North Lanarkshire Council

myTeam

Manager Guidance – Temporary Teacher Payments Approved via myTeam

Developed By:

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Version Control

Version	Date Completed	Author	Description
0.1		Rhiannon Chisholm	Initial guidance
0.2	28/04/2022	Amy Dale	Updated screenshots for myTeam log in screen.
0.3	20/05/2024	Dave Plunkett	Updates to contact points and FAQ's

Version Control History

Document Name: Temporary Teacher Payments (Approved via myTeam)

Document Owner(s):

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Overview

This guide will detail how to review and approve temporary teaching staff payments via myTeam.

If you have any difficulties when trying to action the approval, you can request support in the following ways :-

if you have access to myNL Portal - Please contact us using the myTeam/iTrent Support Query or via the Portal's the 'Live Chat' function.

If you dont yet have the Portal available - Please contact the Employee Service Centre on myselfassist@northlan.gov.uk.

Please note you can only access myTeam when connected to the NLC network. You can only approve or reject claims when the payrun is open.

Details of the payrun schedules can be found here along with an infographic to aid understanding of same.

1. Notification of claim awaiting action

You will receive a notification via email when an employee has processed a claim for authorisation against your establishment.
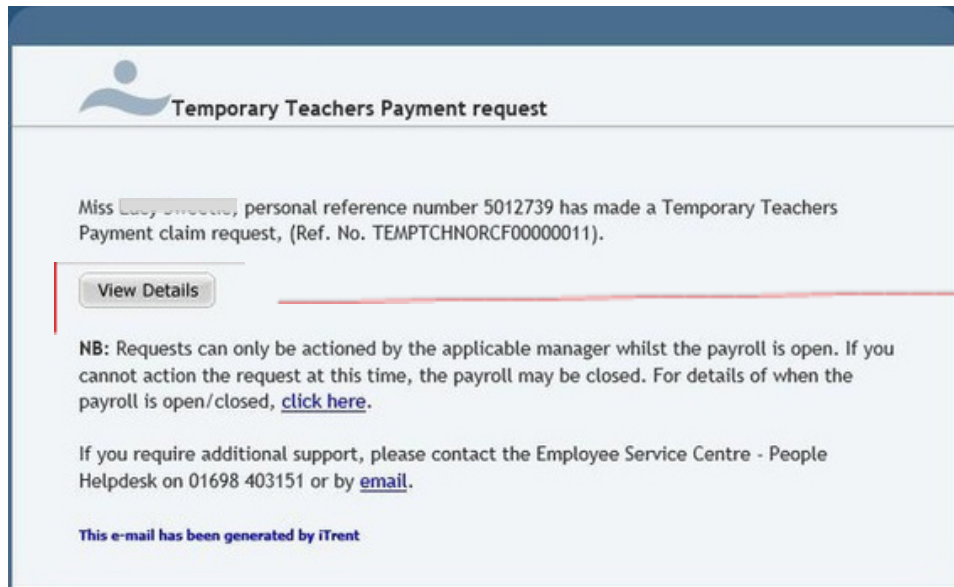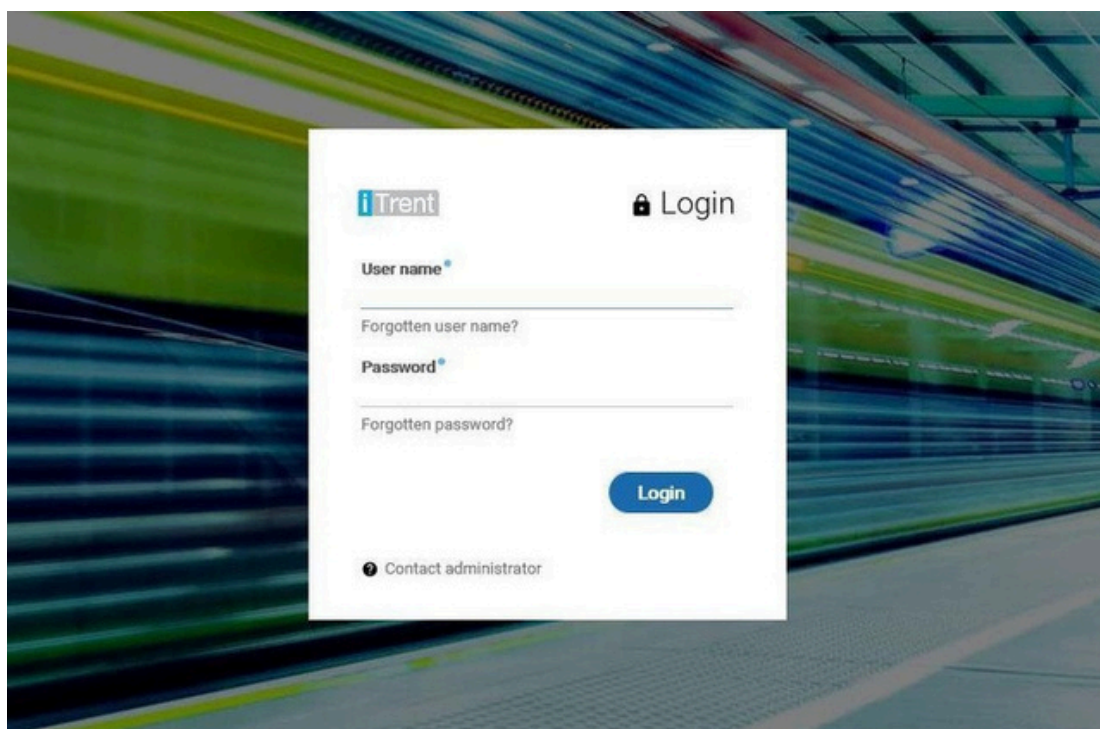

