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## People and Organisational Development Manager Bulletin

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### COVID-19



For the most up-to-date employee and manager guidance relating to the Council's response to COVID-19, see the pages on myNL below.

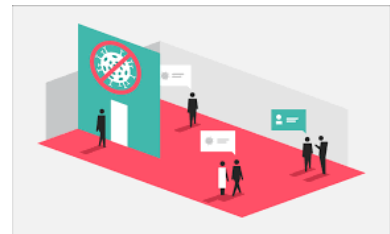
[Employee Guidance](#), [Manager Guidance](#)

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### Additional measures for workplaces

To help slow the spread of COVID-19 and to try to avoid work place contamination, additional measures have been agreed through the recovery group. These include:

- The wearing of face coverings to be encouraged in NLC buildings when accessing/egressing, walking to and from desks and in toilets and corridors.
- Face coverings to be encouraged in all face to face meetings
- Services to review their car sharing requirements and staff to be reminded not to share cars unless absolutely necessary
- Services to have only essential staff in offices who cannot undertake their role at home
- Services to reduce movement between offices as much as possible.



Managers are asked to ensure all staff who require to be in a building, adhere to these additional measures.

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### What to do if there is an outbreak in a workplace



New guidance for managers has been developed to assist you in making decisions and to ensure correct procedures are followed in the event of a COVID-19 outbreak in the workplace. This guidance can be found [here](#) on myNL.

Please take some time to read over it.

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### Recording Absences

Please ensure that all staff absences are recorded via myTeam in a timely manner and that an accurate record of the reason for absence is also recorded.



On the employee's return to work, please ensure they are directed to mySelf to mark themselves as back to work. You can find a quick guide on how to do this [here](#).

Absences related to the pandemic continue to be reported to CMT on a weekly basis so it is very important these are as up-to-date as possible.

For further guidance on this process for managers, please see [here](#).

For general guidance on the correct category to report, please see [here](#).

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## Interim Home working Scheme



Following agreement with the joint trade unions and approval at the Recovery Group and CMT, the interim home working scheme has been launched and will take effect from 1<sup>st</sup> October 2020.

Details of the scheme and manager guidance can be found [here](#).

Employee guidance can be found [here](#).

FAQs can be found [here](#).

**Please also be aware that returning to the office environment is part of phase 4 of the Scottish Government Route map and therefore even if your staff are classed as agile workers – home based under the scheme, they should not be returning to the office in any capacity at this time, if they can undertake their role from home.**

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## New time and attendance module - replacing Etarmis

In early October, the Time & Attendance module will be available for current Etarmis users within their [mySelf account](#) which will be used to record time and attendance/book flexi leave (if applicable).



This new function will be used in replace of Etarmis (which will soon be no longer available) and is being rolled out to **all current Etarmis users within North Lanarkshire Council** initially.

Managers will use their [myTeam account](#) to view/approve their employee's recordings and flexi bookings.

## What functions are available for a manager on myTeam?

- You will have access to view employees flexitime recordings each day
- Access to run reports to view your teams balances, recordings and missed flexi recordings
- Receive email alerts when an employee has failed to input a recording
- Adjust employee recordings (if required)
- Action flexi day requests

To prepare for this, it is important that you and your direct reports ensure flexi recordings and balances are up to date. On the date of transfer to using flexitime on mySelf, employees will be required to notify their line manager by email of their final Etarmis balance. Or if you have been using a spreadsheet during this time, please update based on this balance.

***Managers will be responsible for uploading their direct reports balance on myTeam.***

Click [here](#) for a quick infographic to guide you through the process.

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## Contract of employments



It is our legal obligation to issue a contract of employment to the successful candidate prior to commencing employment. Failure to comply with the rules relating to section 1 statements could expose us as an employer to a claim for compensation.

It is therefore **crucial** moving forward that managers **do not** agree a start date with a new employee until all pre-employment checks have been completed and confirmed by the Recruitment Team.

