North Lanarkshire Council

Employee Guidance – Temporary Teacher Payments Processing via mySelf

Developed By:

Job Title Workforce Systems	Name	Date	Version Approved
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Workforce Systems Development Lead	Mark Lennon		0.1

Version Control

Version	Date Completed		Description
0.1		Rhiannon Chisholm	Initial guidance
0.2		Rhiannon Chisholm	Updates
0.3		Rhiannon Chisholm	FAQ No. 11 added
0.4		Nichola Millen	References to Central Area removed
0.5		Dave Plunkett	Updated contact points and FAQs

Version Control History

Document Name: Temporary Teacher Payments (processing via mySelf)

Document Owner(s):

The primary contact for questions regarding this document is:

Job Title	Contact Details
ESC Workforce Engagement	esc-workforceengagement@northlan.gov.uk

Contents

Overview

This guide will provide guidance on how to request your payments for your temporary teaching post via mySelf.

It will be your responsibility to submit these payment claims via mySelf in line with the **Payrun Schedules**.

These payment claims will be reviewed and approved by the authorised signatory.

If you need further support -

For employees who are live on myNL Portal - Please raise a People Helpdesk General Enquiry request form.

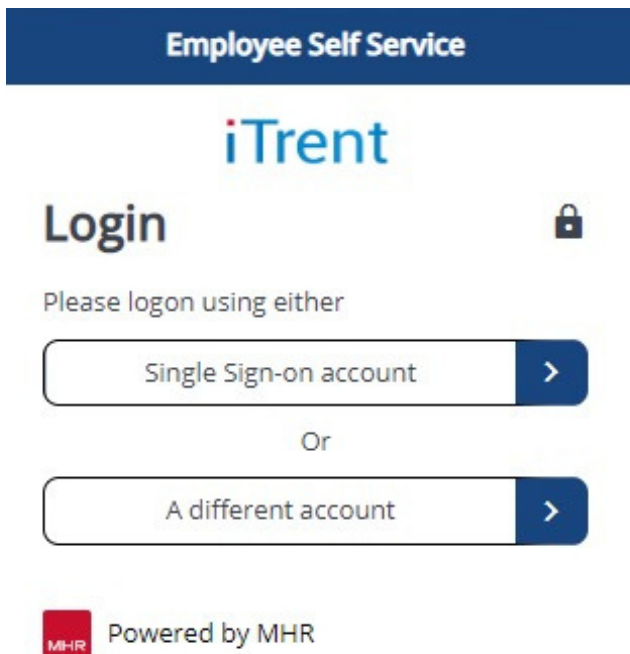**For staff not yet live on myNL Portal -** Please email ESC - HelpDeskTeam@northlan.gov.uk

Alternatively for specific mySelf enquiries - Please email myselfassist@northlan.gov.uk

Before following this process guide, please note the following:

- Please ensure you process your claims as soon as you possibly can. Good practice would be to submit claims weekly to ensure they are paid in the next payrun.

- Claims cannot be processed via myself if 90 days have elapsed between the date worked and the claim being approved.

- Pay Schedules with opening and closing dates for managers (myTeam) are crucial for this process – please make yourself familiar with them to help ensure the manager can authorise on time. These opening and closing dates for claims and expenses are shown in the 'payroll deadlines' column within the Pay Schedules which can be found here.

- FAQs can be found in this document (Page 8). Please refer to them. Further support is also available, please get in touch if required.

