Accessing Delegations

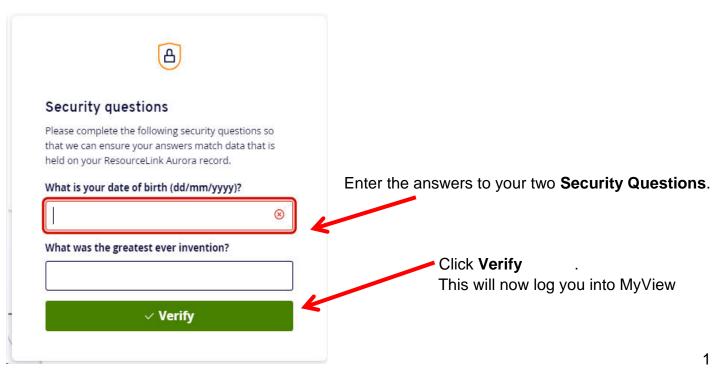
A manager is able to delegate certain MyEmployment tasks to another person, who can carry these out on the Manager's behalf. There are two types of delegation:

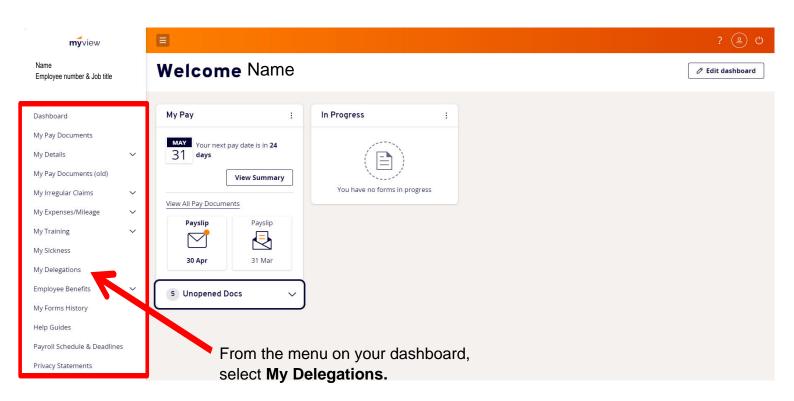
- Authorisation: the ability to authorise requests (e.g. expenses or training).
- **Responsibility:** tasks normally only available to managers (e.g. entering sickness or training requests for the manager's team).

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

Log in to MyEmployment.









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.