



**Employee
Service Centre**



North Lanarkshire Council

mySelf Mileage, Expenses & Overtime Guide

Version Control

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0.1	17/05/2019	Gavin Scott	Draft Pilot User Guide
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Version Control History

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Approved By:

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1. Overview

This guide will explain to you how to claim mileage and expenses using the Employee Self Service Portal mySelf.

The guide provides you with information on how to complete the electronic claim form as well as providing you with information around the rules of overtime and mileage. It also covers reimbursement for spectacle/eyesight tests and provides information on driving licence and vehicle insurance details updates.

Please be aware that this does not replace any internal pre-authorisation processes you may have to allow the working of overtime.

The processes within mySelf only deals with claiming of mileage and overtime for payment.

We hope that you find this process useful, but if you have any issues or difficulties when trying to make a claim, please contact the Employee Service Centre People Helpdesk, who will be able to support you. They can be contacted by Telephone: 01698 403151 or by esc-helpdeskteam@northlan.gov.uk

2. Logging in

Go to www.northlanarkshire.goc.uk/myself and log in.

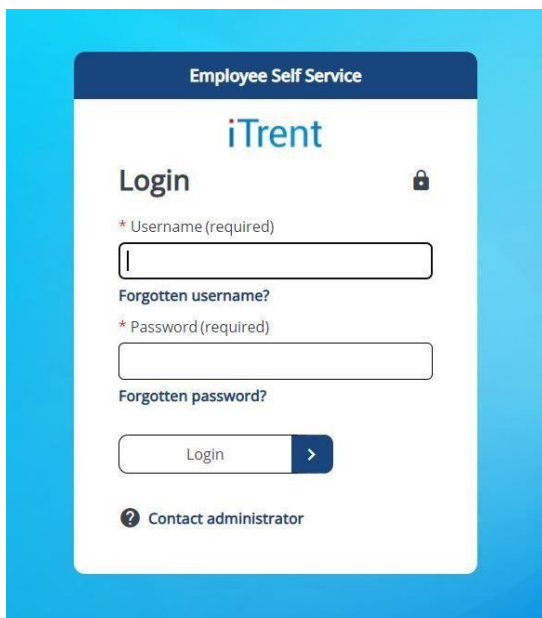
You will see 2 buttons – **Single Sign-on** and **A Different Account**

Single Sign-on

Only use single sign on if you have been instructed to do so. (For single sign-on users, login information can be found [here](#))

A different account

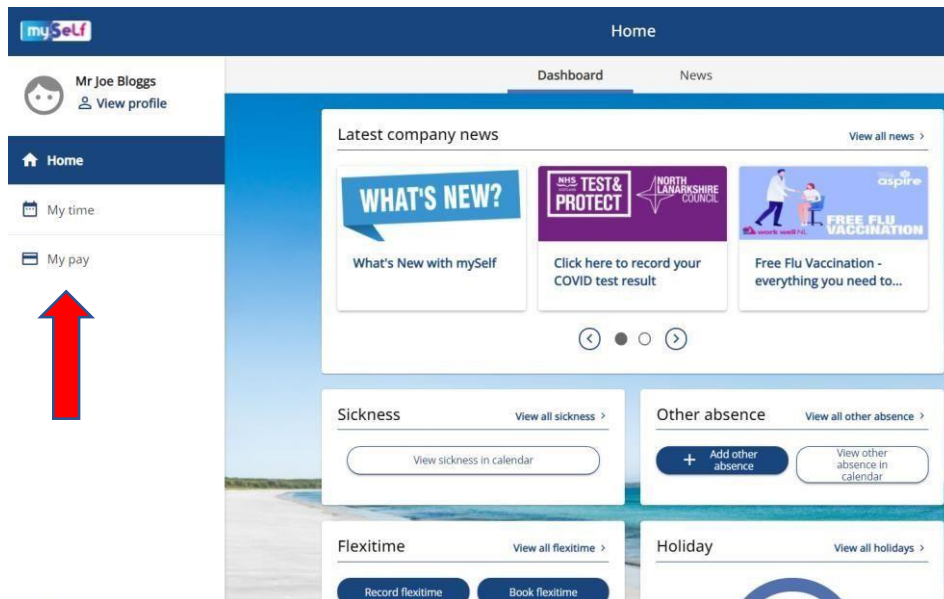
If you have not been instructed to use single sign-on, click on 'A different account' button to progress to the login screen.