- Reason for the claim – it is important to know the reason for your claim, please link in with your authorising manager within the establishment before processing any claims. Your claim could be rejected if this reasoning is incorrect.
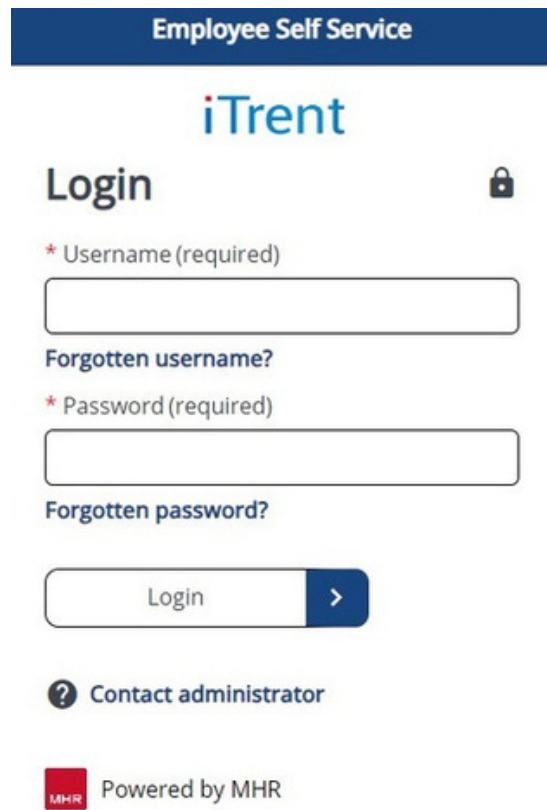
1. Logging in

Go to www.northlanarkshire.gov.uk/myself and log in:

Employee Self Service

iTrent

Login 🔒

Please logon using either

| Single Sign-on account | > |

Or

| A different account | > |

MHR Powered by MHR

Employee Self Service

iTrent

Login 🔒

* Username (required)

[   ]

Forgotten username?

* Password (required)

[   ]

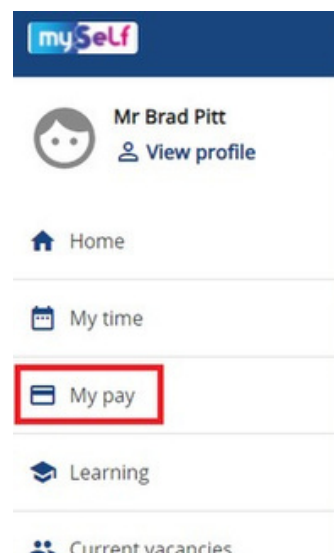**Forgotten password?**

| Login | > |

❓ Contact administrator

MHR Powered by MHR

If you are a SIngle Sign on user, then choose that option shown on screen above, alternatively choose 'A diifferent account'
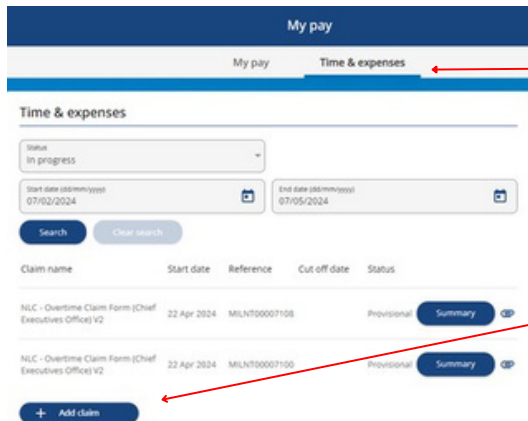
On the 'different account' login screen, your username here is your employee reference number

2. Pay & Benefits

Once you have logged in, please select 'My pay':

mySelf

Mr Brad Pitt
👤 View profile

🏠 Home

📅 My time

💳 **My pay**

🎓 Learning

👥 Current vacancies

Within 'My Pay', click on 'Time & expenses'

then scroll down to select 'Add Claim':

3. Creating your claim entry

Within 'Time & Expenses', you will now create your claim entry:

* Music Instructors / Skills Academy please refer to Section 10 *

Start Date: insert the date you are claiming your payment for.

Job Title: Select your job title. If you have more than one position then you should choose 'Supply Teacher' here.

Claim Template: within the drop down you will have 2 options:

.NLC - Temp Teachers Payment (North) - New
NLC - Temp Teachers Payment (South) - New

Please select the area which is relevant to the establishment you have worked within. Not sure what area each establishment falls under? Please refer to FAQs (Section 9) Question 10.

Once the fields have been input above, please select 'New'.

Within the next screen, please ensure you read the guidance before submitting your claims:
(extract below from the claim entry which will be viewed on mySelf)

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.

