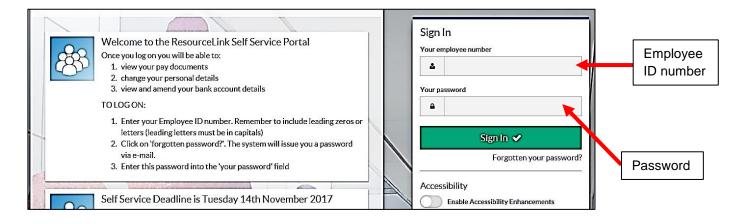
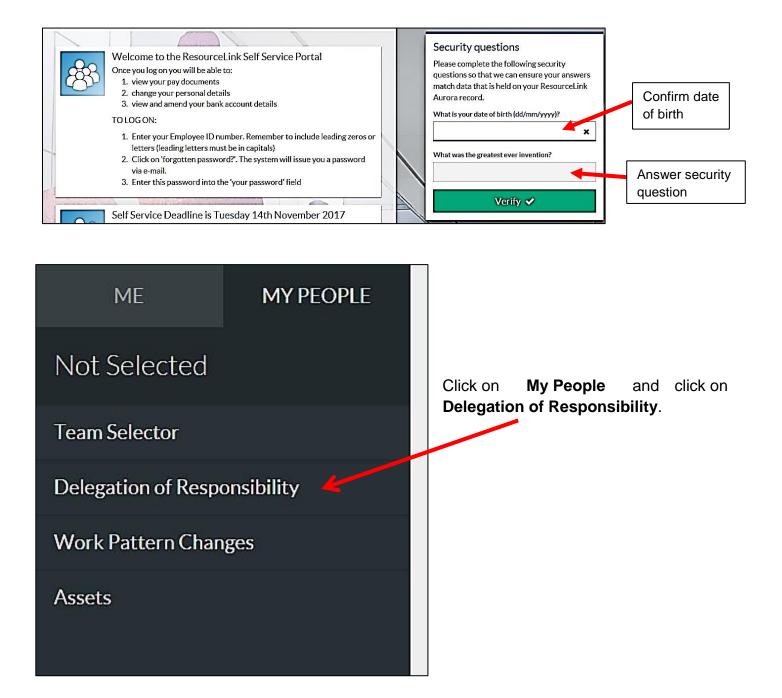
Setting up Delegations

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

Log in to MyEmployment.





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

Delegati	on						\frown
Туре		Delegated to	From	То	Absence	Description	[Add New]
A/R	Name		dd/mm/ yyyy	dd/mm/ yyyy	Y/N	Details	
Delegate	ed rules						
Туре		Delegated from	From	То	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 *	Authorisation	OResponsibilities			
Description *					

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.

ew Rule		
ule Type *	Authorisation O Responsibilities	Find the person you
escription *		want to Delegate To,
elegate To *	[Search]	using Search .
elegate For *		

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

Delegate For *	
	[Select]

Select which Module/Process Group/View you want to delegate.

Module/Process Group/View *	
	[Select]

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 O Responsibilities
Description *	Delegation of Training Requests for Team
Delegate To *	[Search]
Delegate For *	
Module/Process Group/View *	[Select]
Delegation Period	
From Date	From Date
To Date	To Date
Absence	
Suppress Email Notifications	
	[Back][Subr

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

Delegat	tion						
							[Add New]
Туре		Delegated to	From	То	Absence	Description	
A/R	Name		dd/mm/ yyyy	dd/mm/ yyyy	Y/N	Details	