Click 'View Details' for direct link to the claim form on myTeam.

The email notification will provide you details of the employee's name and employee number.

2. Logging in

Log into **myTeam** to action the claim using your username (employee number) and password:
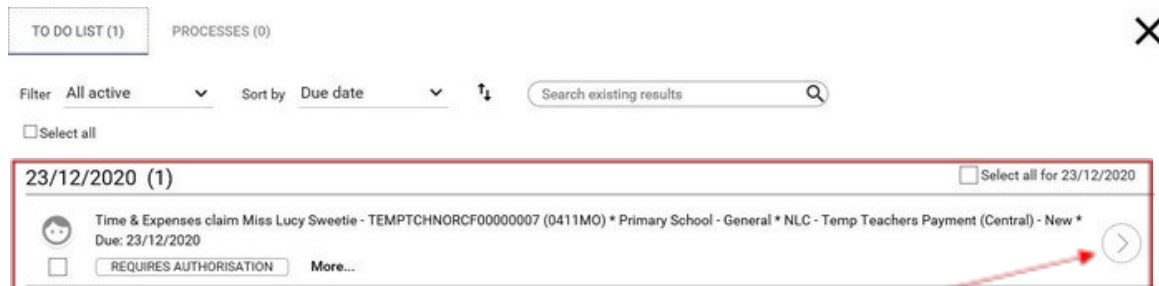
3. Viewing a claim

Once you have logged into myTeam, you will be able to view any claims which are awaiting authorisation within your 'To Do List'.

All claims are found within your To Do List:

To view and action the claim, please click the symbol as shown

An extract of employee guidance within the claim is shown below:

All temporary teaching hours/days you have worked should be claimed through the payroll system using this claim form as follows:

IMPORTANT: If you have worked in more than one school you must complete a separate claim form for each school. You must always select 'Supply Teacher' as the position you are claiming against.

1. Element - Select from the drop down menu, the type of time being claimed:

If you are a Supply Teacher and do not have an additional permanent position, you will have two options:
For a full day(s) work you should select 'Days Pay' or for a specific number of hours worked, you should select 'Basic Pay'.

If you are a Supply Teacher and have a permanent job, you must choose 'Add Basic Other'. Permanent Teachers MUST NEVER select the option 'Basic Pay' or 'Days Pay'.

2. Date - Select the start date that the hours/days were worked using the calendar below.

3. End Date - This should only be entered if it is different from the start date e.g. claiming for more than one 'days pay'.

4. Cost Code - Select the school that you have worked in by clicking on the magnifying glass. Remember that claims for different schools must be made on separate claim forms.

5. Reason Code - Select the reason for hours/days claim as provided when you were asked to work in the school.

6. Number of Days/Hours - Enter the number of hours or days worked. e.g. type 1.5 for one and a half hours/days worked.

7. Once completed please review your information before clicking 'Submit'. You will then be taken to the next page to allow you to select the school where you worked, in 'Authorising Group'. Finally, enter your mySelf password and click on Submit.

