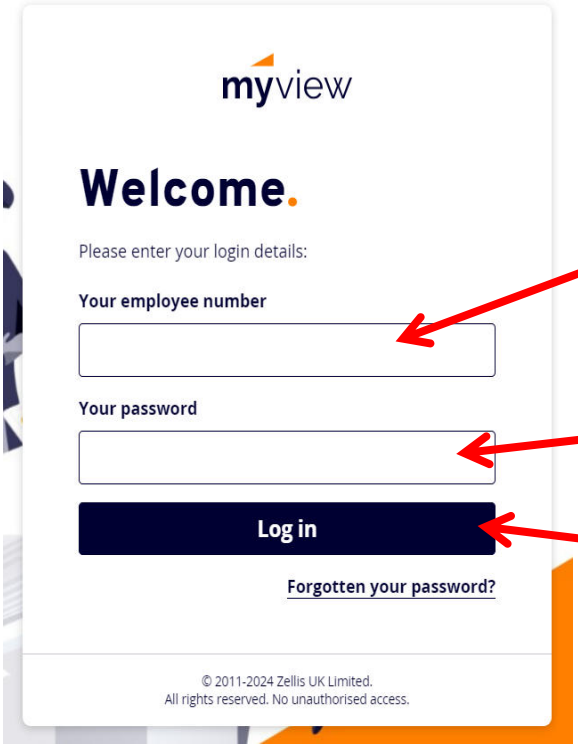
Setting up Delegations

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

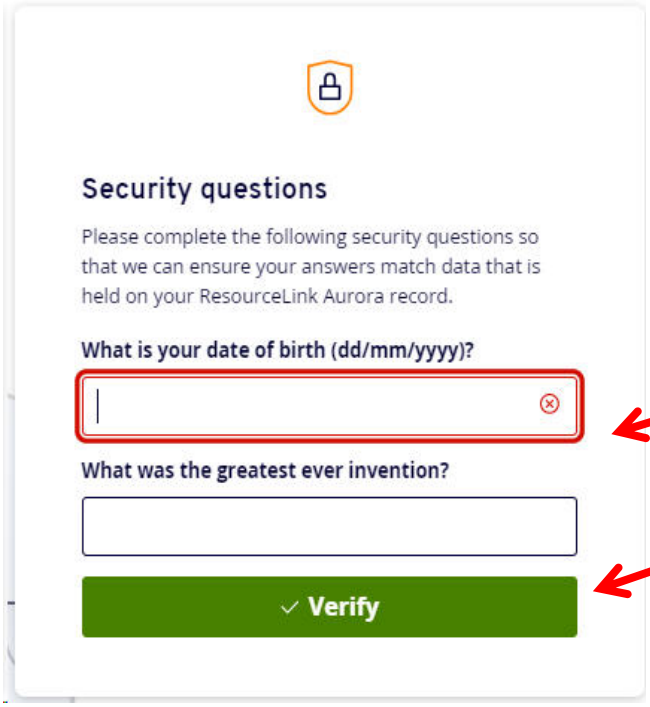
Log in to MyEmployment.



Enter **Employee Number** (6 digit payroll number).

Enter **Password**.

Click.



Enter the answers to your two **Security Questions**.

