

# Setting up Delegations

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

Log in to MyEmployment.

The image shows a screenshot of the ResourceLink Self Service Portal. On the left, a white box contains a welcome message and instructions for logging in. On the right, a grey box contains the 'Sign In' form. Two red arrows point from external labels to the form fields: one to the 'Your employee number' field and another to the 'Your password' field.

**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 LOG ON:**

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

ME MY PEOPLE

Not Selected

Team Selector

Delegation of Responsibility

Work Pattern Changes

Assets

Click on **My People** and click on **Delegation of Responsibility**.

When accessing the Delegations module, a manager will have the option to **Add New** delegations.

Delegation					
					<a href="#">[ Add New ]</a>
Type	Delegated to	From	To	Absence	Description
A/R	Name	dd/mm/yyyy	dd/mm/yyyy	Y/N	Details

  

Delegated rules					
Type	Delegated from	From	To	Absence	Description
A/R	Name	dd/mm/yyyy	dd/mm/yyyy	Y/N	Details

Complete the form with the relevant information:

New Rule	
Rule Type *	<input checked="" type="radio"/> Authorisation <input type="radio"/> Responsibilities
Description *	<input type="text"/>

Click either **Responsibilities** or **Authorisation**.

Enter a short **Description** to make it clear to both you and the employee what has been delegated to them.

New Rule	
Rule Type *	<input checked="" type="radio"/> Authorisation <input type="radio"/> Responsibilities
Description *	<input type="text"/>
Delegate To *	<input type="text"/> <a href="#">[ Search ]</a>
Delegate For *	<input type="text"/>

Find the person you want to **Delegate To**, using **Search**.

Find the person you want to **Delegate For**, using **Search**. This can be **individuals**, **direct reports** or the **whole team**.

Delegate For *	<input type="text"/>	<a href="#">[ Select ]</a>
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Select which **Module/Process Group/View** you want to delegate.

Module/Process Group/View *	<input type="text"/>	<a href="#">[ Select ]</a>
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If delegating **Responsibilities**, you also need to select the right access level (view only, save, submit or save & submit).

**Delegation Period**

From Date   From Date

To Date   To Date

Absence

Suppress Email Notifications

Enter a **From Date** (leaving this blank will mean the delegation starts from the day you set it up).

Enter a **To Date** (leaving this blank will create an open ended delegation).

The **Absence** field allows a delegated task to become active only when the manager is absent, but this option is not available at the moment.

**New Rule**

Rule Type ^  Authorisation  Responsibilities

Description ^

Delegate To ^  [ Search ]

Delegate For ^  [ Select ]

Module/Process Group/View ^  [ Select ]

**Delegation Period**

From Date   From Date

To Date   To Date

Absence

Suppress Email Notifications

[ Back ] [ Submit ]

Click **Submit** and then **Continue** at the **Confirmation Message**. The Delegation will now appear in the **Delegation Module**.

**Delegation** [ Add New ]

Type	Delegated to	From	To	Absence	Description
A/R	Name	dd/mm/yyyy	dd/mm/yyyy	Y/N	Details