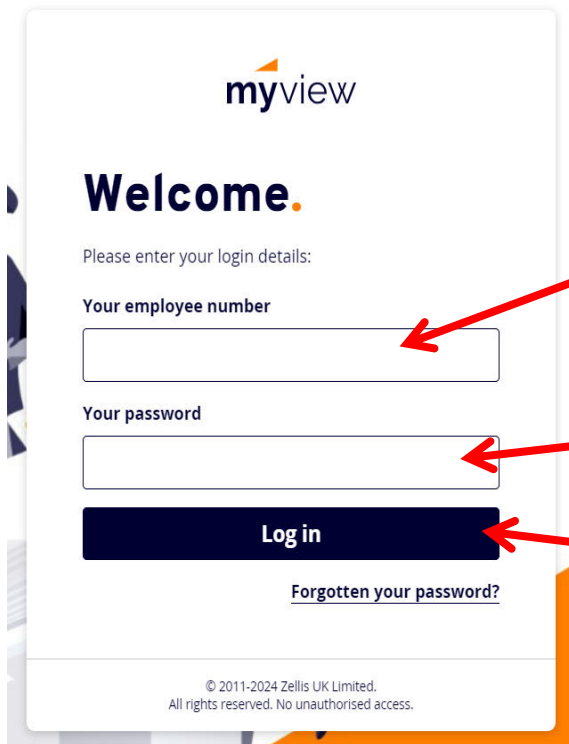


Setting up Delegations

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

Log in to MyEmployment.

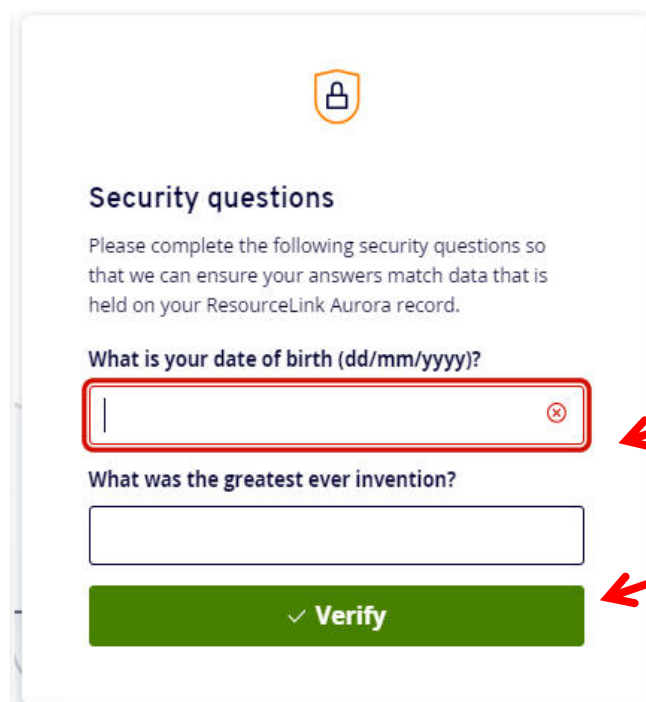


The login screen features the 'myview' logo at the top. Below it is a 'Welcome.' heading followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. A dark blue 'Log in' button is positioned below the password field. A link for 'Forgotten your password?' is located under the 'Log in' button. At the bottom, there is a copyright notice: '© 2011-2024 Zellis UK Limited. All rights reserved. No unauthorised access.'

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

Enter **Password**.

Click.



The security questions screen has a lock icon at the top. It is titled 'Security questions' and includes the instruction: '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?'. Each question has a corresponding input field. A green 'Verify' button with a checkmark is at the bottom.

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

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

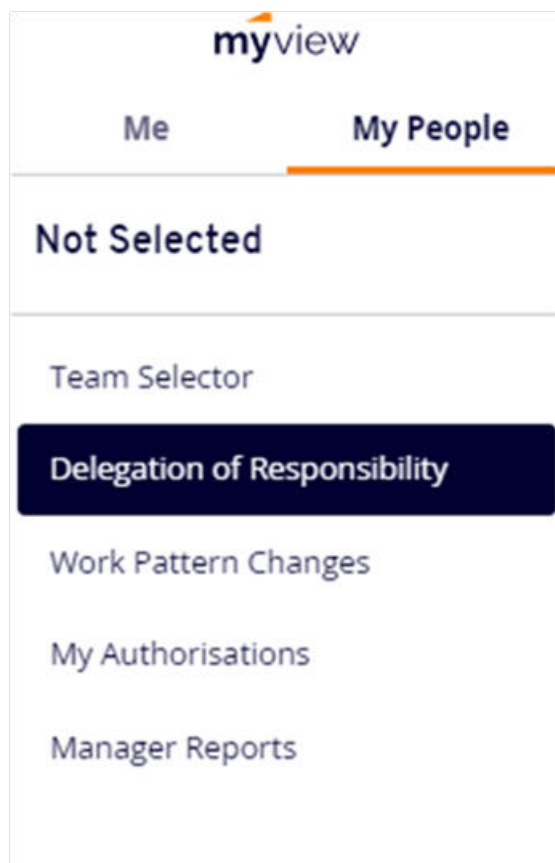
Important Information

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.

Delegation

Add New

Type	Delegated to	From	To	Absence	Description
A		01/07/2023		N	<u>Auth all Claims</u>
R		01/07/2023		N	<u>input claims/sickness</u>

Delegated rules

Type	Delegated from	From	To	Absence	Description
A		09/08/2021		N	<u>Authorise timesheets to</u>
R		09/08/2021		N	<u>Input for team</u>

Complete the form with the relevant information:

New Rule

Rule Type * ☒ Authorisation ☐ Responsibilities

Description *

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.

New Rule

Rule Type * ☒ Authorisation ☐ Responsibilities

Description *

Delegate To *

Search

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**.

Delegate For *

Select

Module/Process Group/View *

Select

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.

Delegation Period

From Date

To Date

Absence

Suppress Email And
Authorisation

Back

Submit

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

Delegation

Add New

Type	Delegated to	From	To	Absence	Description
A		16/06/2024	20/06/2024	N	<u>Delegation of Irregular Claims for Team</u>