Click **Verify** .
This will now log you into MyView

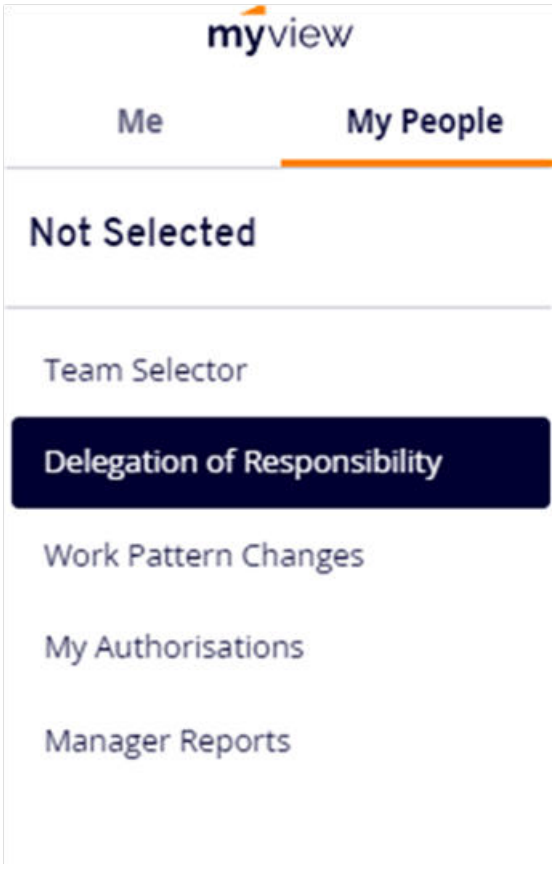
Important Information

Authorisations within MyEmployment cannot be delegated unless the line manager is on planned annual leave,sick or likely to be away from the office for any significant period of time. In these situations, authorisations may only be delegated across to another manager within the same management tier or up management tier level i.e. to the grandparent manager.

Managers in MyEmployment will have the ability to delegate the responsibility of authorising employee requests such as mileage and expenses and additional hours claims. In doing so, all notifications will be sent to the delegated person. However, the line manager retains the ultimate responsibility.

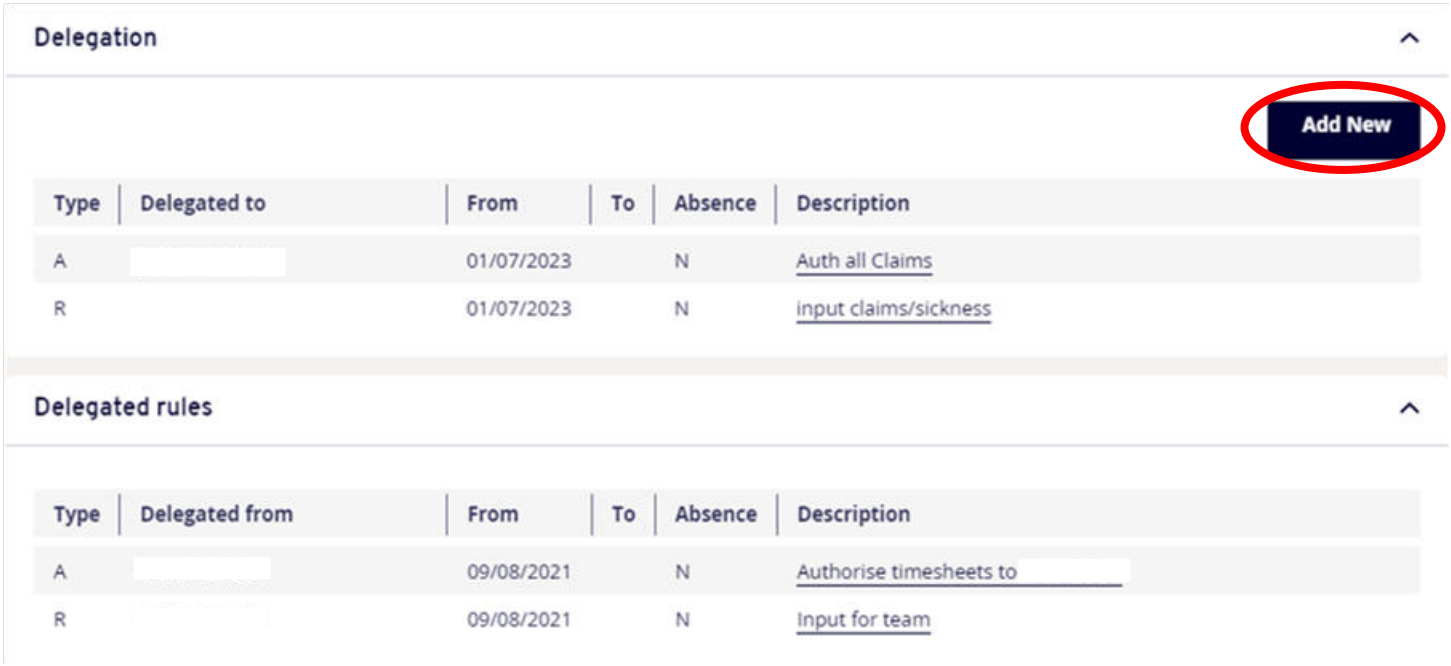
In all instances where delegation is being used the officer being given the delegated authorisation, should be conversant with the duties of the employee whose requests they are authorising. They are responsible for satisfying themselves that the requests particularly for travelling and/or expenses are accurate and necessary.