4. Processing your claim

Below is an example of an entry before submission

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	08/12/2020		Auchinloch PS	26 - Primary - Long Term Absence	3.00

1. **Element**

Temporary Teacher (Elements to be used below)	**Permanent Employee - Working additional Days/Hours** (Elements to be used below)
Days Pay	Add Basic Other (hours)
Basic Pay (hours)	

2. Date

Insert date you are claiming your payments, i.e. the date you worked in the establishment.

3. End Date (if different from Start Date)

Insert end date (if app) *this is a free text box, please use the format dd/mm/yyyy*

4. Code Code

Please click on the magnifying glass which will allow you to search for the establishment you are claiming payment from. Once found, click on the school to add it to the claim form.

Example:

Cost code description search		
Abronhill ✕ 🔍 Results 1 Record		
Description	**Cost code**	**Active**
Abronhill PS	E1073	Yes

5. Reason Code

It is important you clarify with your Head/Depute or Principal Teacher the reason code for the payment due. REASON CODES WILL VARY FROM SCHOOL TO SCHOOL. If the wrong reason code is selected, your claim will be rejected, and you will have to resubmit.

NOTE: You can be in one school covering for different reasons which is why you must get clarification.

Options available (see next page):

```
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
```

6. Numbers of Days/Hours

Insert the completed days or hours – whichever is applicable.

Once complete, please select **'Submit'**   Submit

5. Submitting your claim for authorisation

Once you have completed your claim and selected 'Submit', you will be required to complete the following to ensure you claim is processed to the correct authoriser:

Submit

Time & expenses claim submission:

Claim template
NLC - Temp Teachers Payment (North) - New

Job title
Supply Teacher (Primary)

Time and expenses claim reference
TEMPTCHNORCF00008938

Payroll
0411MO

Start date
07/09/2023

Comments
By submitting this form you are certifying that;
· The days/hours claimed were for Temporary Teaching work for North Lanarkshire Council on the specified dates.

Authorising group
AS - E&F - Coatbridge High School ⌄

Authorising role
Coatbridge HS Authoriser - Multiple people ⌄

Password
[   ]

+ Receipt attachments

* Music Instructors / Skills Academy please refer to Section 10 *

Authorising Group: Please select from the drop down the establishment you are claiming your payments from. *If the establishment is not there, please ensure you have selected the correct form (North or South).*

Authorising Role: Please select from the drop down the authoriser for the establishment. *'Multiple People' – your claim will go to all authorising signatories within the establishment.*

Password: Please insert your mySelf password, then select 'Submit'.

6. After submission

Once your claim has been submitted for authorisation, it will be stored within 'Time & Expenses'.
You will also be able to view the status of your claim:

Claim name ↑	Start date	Reference	Cut off date	Status		
NLC - Temp Teachers Payment...	07 Sep 2023	TEMPTCHNORCF00008938		Awaiting authorisation	Summary	🔗