Element	Date	End Date (if different from Start Date dd/mm/yyyy)	Cost Code (click on the magnifying glass below)	Reason Code	Number of Days / Hours	
⌄	📅		🔍⊙	00 - PLEASE SELECT AN OPTION ⌄		+ −
					0.00	

Save draft Submit Print

You will now be able to view the full employee claim which is awaiting approval.

Example shown below:

Element	Date	End Date (if different from Start Date dd/mm/yyyy)	Cost Code (click on the magnifying glass below)	Reason Code	Number of Days / Hours
Basic Pay	30/09/2020		Coatbridge HS	31 - MATERNITY LEAVE	10.00
					10.00

Information on each of these headers is as follows:

Element

Add Basic Other	Only used for staff who hold both a permanent teaching post and a temporary teaching post. This element pays in hours.
Days Pay	Element used for payment for completed days due. THIS IS FOR TEMPORARY TEACHERS ONLY, WHO DO NOT HAVE A PERMANENT TEACHING POSITION
Basic Pay	Element used for payment for completed hours due. THIS IS FOR TEMPORARY TEACHERS ONLY, WHO DO NOT HAVE A PERMANENT TEACHING POSITION

Date
The date they are claiming for. Please ensure the correct date has been input.

End Date (if different from Start Date)

End date can be entered if the employee is claiming for more than one day. For example, they are worked within your establishment Monday & Tuesday – start date would be 21/12/2020 and end date should be 22/12/2020 (claiming for 2 days).

Cost Code

Cost code must always be for your establishment. If the employee has selected the incorrect cost code establishment, you have the facility to amend this. *(please refer to **section 5** - Amending a claim).*

Reason Code

It is **vitally important** that the employee is made aware of the reason they are covering hours within your establishment, prior to any claim being made. The employee guidance also advises of this.

IMPORTANT: You should ensure that this information is passed to the employee once they commence the temporary cover. If the reason code changes during the period of cover, please again

*If the reason code is incorrect the claim must be rejected. Please refer to **section 6** - Rejecting a Claim).*

Reason Codes:

```
00 - PLEASE SELECT AN OPTION
19 - SECONDARY - LONG TERM ABSENCE (25 or more days)
21 - SECONDARY - SHORT TERM ABSENCE (<25 days)
23 - SPECIAL - SHORT TERM ABSENCE (<10 days)
24 - SPECIAL - LONG TERM ABSENCE (10 or more days)
26 - PRIMARY - LONG TERM ABSENCE (15 or more days)
27 - PRIMARY - SHORT TERM ABSENCE (<15 days)
28 - MAT LEAVE SUPPORT DAYS - 10 max.
31 - MATERNITY LEAVE
32 - ADOPTION LEAVE
33 - STRINGER COVER COSTS - SCHOOL
34 - STRINGER COVER - HQ
35 - LEAVE OF ABSENCE (UNPAID)
36 - LEAVE OF ABSENCE (PAID)
41 - SECONDMENT WITHIN NLC
42 - SECONDMENT OUTWITH NLC
52 - STAFF TRAINING - TEACHERS
56 - CONTINUING PROFESSIONAL DEV
62 - CURR.DEVELOP./IN-SERVICE
64 - SCHOOL BASED MISCELLANEOUS
74 - TRADE UNION DUTIES
76 - JURY DUTY
79 - SAC CANCAN
81 - ROLL-ENTITLEMENT POSTS
83 - NON-ROLL RELATED POSTS/PEF
84 - MUSIC INSTRUCTORS
85 - SAC LITERACY
86 - SAC NUMERACY
88 - SAC MENTORS
```

Number of days/hours Ensure the employee is claiming for the correct amount against the correct element code (days or hours).

4. Approving a claim for payment.

Once you have viewed the claim and ensured the correct information has been input for payment, please select the drop down within 'Authorisation Status':

Within the drop down, you have the option to Authorise or Reject (Not authorised) the claim.

Once you have selected your option of 'Authorised', scroll down to 'Save'.

The claim will now be removed from your 'To Do List' and the employee will receive confirmation of approval. The claim will now be processed for payment within their next available pay.