Managers will be contacted by the Recruitment Team at this stage in the recruitment process to discuss and agree a start date, prior to informing the successful applicant, allowing sufficient time for the contract to be issued.

The contract of employment must now also detail any essential training that is specific to the role as well as full details of the work pattern i.e. time of work and days of work. Managers will be prompted to complete this mandatory information on the advert request and contract offer stages of the recruitment process.

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## People First App - Coming Soon

Please note that this new enhancement to iTrent is coming soon.

Chatbot is an app you can use on your phone or tablet, and is a great way to utilise some of the mySelf and myTeam functionality.



Some of these features for employee are:

- Clock in / out for your recording of Flexi
- Request Flexi Leave / Annual Leave / Other (Special) Leave
- View your payslip / P60s / confirm next pay dates
- View your holiday balance
- View your upcoming holidays
- View requested information on MyNL

As a manager you will be able to:

- View and action Flexi Leave / Annual Leave / Other (Special) Leave requests (*\*some info from myTeam may be required to aid your decision*)
- View your daily brief (who's in / out of the office)

The employee guide for the new process can be found [here](#). An infographic can be found [here](#).

Future enhancements will also include the ability for an employee to make overtime / mileage / expense claims, and easily attach receipts.

**Look out for further information on the launch of this app coming soon.**

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## Flu Vaccination



Flu is serious. With coronavirus (COVID-19) around it's more important than ever to get the flu vaccine this year to protect yourself, others and the NHS.

Free flu vaccinations are available to all staff at North Lanarkshire Council. Please click [here](#) for more information.

If you have any questions please email: [EmployeeRelationsTeam@northlan.gov.uk](mailto:EmployeeRelationsTeam@northlan.gov.uk)

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## Occupational Health Portal (HML)

With immediate effect should a user of the occupational health portal require their account to be unlocked please email the [People Helpdesk](#)



If you have forgotten your password this can be reset by selecting the “forgot password” tab on the login screen. Passwords cannot be re-set by the People Helpdesk or HML.

Requests for Portal Registration should be sent to the Employee Relations Team [EmployeeRelationsTeam@northlan.gov.uk](mailto:EmployeeRelationsTeam@northlan.gov.uk)

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## Updated Physiotherapy Referral form



The physiotherapy referral form has been updated and can be found on myNL [here](#).

Please use this form when making a referral.

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## Mileage Claims – Managers Responsibility- Insurance and Driving License Checks

There have been enhancements made to myTeam to allow managers to record both an employee’s driving licence information and also vehicle insurance expiry date. This information should be validated by the employee’s line manager before any claim for mileage or expenses can be authorised.



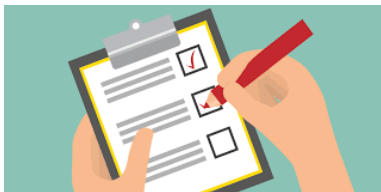
If you currently authorise mileage or expenses if we have not already contacted you then we will be in touch to ensure that you have validated this information and provide assistance if required.

The new process will be completed on myTeam and full guidance on how to record this information can be found [here](#) and a quick guide is found [here](#)

If further support is required, please do not hesitate to contact the ESC Process Improvement Team, who will be happy to assist via email on [ESCProcessImprovementTeam@northlan.gov.uk](mailto:ESCProcessImprovementTeam@northlan.gov.uk)

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## Employee Validation Checks



It was noted during an external audit that there are no employee validation checks routinely carried out. To mitigate the risk of any employee being paid after they have left employment or being paid incorrectly leading to over payments, an annual validation check will take place each year.

This exercise has already commenced in Education and Families. A report has been sent to all Head Teachers and Managers listing all staff that they have responsibility for asking for the following to be verified for each individual employee:-

- Name
- Contracted Hours
- Grade
- Working Weeks
- Job Title
- Contractual status i.e. Temporary/Permanent

This will be cascaded to all other services over the next 6 months and is an opportunity to ensure that your staffing is up to date and accurate and there are no incorrect additional staffing costs within your budget.