Status of claims

- Awaiting authorisation
- Authorised
- Rejected
- Provisional – your claim has not been submitted to your authoriser. Please open the claim and complete for approval.
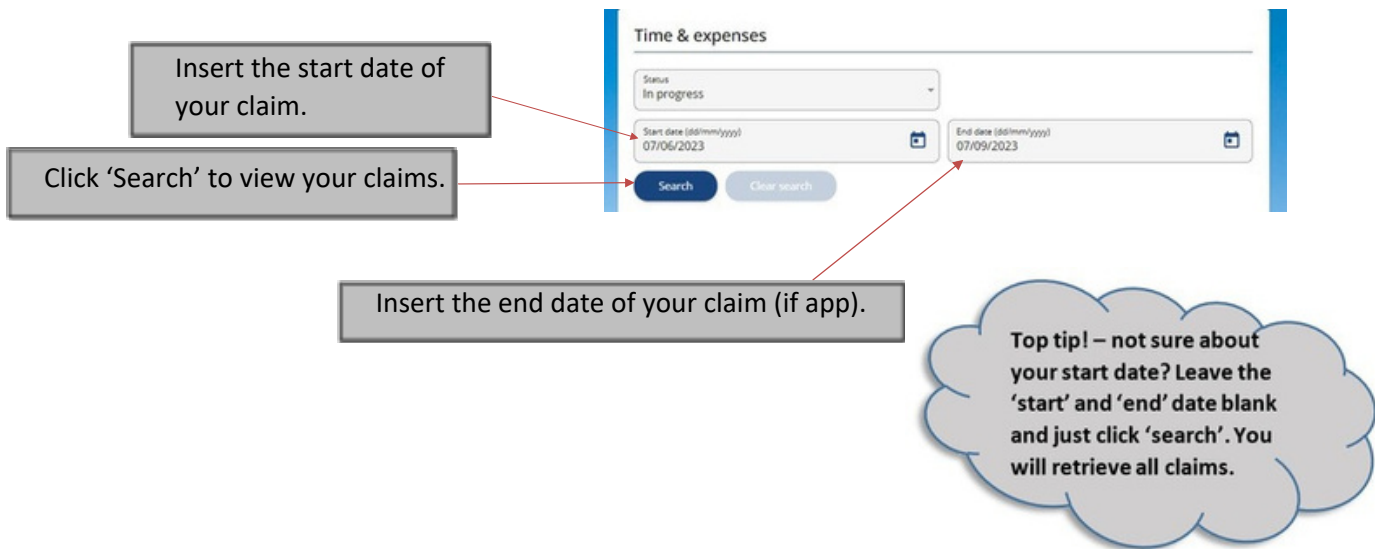
Your claim will now be sent for authorisation and you will be notified of the outcome when it has been actioned.

Please note, claims cannot be actioned by the authoriser when the payruns are closed. Pay schedules and deadline dates can be found **here**. It is important to be aware of these dates as it could result in you being underpaid.

You also have the facility to search for your submitted claims which have been actioned by the authoriser:

Within 'Time & Expenses', you can change the "Status" from "In progress" to "All"

Insert the start date of the claim.

Insert the start date of your claim.

Click 'Search' to view your claims.

Insert the end date of your claim (if app).

Top tip! – not sure about your start date? Leave the 'start' and 'end' date blank and just click 'search'. You will retrieve all claims.

Time & expenses

Status
In progress

Start date (dd/mm/yyyy)
07/06/2023

End date (dd/mm/yyyy)
07/09/2023

Search   Clear search

7. Amending a submitted claim

If you have submitted your claim for authorisation and it is still awaiting authorisation, you have the facility to amend the claim.

Claim name	Start date	Reference	Cut off date	Status	
NLC - Temp Teachers Payment...	07 Sep 2023	TEMPTCHNORCF00008938		Awaiting authorisation	Summary

Open the claim within your 'Time & Expenses' within 'Pay & Benefits':

Once the claim has opened, click 'Cancel' and insert your password:

Then select 'Cancel'. You will receive the following message, please select 'OK':

Cancelling the timesheet approval process will return the timesheet to a provisional status. Do you want to continue?

OK   Cancel

Your claim will now update to provisional which will allow you to edit the claim and resubmit for approval.

Incorrect claim already been authorised?

If you have submitted your claim for authorisation and it has been authorised, you will not be able to cancel the claim. In this instance, you will need to submit a new claim with correct information listed and also re enter original details ensuring number days/hours claimed is entered as a minus to delete original claim details.

Original Claim – TEMPTEACHCF00000017
Employee is claiming for 5 days but has selected 'Basic Pay' which will pay 5 hours instead of 'Days Pay'

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 ∨	26/04/2021	📅 30/04/21	Bargeddie PS 🔍⚙	19 - SECONDARY - LONG TERM ABSENCE (25 or more days) ∨	5.00	+ −

The new claim to amend the incorrect claim would look like below:

New Claim – TEMPTEACHCF00000018

Number of Days / Hours is entered as -5.00

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 ⌄	26/04/2021	📅 30/04/21	Bargeddie PS 🔍⊙	19 - SECONDARY - LONG TERM ABSENCE (25 or more days) ⌄	-5.00	+ −
Days Pay ⌄	26/04/2021	📅 30/04/21	Bargeddie PS 🔍⊙	19 - SECONDARY - LONG TERM ABSENCE (25 or more days) ⌄	5.00	+ −

Once complete, please select **'Submit'**

Submit

Then follow steps listed at Section 5 to submit claim for authorisation.

