

Invigilators Set Up and Information

New Invigilators - paperwork

When you identify new invigilators, you will be required to ensure new start paperwork is completed and sent to us prior engaging invigilators in work. The paperwork required is:

1. Bank Mandate
2. New Starter Checklist (HMRC)

These can be located here: [Invigilators – My NL](#)

Following completion of paperwork this must be sent to ESCPeopleOperations@northlan.gov.uk to process. We ask that you send this to us at least 3 weeks prior prelims.

Current Invigilators

It is the school's responsibility to ensure everyone who engages in invigilating has a record on Itrent, to ensure they are paid appropriately and on time.

Please make sure those checks are carried out prior the invigilator carrying any work at the school for prelims.

This can be checked with the employee themselves and with the AFA/School.

Payroll Deadlines

It is the school's responsibility to ensure the payments claimed by the invigilator are approved and authorised in timely manner in line with NLC Payroll Deadlines.

All Invigilators are on payrun 0407FW and are paid 4 weekly. Payroll deadlines can be located within MYNL here: [Pay Deadlines – My NL](#)

Please note – the deadlines you’re looking for are on column “deadlines”, service deadlines highlighted in yellow are for receiving paperwork for processing by Employee Service Centre, i.e. new start paperwork must be received by service deadline to ensure its processed.

Four weekly Schedules (0407FW)								
2023/24								
Week	Service Deadline	Deadline	Run Date	Actual Pay Date	Pay Period Covered	Closed from*	Open from	Date Opened

- Invigilator Hourly Rate £9.90
- Depute Chief Invigilator Hourly Rate £10.60
- Chief Invigilator Hourly Rate £13.80

Invigilators Claim Form Demo

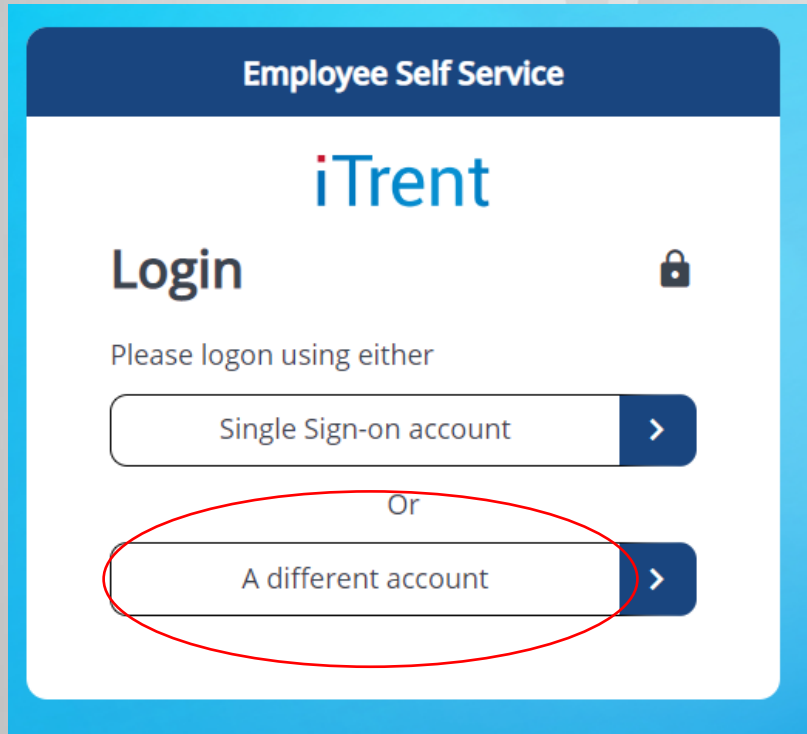
Demonstration of claim form

The screenshot displays the mySelf HR dashboard for Mrs Adriana Rybarcz... The interface includes a navigation sidebar on the left with options for Home, My time, My pay, and Learning. The main content area is divided into several sections:

- Latest company news:** A carousel of three news items: "Current Vacancies & How to Apply", "Been overpaid? Click here for more info", and "myNL - Check out our HR website, click here for info".
- Flexitime:** A section showing a "Current balance h:mm" of 03:28, with buttons for "Record flexitime", "Book flexitime", and "View flexitime in calendar".
- Holiday:** A section showing "23.558 Hours available" in a circular gauge, with a "Book holiday" button and "View holiday in calendar" link.
- Events present:** A calendar view for September 2023, with a highlighted event on the 25th. Below the calendar is an "Add event" button and a list of "My events" for 25 Sep 2023, including a "Working day" from 08:00 hours.


