My Forms History

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

Log in to MyEmployment

Employee ID number

Password

Confirm date of birth

Answer security question

Click **My Forms History**.

Use the fields to select your search options and select **Search**.

Form History

Keyword Search	Date from	Date to
Enter keywords to search	Select a date from	Select a date to

Event Filter

| Employee Changes | Expense Claims | Training Requests | ▼ |

Status Filter

| Authorised | Open | Rejected | Submitted | Withdrawn | ▼ |

Clear search   Search

Results per page: 20 ▾   Showing 17 results

Description	Event	Status	Raised Date ⌄	
Details	Employee Changes	✔ Authorised	26 Oct 2017	⌄
Details	Employee Changes	✔ Authorised	26 Oct 2017	⌄
Details	Training Requests	✔ Authorised	18 Apr 2017	⌄
Details	Training Requests	✔ Authorised	15 Mar 2017	⌄

Click to see approval chain.

Description	Event	Status	Raised Date ⌄	
Details	Employee Changes	✔ Authorised	26 Oct 2017	⌃

Employee Changes

Employee:	Your Name	Form Description:	Details
Form Number:	C0014875		
Submitted By:	Details		
Submitted on:	26 Oct 2017		

Authorisation Progress 👤 ─────────── ✔

| Details | Employee Changes | ✔ Authorised | 26 Oct 2017 | ⌄ |

Click to view details of who has approved/rejected the request or who it is currently awaiting the approval of.

2