8. Email Notifications

You will receive email notifications which will keep you up to date with the status of your claim such as if your claim has been approved or rejected.

9. FAQs

1. I don't have a mySelf account to process my payments?

For employees who are live on myNL Portal - Please raise a People Helpdesk General Enquiry request form. Employees who are not yet live on myNL Portal can email **myselfassist@northlan.gov.uk**

2. How can I check what payments I will be due in my next pay? An initial email once you have made a claim will confirm what you have claimed for. You can also access your payslips when they are available on mySelf. You should also receive email confirming which claims have been approved once they have been actioned. Please note determining when a payment is paid out, will dependent on when the payment was approved. ie. if its approved before the cut off date for the next pay cycle.

3. My claim has been rejected.

You will have received an email alerting you that your claim has been rejected along with the name of the authorising manager who has rejected it. If the manager has provided advice, please open up the claim by clicking on it in mySelf. Then follow the manager's advice on making the necessary amendments. Thereafter, please resubmit, as per Section 5 above.

If the authoriser has not specified a reason for rejection on the email, please contact them for further discussions.

4. **I have missed the deadline for processing payments.**

Please make yourself aware of the pay schedules which can be found here and link in with the establishment you are awaiting authorisation from to let them know they are still to be processed to ensure they will be in your next available wage.

5. **I have received the following error message when processing a claim:**

You have entered a date in the past that is not allowed (page 1, row 1).

Claims cannot be processed if they are more than 90 days after the date you are processing payment for. Please contact your authoriser within the establishment who will confirm payment to the ESC for processing.

6. **I have received the following error message**:

The claim start date must be within the payroll element attachment period (19000101 - 20201031).

You will receive the above error message if you have selected the wrong element for payment.

I hold a permanent position as well as a temporary position and I am attached to payrun 0410.	'Add Basic Other' should be used only. This element code is processed in hours. *Example, you have worked 5 hours Monday – Friday within the same establishment – please process 25 hours.*
I hold a temporary position only and I am attached to payrun 0411.	'Days Pay' & 'Basic Pay' (for hours) should be used only.

7. **Where can I view my payslip?**

You can view your payslip within your mySelf account under the 'Pay &enefits' tab > payslips.

8. **I don't think my pay is correct.**

If you have viewed your payslip and believe the payment is incorrect.

For employees who are live on myNL Portal - Please raise a case using the Payroll General Enquiries request form.

For staff not yet live - Please email ESC- HelpDeskTeam@northlan.gov.uk.

9. **When processing my claim, within the 'Job Title' drop down, there is no 'Supply Teacher or Temp Teacher' post?**

For employees who are live on myNL Portal - Please raise a People Helpdesk General Enquiry request form.

For staff not yet live - Please email ESC- HelpDeskTeam@northlan.gov.uk.

10. What area (north/south) does the establishment I am claiming against fall under?

North Establishments:

North

Buchanan High School	St Andrews's Primary School Airdrie
Drumpark Primary School	St Andrews's Primary School Cumbernauld
Fallside Secondary School	St Augustine's Primary School
Glencryan School	St Barbara's Primary School
Mavisbank School	St Bartholomew's Primary School
Pentland School	St Bernard's Primary School
Portland High School	St David's Primary School
Redburn School	St Dominic's Primary School
Willowbank School	St Edward's Primary School
Abronhill Primary School	St Helen's Primary School
All Saints Primary School	St Joseph's Primary School
Baird Memorial Primary School	St Kevin's Primary School
Balmalloch Primary School	St Lucy's Primary School
Banton Primary School	St Margaret's of Scotland Primary School
Bargeddie Primary School	St Mary's Primary School Coatbridge
Calderbank Primary School	St Mary's Primary School Cumbernauld
Carbrain Primary School	St Mary's Primary School Caldercruix
Carnbroe Primary School	St Michael's Primary School
Chapelhall Primary School	St Partrick's Primary School Coatbridge
Chapelside Primary School	St Patricks Primary School Kilsyth
Chryston Primary School	St Serf's Primary School
Clarkston Primary School	St Stephen's Primary School
Condorrat Primary School	St Timothy's Primary School
Corpus Christi Primary School	Stepps Primary School
Cumbernauld Primary School	Tollbrae Primary School
Eastfield Primary School	Townhead Primary School
Gartcosh Primary School	Victoria Primary School
Glenboig Primary School	Westfield Primary School
Glengowan Primary School	Whitelees Primary School
Glenmanor Primary School	Woodlands Primary School
Golfhill Primary School	Airdrie Academy
Greengairs Primary School	Caldervale High School
Greenhill Primary School	Coatbridge High School
Hilltop Primary School	Cumbernauld Academy
Holy Cross Primary School	Greenfaulds High School
Kildrum Primary School	Kilsyth Academy
Kilsyth Primary School	Our Lady's High School Cumbernauld
Kirkshaws Primary School	St Ambrose High School
Langloan Primary School	St Andrew's High School
New Monkland Primary School	St Margaret's High School
Old Monkland Primary School	St Maurice's High School
Our Lady & St Joseph's Primary School	
Plains Primary School	
Ravenswood Primary School	
Riverbank Primary School	
Rochsolloch Primary School	
Shawhead Primary School	
Sideside Primary School	
St Aloysius Primary School	

