

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 image shows two screenshots of the MyView login process. The first screenshot is the 'Welcome' login screen. It features the 'myview' logo at the top. Below it, the text 'Welcome.' is followed by 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. A red arrow points to the 'Your employee number' field with the text 'Enter **Employee Number** (6 digit payroll number)'. Another red arrow points to the 'Your password' field with the text 'Enter **Password**'. Below the password field is a dark blue 'Log in' button, with a red arrow pointing to it and the text 'Click.'. Below the button is a link that says 'Forgotten your password?'. At the bottom, there is a small copyright notice: '© 2011-2024 Zellis UK Limited. All rights reserved. No unauthorised access.'

The second screenshot is the 'Security questions' screen. It has a lock icon at the top. The title is 'Security questions' followed by the text 'Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.' There are two questions: 'What is your date of birth (dd/mm/yyyy)?' and 'What was the greatest ever invention?'. The first question's input field is highlighted with a red border and a red arrow points to it with the text 'Enter the answers to your two **Security Questions**'. Below the second question is a green 'Verify' button with a checkmark icon. A red arrow points to this button with the text 'Click **Verify**. This will now log you into MyView'.

myview

Name
Employee number & Job title

Welcome Name

Edit dashboard

Dashboard

My Pay Documents

My Details

My Pay Documents (old)

My Irregular Claims

My Expenses/Mileage

My Training

My Sickness

My Delegations

Employee Benefits

My Forms History

Help Guides

Payroll Schedule & Deadlines

Privacy Statements

My Pay

MAY 31 Your next pay date is in 24 days

View Summary

View All Pay Documents

Payslip 30 Apr

Payslip 31 Mar

5 Unopened Docs

In Progress

You have no forms in progress

From the menu on your dashboard, select **My Delegations**.

Expand to see details

Delegated Responsibilities

Active 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.