Delegation of authorisation should only be considered when Managers are likely to be out of the office for an extended period of time such as any period of leave and sickness absence in order that employee requests in MyEmployment are not delayed in anyway, as this may impact on an employees pay.

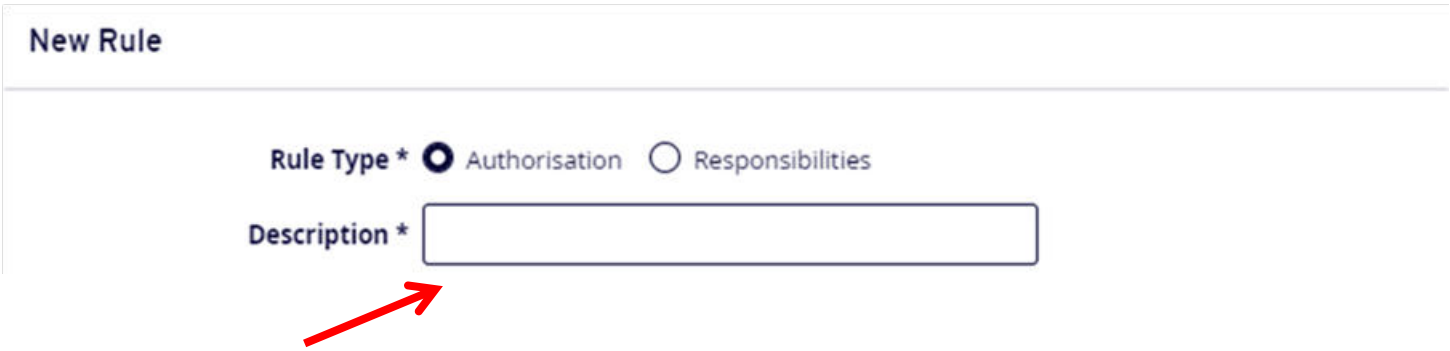


Click on **My People** and click on **Delegation of Responsibility**.

When accessing the Delegations module, a manager will have the option to **Add New** delegations.

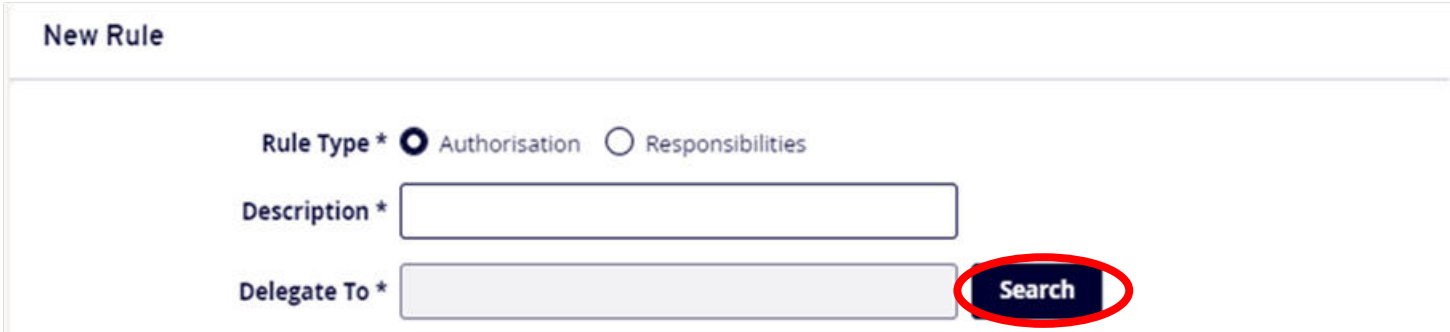


Complete the form with the relevant information:



Click either **Responsibilities** or **Authorisation**.

Enter a short **Description** to make it clear to both you and the employee what has been delegated to them.



Find the person you want to **Delegate To**, using **Search**.

Find the person you want to **Delegate For**, using **Search**. This can be **individuals**, **direct reports** or the **whole team**.

Select which **Module/Process Group/View** you want to delegate.

If delegating **Responsibilities**, you also need to select the right access level (view only, save, submit or save & submit).

Enter a **From Date** (leaving this blank will mean the delegation starts from the day you set it up).

Enter a **To Date** (leaving this blank will create an open ended delegation).

The **Absence** field allows a delegated task to become active only when the manager is absent, but this option is not available at the moment.

Click **Submit** and then **Continue** at the **Confirmation Message**. The Delegation will now appear in the **Delegation Module**.