South Establishments

South
Bothwellpark High School
Clydeview School
Firpark Primary School
Firpark Secondary School
Aitkenhead Primary School
Alexander Peden Primary School
Allanton Primary School
Berryhill Primary School
Calderbridge Primary School
Cathedral Primary School
Christ The King Primary School
Cleland Primary School
Dykehead Primary School
Glencairn Primary School
Holy Family Primary School
Holytown Primary School
Keir Hardie Primary School
Kirk O' Shotts Primary School
Knowetop Primary School
Ladywell Primary School
Lawmuir Primary School
Logans Primary School
Morningside Primary School
Muirhouse Primary School
Netherton Primary School
New Stevenson Primary School
Newarthill Primary School
Newmains Primary School
Noble Primary School
Orchard Primary School
Our Lady & St Francis' Primary School
Sacred Heart Primary School
St Aidan's Primary School
St Bernadette's Primary School
St Brendan's Primary School
St Brigid's Primary School
St Gerard's Primary School
St Ignatius' Primary School
St John Paul || Primary School
St Mary's Primary School Cleland
St Partrick's Primary School Shotts
St Partrick's Primary School New Stevenson
St Teresa's Primary School
St Thomas' Primary School
Stane Primary School
Tannochside Primary School
Thornlie Primary School
Wishaw Academy Primary School
Bellshill Academy

Braidhurst High School
Brannock High School
Calderhead High School
Cardinal Newmain High School
Clyde Valley High School
Coltness High School
Dalziel High School
Our Lady's High School Motherwell
St Aidan's High School
Taylor High School

11. I have gained a permanent teaching position and have been provided with a new employee number. Can I still process my payments due for my temporary post?

You will use your previous temporary teacher employee number to log in and process payments via mySelf up to your start date within your permanent teaching position.

Your temporary teaching employee number will only be available for 3 months after the end date therefore, it is important you process your remaining payments up to your transfer date as soon as possible.

You will not be required to process any payment within your permanent post, the hours for your permanent post will be contractually paid to you monthly via payroll.

FURTHER SUPPORT

If you feel you still require further support, please liaise with your manager or alternatively, you can contact us in the followings ways :

