Setting up Delegations

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

Log in to MyEmployment.

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						
						[Add New]
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 *	⦿ Authorisation ○ Responsibilities
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.

New Rule	
Rule Type *	⦿ Authorisation ○ Responsibilities
Description *	
Delegate To *	[Search]
Delegate For *	

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 *	
	[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 ○ Responsibilities
Description *	Delegation of Training Requests for Team
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