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## Notification of change (NOC) form

We have now rolled out this process to nearly all services with the exception of Enterprise and Communities who we hope to have rolled out to by the end of the year.

This means that manager's complete information relating to employee changes and this is passed directly to The Employee Service Centre for processing. To ensure that NOC forms are processed correctly, deadlines are met and to avoid any unnecessary delays to processing, it is important that the information you provide on the NOC form is accurate and has all the relevant details completed.



If you are unsure please contact your HR Operations Team for information and/or advice prior to sending. They can be contacted as follows:-

Education & Families - [ESC-HROperationsEducation&Families@northlan.gov.uk](mailto:ESC-HROperationsEducation&Families@northlan.gov.uk)

All other Services - [ESCHROperations@northlan.gov.uk](mailto:ESCHROperations@northlan.gov.uk)

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## Resignation process now through mySelf



### Change to resignation process

Effective from Monday 21<sup>st</sup> September 2020 resignations are now requested via mySelf by an employee and actioned on myTeam by the reporting manager. As a reporting manager it is important to be aware of the

following:

- Resignations can only be actioned when the payruns are opened. Schedules can be found [here](#).

- Employees should consider their notice periods when processing their resignation requests.
- Remaining annual leave arrangements should be agreed (if applicable) and the guidance should be followed to update the fields within the myTeam to ensure a final wage is processed accurately.
- ICT Checklist should be completed to ensure equipment, fobs, ID badges are returned and employees are removed from system/network access.

A notification of change form will no longer be required for this purpose as of Monday 21<sup>st</sup> September 2020.

For an easy infographic on the new process click [here](#)

The Process Improvement Team are also available for support, please do not hesitate to get in touch by [email](#).

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## Digital signatures for PDF

As an audit requirement, Notification of Change Forms must be digitally signed in order for the HR Operation Teams to accept and process. To create your digital ID, please click [here](#) for a step by step guidance. Any further issues please do not hesitate to contact the [ESCProcessImprovementTeam@northlan.gov.uk](mailto:ESCProcessImprovementTeam@northlan.gov.uk).



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## Recruitment Approval Process



Managers are reminded that the Council currently has a reduced recruitment programme in place and approval for recruitment (with the exception of School establishments) requires to be progressed via Heads of Service using the [CATEGORY 4](#) process to the council's Workforce Steering Group.

This meeting is held monthly and chaired by the council's Head of People and Organisational Development. Recruitment to all vacancies should only be progressed where an essential business need dictates.

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## Document Management System

A document management system has now been procured that integrates with iTrent. What this means for you as a manager is that you will be able to add and view documents relating to the staff that you are responsible for. The information is viewed through your access to myTeam and the information is governed by NLC's retention policy.



It is anticipated that this will be available over the next few months. More information will be available soon.

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## National Fraud Initiative



Details of this exercise can be found at <https://mynl.co.uk/knowledge-base/national-fraud-initiative-october-2020/>

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## Updating contact details on iTrent

There have been a few communications sent out to all NLC employees to remind them of the importance of updating their own contact details and their emergency contact details especially in light of the current situation.

57% of staff across NLC have not detailed an emergency contact on mySelf.

We will be contacting staff who have email addresses to ask them to complete the missing contact details.

However as a manager we would ask that you add this item to your team agenda to encourage staff to complete this information.



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## Entering cost centres



### COST CENTRE

Please remember when entering payments which require to be costed to a different cost centre please ensure these are always in UPPER CASE e.g. FO601 and not fo601

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## iTrent Browser Compatibility

iTrent is no longer supported on the Internet Explorer browser. Users should use Edge, Chrome or Safari for the best experience.







If you can't find what you are looking for on [myNL](#), call the ESC People Helpdesk on 01698 403151 or [email us](#) on [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk)

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