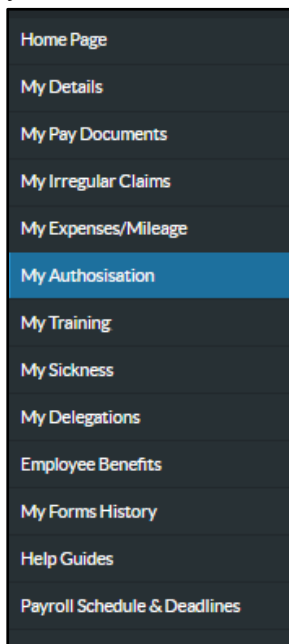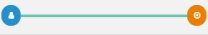

This will then show you any claims from this month, and any claims which are currently pending.

Please note: You may have different types of claims to approve, or multiple employees to approve claims for. These will be shown in individual tabs on the screen.

To open a particular claim, click on the Description of the claim

From this screen, you can then **authorise** or **reject** the claim.

Click **Ok** on the confirmation message. When the confirmation screen appears, click **Continue**.