Logging On

To log on go to www.northlanarkshire.gov.uk/myself



Employee Self Service

iTrent

Login 

Please logon using either

Single Sign-on account >

Or

A different account >

Select 'A different account'

Log in with your employee reference number

This will take you to the Employee mySelf homepage

Making A Claim

To access the Overtime Claim Form – Invigilators you must follow these steps;

- Select 'My pay' on your mySelf homepage
- On the My pay homepage, select 'Time & Expenses
- On this homepage, go to the bottom of the page and select 'Add claim'

The screenshot displays the mySelf app interface. At the top, the mySelf logo is visible. Below it, the user's name 'Mr Joe Bloggs' and a 'View profile' link are shown. The main navigation menu includes 'Home', 'My time', and 'My pay'. The 'My pay' option is circled in red. Below the navigation menu, the 'My pay' screen is shown. The 'Time & Expenses' tab is selected and circled in red. The screen displays the 'Time & Expenses' section with a status of 'In progress' and 'Authorised'. It shows the start date as 06/12/2021 and the end date as 06/01/2022. A 'Search' button is present. At the bottom, the text 'There are no Time & Expenses claims to display' is shown, and the '+ Add claim' button is circled in red.

Time & expenses claim entry: New

Start date (required)

14/10/2022



Job title (required)

Advisor - Process Re-Engineering

Claim template (required)

NLC - Overtime Claim Form - Invigilator

- NLC - Employee Travel and Subsistence (Teaching Staff) V2
- NLC - Extra Curriculum Payment - New
- NLC - Flu Vaccination Refund only v2
- NLC - Home Worker/Agile Worker (home based) v2
- NLC - Overtime Claim (Former CLNL) - Casual Employees only - v2
- NLC - Overtime Claim - Former CLNL employees (excluding Casuals) - v2
- NLC - Overtime Claim Form (Active Schools)
- NLC - Overtime Claim Form (CLD)
- NLC - Overtime Claim Form (Chief Executives Office) V2
- NLC - Overtime Claim Form (Education & Families) v2
- NLC - Overtime Claim Form (Enterprise & Housing Resources) v2
- NLC - Overtime Claim Form (FSS Catering/Cleaning only)
- NLC - Overtime Claim Form (FSS Janitorial only) v2
- NLC - Overtime Claim Form (Infrastructure) v2
- NLC - Overtime Claim Form (NHS Support)
- NLC - Overtime Claim Form (NL Properties)
- NLC - Overtime Claim Form (SOCIAL WORK-AHSC & E&F)
- NLC - Overtime Claim Form (West Partnership)
- NLC - Overtime Claim Form - (exc FSS, Former CLNL & Teachers)
- NLC - Overtime Claim Form - Invigilator

Start Date-

The start of the period you wish to claim for

Claim Template

Here you will select Overtime Claim Form -
Invigilator

Invigilators Claim Form

Page 1

This form is for North Lanarkshire Council Invigilators to claim invigilator fees.

1. The element 'Invigilator Payment' will be pre selected.
2. Select the date which you were invigilating from the calendar below.
3. Enter start and finish times for invigilating.
4. Cost Code - Enter the Cost Code of the school you were invigilating. This must be entered with an upper case letter at the start and be 5 digits in length, e.g. E3007
5. Select the number of hours you are claiming for from the drop down (you should not be claiming for any more than 3 hours in one day).
6. Please ensure that you follow the instructions on claiming for invigilating found: [here](#).
7. Once completed click 'Submit' to forward this claim to your Authorised Signatory for approval.

Element	Date	Start Time (00:00)	Finish Time (00:00)	Cost Code	Please select the rate	Number of Hours
Invigilator Payment	14/10/2022	11:00	12:00		Chief Invigilator Hourly Rate	1.00
Invigilator Payment					Chief Invigilator Hourly Rate	

Element

This will already be preselected as Invigilator Payment

Number of hours

Invigilators must claim regardless of hours worked for 3 hours minimum
(For chief/deputy chief invigilators, this is a 3.5 hours minimum)

Date

Select the date you want to claim for

Start/Finish Time

Select the start/finish time

Cost Code

Enter cost code of school you were invigilating or click on magnifying glass twice

These can be found on myNL if unaware

Select Rate

Select the hourly rate from the dropdown menu depending on position

Authorisation

This will take you to select the authorising group

Time & expenses claim submission:

Claim template
NLC - Overtime Claim Form - Invigilator

Job title
Advisor - Process Re-Engineering

Time and expenses claim reference
INVIGILATORO00000002

Payroll
0407FW

Start date
14/10/2022

Comments
By submitting this form you are certifying that;
- The amounts claimed were incurred whilst on Council business
- The amounts claimed are in line with the scheme of allowances approved by the Council.

