Accessing Delegations

A manager is able to delegate certain MyEmployment tasks to another person, who can carry these out on the Manager's behalf. There are two types of delegation:

- **Authorisation:** the ability to authorise requests (e.g. expenses or training).
- **Responsibility:** tasks normally only available to managers (e.g. entering sickness or training requests for the manager's team).

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 on **My Delegations**.

Delegated Responsibilities

Help & Guidance

Expand to see details

Active Delegation Rules +

Pending Delegation Rules +

Authorisations +

Responsibilities +
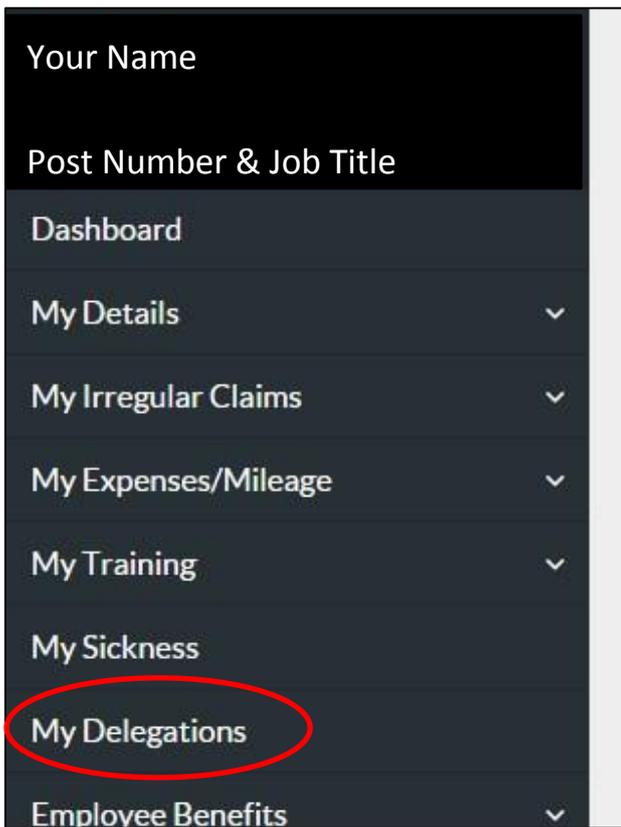
Active Delegation Rules: existing delegations, and who set it up.

Pending Delegation Rules: delegations that will come into effect in the future.

Authorisations: links to any **Authorisation** tasks to be processed by you.

Responsibilities: links to any **Responsibility** tasks to be processed by you.

For completing the delegated tasks, please consult the managers' guide.