Multiple Authorised Signatories within a School If your establishment has a number of staff

who can authorise claims, please note that all will
receive an email for the claim. Once someone has authorised the claim, the claim will also be
removed from any other authorised signatories To Do List within your establishment.

5. Amending an employee's claim

As an authorising manager, you have the facility to amend an employee's claim on their behalf. However, you will only be able to amend the 'Cost Code'.

Example shown below:

Employee has processed a claim for Coatbridge High however, they have input the incorrect cost code. If the claim should be against your establishment, you can amend this as the authoriser:

To change the cost code:

1. Click on the magnifying glass
2. Search for your school:

Cost code description search ⊗

Coatbridge 🔍 Results 1 Record

Description ⇕	Cost code ⇕	Active ⇕
Coatbridge HS	E2002	Yes

3. Click on the school to update the entry. If the claim has more than one entry with the incorrect school, you must update each entry:

Element	Date	End Date (if different from Start Date dd/mm/yyyy)	Cost Code (click on the magnifying glass below)		Reason Code	Number of Days / Hours
Days Pay	☑ 23/11/2020	27112020	Coatbridge HS	🔍	31 - MATERNITY LEAVE	☑ 5.00
Basic Pay	☑ 30/11/2020		Coatbridge HS	🔍	31 - MATERNITY LEAVE	☑ 5.00
						10.00

4. Scroll up to the authorisation status and select the drop down for 'Authorised'. You also have the option to input a reason within the reason box (see next page):

5. Scroll down to 'Save'.

The amended claim will now be removed from your 'To Do List' and the employee will receive confirmation of approval along with any details that you have entered in the Reason box. The claim will now be processed for payment within the employee's next available pay. The claim will also be removed from any other authorised signatories To Do List within the establishment.

6. Rejecting a claim

If a claim has been processed for submission with incorrect information, the claim must be rejected.
To reject a claim:
After viewing the claim, scroll up to the authorisation status and select 'Not authorised' from the
drop down.
Then you must input the reason for rejecting the claim, allowing the employee to amend as appropriate and resubmit.

Input a reason for rejecting the claim for the employee to view.

Scroll down and select 'Save'.

The amended claim will now be removed from your 'To Do List' and the employee will receive confirmation of their rejected claim with the reason outlined. The claim will also be removed from any other authorised signatory's To Do List within the establishment.

7. Recording sickness absence

If a temporary/supply teacher has contacted your establishment to advise they will not be able to attend due to a sickness absence, the teacher must be recorded as sick via the current sickness absence process. The support staff within your establishment will use their iTrent access to follow a different process. They will enter the sickness details for the employee and the claim details of any hours/days that were scheduled to work. This information will then be sent to Payroll and a report will be scheduled to yourself to check the information is accurate.

For process, please refer to the School Support Guidance - Temporary Teacher Payments found here.

8. FAQs

1. **I am receiving the following error message when trying to action a claim:**

This contract is not currently available for input. Please contact the Payroll department for further advice.
An error occurred while authorising this task.

The payrun is closed therefore, you will not be able to action the claim until it is opened again. Opening and closing dates for payruns can be found *here*

(this process is only available to payrun 0410 and 0411 employees)

2. A claim has been submitted to me however, the wrong 'Reason Code' has been input?

The claim must be rejected and the employee must be made aware of the correct reason code and then resubmitted again for approval. Please refer to Section 6 of this guide.

It is vitally important to have dialogue with the employee before they submit any claims to ensure they are made aware of the reason(s) for the temporary cover.

3. I have received notification via email there is a claim awaiting approval, however, I have logged into myTeam and it is not in my 'To Do List'?

The claim has been approved by another authorised signatory within your establishment. No further action is required.

4. The payrun is now closed and I have not been able to approve a claim?

Please refer to the payrun schedules found *here*. You will be able to see when the process is available again for actioning claims.

5. I have approved a claim in error?

If you need further support - Please email the <u>Head Teacher Duty Officer mailbox</u>.

6. I have received a claim form which has two different schools in the cost code section

Reject the claim by inputting the reason for this in the Reason box and then select '**Not authorised**' and click **Save**. Please refer to Section 6 of this guide.

FURTHER SUPPORT

If you require further support -

For staff live on myNL Portal - Please raise a <u>People Helpdesk General Enquiry</u> request form.

For staff not yet live - Please email <u>ESC-HelpDeskTeam@northlan.gov.uk</u>

[End of guidance]