Authorising group

Authorising role

+ Receipt attachments

Authorising Group

Select the appropriate authorising school

Authorising Role

Select the name of the school authoriser – multiple people

This will be sent to the school to authorise

Claims must be submitted before the payroll deadline and cannot be authorised while the payrun is closed

The form is now ready for submission

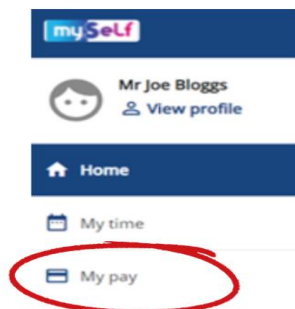
Invigilator Fees

How to access and complete Invigilator Claim Form

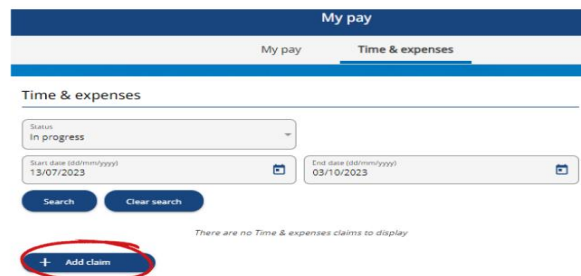
This document will give employees step by step guidance on claiming for Invigilator Fees.

WHERE TO FIND THE FORM

To claim invigilator fees, log into your mySelf account and select 'My Pay'



Select 'Time & Expenses', then 'Add Claim'



Time & expenses claim entry: New

Use the calendar icon to select the start date that you wish to claim for

Start date (required) 

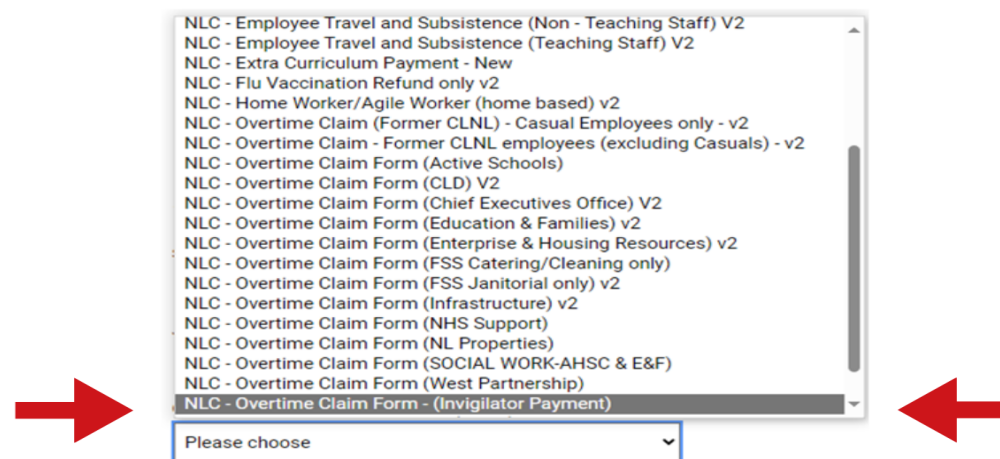
Select the position you wish to make the claim against

Job title (required)

Use the drop down menu to view claim templates

Claim template (required)

Select 'NLC - Overtime Claim Form - (Invigilator Payment)'

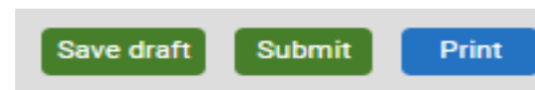


HOW TO COMPLETE THE FORM

Element	Date	Start Time (00:00)	Finish Time (00:00)	Please select the cost code below	Please select the rate below	Number of Hours
Invigilator Payment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Chief Invigilator Hourly Rate	<input type="text" value="0.00"/>

- ▶ Enter the date you wish to claim for
- ▶ Enter the start and finish time you worked
- ▶ Enter the cost code of the school you were invigilating
These can be found on myNL if unaware
- ▶ Select the hourly rate from the drop down menu depending on position
Invigilators must claim for 3 hours minimum regardless of hours worked
For Chief/Depute Chief Invigilators, this is 3.5 hours minimum

'Submit' to submit your claim for authorisation or 'Save Draft' which will show as provisional until submitted



Once submitted, you must select the appropriate school and *name of school authoriser - multiple people*

AS - E&F - Greenfaulds High School

Authorising role

An email will be sent to the authorised signature you selected for authorisation. You will receive an email confirmation of submission.



Thank you

Further assistance can be sought with People Helpdesk Team on esc-helpdeskteam@northlan.gov.uk or on 01698 403 151