

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.

The screenshot shows the 'MyView' login page. On the left, a 'Welcome to the ResourceLink Self Service Portal' message lists capabilities and login instructions. On the right, the 'Sign In' form has two input fields: 'Your employee number' and 'Your password'. A red arrow points from a box labeled 'Employee ID number' to the first field. Another red arrow points from a box labeled 'Password' to the second field. A green 'Sign In' button with a checkmark is below the fields. A 'Forgotten your password?' link is also present. At the bottom, there is an 'Accessibility' section with a toggle for 'Enable Accessibility Enhancements'.

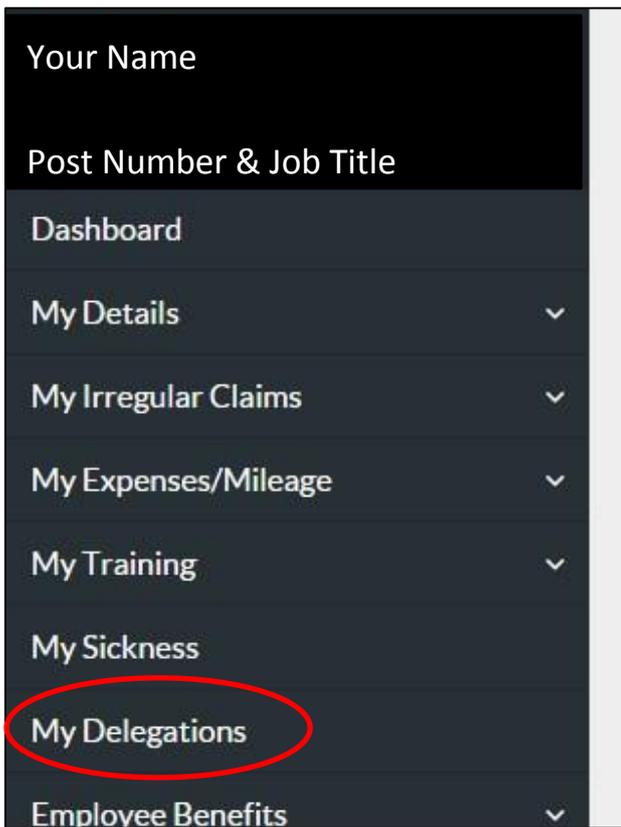
Employee ID number

Password

The screenshot shows the 'MyView' security questions page. On the left, the same 'Welcome to the ResourceLink Self Service Portal' message is visible. On the right, the 'Security questions' section asks the user to complete two questions. The first question is 'What is your date of birth (dd/mm/yyyy)?' with an input field. A red arrow points from a box labeled 'Confirm date of birth' to this field. The second question is 'What was the greatest ever invention?' with an input field. A red arrow points from a box labeled 'Answer security question' to this field. A green 'Verify' button with a checkmark is at the bottom.

Confirm date of birth

Answer security question



Click on **My Delegations**.



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.