For staff live on myNL Portal - Please raise a People Helpdesk General Enquiry request form.
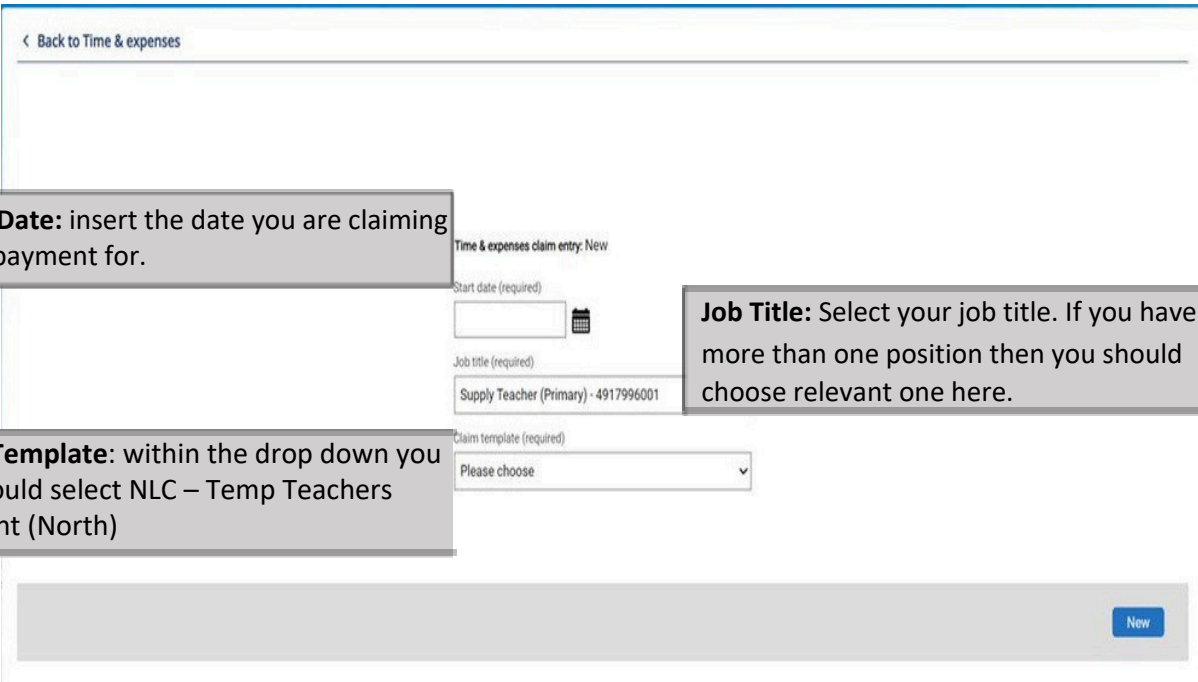
For staff not yet live - Please email ESC-HelpDeskTeam@northlan.gov.uk.

10. Music Instructors / Skills Academies

Please refer to Section 1 & 2 and follow guidance to login to MySelf and access claim templates

Within 'Time & Expenses', you will now create your claim entry:

Once the fields have been input above, please select 'New'.

< Back to Time & expenses

Start Date: insert the date you are claiming your payment for.

Time & expenses claim entry: New

Start date (required)

Job Title: Select your job title. If you have more than one position then you should choose relevant one here.

Job title (required)

Supply Teacher (Primary) - 4917996001

Claim template (required)

Claim Template: within the drop down you will should select NLC – Temp Teachers Payment (North)

Please choose

New

Within the next screen, please ensure you read the guidance before submitting your claims:
(extract below from the claim entry which will be viewed on mySelf)

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.

Please refer to Section 4 and follow guidance on Pages 7 – 9

Once you have completed your claim and selected 'Submit', you will be required to complete the following to ensure you claim is processed to the correct authoriser:

Time & expenses claim submission:

Claim template
NLC - Temp Teachers Payment (North) - New

Job title
Workforce Systems Development Senior Advisor

Time and expenses claim reference
TEMPTCHNORCF00008940

Payroll
0407FW

Start date
08/09/2023

Comments
By submitting this form you are certifying that;
• The days/hours claimed were for Temporary Teaching work for North Lanarkshire Council on the specified dates.

Authorising group
[AS - E&F - Music Instructors ▾]

Authorising role
[Music Instructors Authoriser - Multiple people ▾]

+ Receipt attachments

> **Authorising Group:**
>
> **Music Instructors** - Please select
> AS-E&F – Music Instructors from the drop down list
>
> **Skills Academy** - Please select
> AS-E&F – Skills Academy from the drop down list

> **Authorising Role:**
> **Music Instructors** - Please select
> Music Instructors Authoriser – Multiple people
> **Skills Academy** - Please select
> Skills Academy Authoriser – Multiple people

> **Password:** Please insert your mySelf password, then select 'Submit'.

[Submit]

[End of document]