

EXTRA CURRICULUM PAYMENTS ON MYSELF



Quick guide on how to process your payment on mySelf

LOG INTO YOUR  ACCOUNT

GO TO THE PAY & BENEFITS TAB

Pay & Benefits 

SCROLL DOWN TO TIME & EXPENSES AND SELECT

 Add claim

WITHIN THE CLAIM PLEASE COMPLETE THE FOLLOWING

Time and expenses

Time & Expenses claim entry: New

Start date
31/05/2021 

Job title
HR Operations Senior Advisor 

Claim template
NLC - Extra Curriculum Payment - New 

SELECT THE START DATE OF YOUR CLAIM

SELECT YOUR POSITION FROM THE JOB TITLE DROPDOWN

SELECT THE CLAIM FORM SHOWN HERE

THEN SELECT



YOU WILL THEN BE DIRECTED TO THE CLAIM FORM

PLEASE READ THROUGH THE INSTRUCTIONS THEN COMPLETE THE FOLLOWING BOXES

Element Date End Date (if different from Start Date dd/mm/yyyy) Cost Code (click on the magnifying glass below) Reason for Claim Number of Hours

Extra Curriculum Payment    0.00  

Element is Extra Curriculum Payment (331)

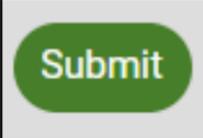
Input start date of claim and enter end date (if different from start date)

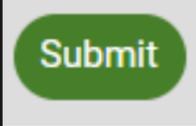
Input cost code (or select magnifying glass to search for school)

Select the correct reason for claim from the drop down

Enter the total hours worked (minus any breaks)

ONCE COMPLETED, SELECT





AFTER SELECTING YOU WILL BE DIRECTED TO THE FOLLOWING PAGE

Time & Expenses claim submission:

Claim template
NLC - Extra Curriculum Payment - New

Job title
HR Operations Senior Advisor

Time and expenses claim reference
EXTRACURRPAY000007

Payroll
0416FO

Start date
21/05/2021

Comments
By submitting this form you are certifying that;
- The hours claimed were for Extra Curriculum work for North Lanarkshire Council on the specified dates.

Authorising group

Authorising role

Password

+ Receipt attachments

SELECT AUTHORISING GROUP AS THE SCHOOL YOU WORKED IN

SELECT AUTHORISING ROLE AS 'AUTHORISER - MULTIPLE ROLES'

INSERT YOUR MYSELF PASSWORD

ONCE COMPLETED, PLEASE SELECT TO SUBMIT YOUR CLAIM



YOUR CLAIM WILL NOW BE SENT TO YOUR AUTHORISING MANAGER WHO WILL AUTHORISE / NOT AUTHORISE YOUR PAYMENT

IF YOU NEED ANY FURTHER ADVICE PLEASE VISIT WWW.MYNL.CO.UK OR EMAIL ESC-HELPDESKTEAM@NORTHLAN.GOV.UK