

The Payroll Queries advice line regularly receives requests, from both Managers and employees, to provide an employee's payroll ID number. To reduce the possibility for a Data breach, Payroll will no longer be able to provide Managers with this information. Therefore, this is a quick reminder of the two ways that Managers can obtain their employee's payroll ID number.



As a Manager when you open MyEmployment you have access to a number of Managers Reports.

The list of reports available should display in the Reporting Services widget as shown below.

If you do not have this widget please email

HRManagementInformation@coventry.gov.uk and we will share some easy to follow guidance with you to set this up for the first time.



The widget not only provides a list of the Managers reports available but is the easiest way of running them by clicking the report row required.

List of Managers Reports

3 Years Training Detail Report
3 Years Training Detail Selected Employee/s Report
Establishment Register



Hover your mouse over a report name.

When this changes to a hand pointer left click on the report name and that report will open in a separate browser window.

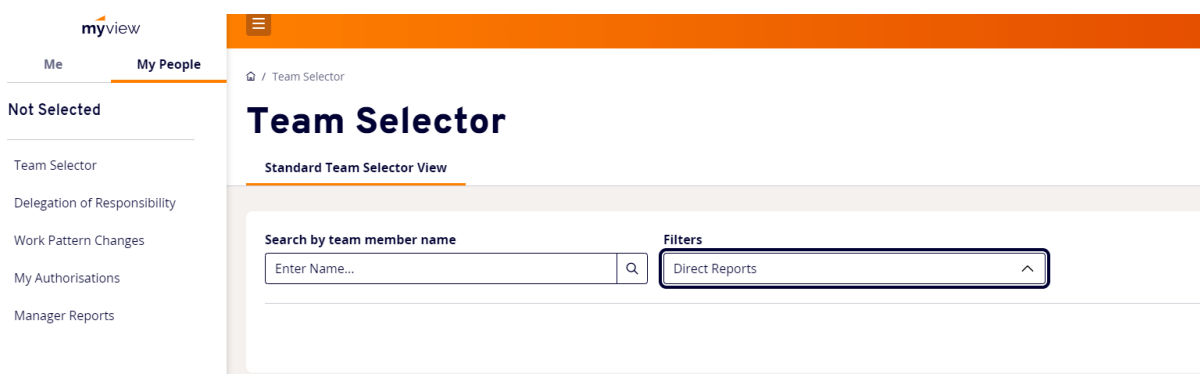
From this list of reports select the **Establishment Register** and your report will open in a separate browser window.

On this report you will be able to see the column called **Employee Number** this is the number that your new team member needs when they first start work to enable them to get set up using MyEmployment, to check their payslips etc.

Alternatively, Managers can also obtain the employee payroll ID in the Team Selector on MyEmployment.

Log on to MyEmployment and on the left-hand side select My People.

The Team Selector will be available



You can filter this to your Direct Reports or the whole Team or use the filter by surname