The screenshot shows the 'Employee Self Service' login page for iTrent. The page has a blue header with the text 'Employee Self Service'. Below the header is the iTrent logo. The main heading is 'Login' with a lock icon. There are two input fields: 'Username (required)' and 'Password (required)'. Below the username field is a link 'Forgotten username?'. Below the password field is a link 'Forgotten password?'. At the bottom of the form is a 'Login' button with a right arrow. Below the button is a link 'Contact administrator' with a question mark icon.

Your username is your employee reference number.

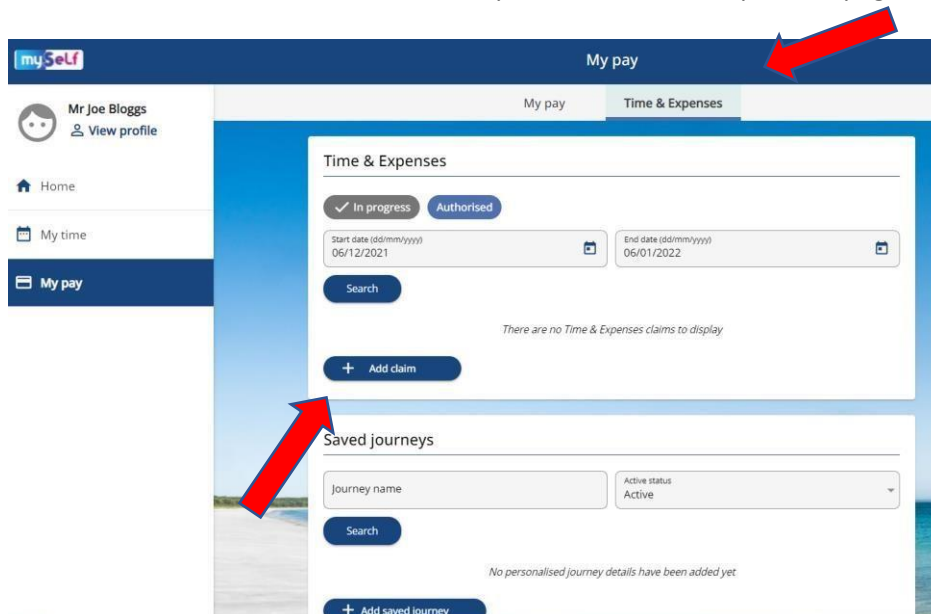
You will then be presented with the home page for self-service.

3. Making a claim



To make a claim for Overtime and Additional Hours, click on the My Pay tab at the bottom of the left side of the main home page.

On this screen you can preview Payslips, P60's and any outstanding Time & Expense Claims. To add a new claim, select the 'Time & Expenses' tab at the top of this page as shown below:-



To add a new claim, select the '+Add Claim' button.



A new pop up will now appear:

Time & Expenses claim entry: New

Start date (required)
20/12/2021

Job title (required)
Please choose

Claim template (required)
Please choose

Start Date: This will be the start of the period that you wish to claim from. Click on the calendar icon and select the date.

Job Title: This will list the jobs you hold within the organisation. Select the position you wish to make the claim against

Claim template: Here you can select either Overtime Claim or Travel & Subsistence claim Form. **You must select the form relevant to the Service you work for**

Claim template

Please choose

- NLC - Employee Travel and Subsistence (Enterprise & Housing Resources)
- NLC - Employee Travel and Subsistence (Health & Social Care)
- NLC - Employee Travel and Subsistence (Infrastructure)
- NLC - Overtime Claim Form (Enterprise & Housing Resources)
- NLC - Overtime Claim Form (Infrastructure)

4. Time & Expenses – Overtime & Allowances Form

Below is a sample copy of the overtime claim form.

There are two pages available to the users:

Page 1 allows the user to claim Overtime and Additional Basic worked:

Page 2 allows the user to claim any allowances due, such as coaching payments worked.



Job title: Systems Admin Officer
Employee: Mr Tony Stark

Page 1 | Page 2

Any Overtime you have incurred (whilst on Council business) should be claimed through the payroll system using this claim form as follows:

1. Select from drop down menu type of overtime being claimed e.g Additional Basic.

2. Select date overtime was incurred from the calendar below.

3. Enter the reason for overtime claim e.g Sickness cover, vacancy etc.

4. Enter start and finish times for overtime worked.

5. Cost Code - Do not enter - for Managers use only.

6. Enter the number of hours worked.

7. Once completed click 'Submit' to forward this claim to your Authorised Signatory for approval.

To claim for allowances click on Page 2 above.

Element	Date	Reason for Claim	Start Time	Finish Time	Cost Code	Number of Hours
▼						
▼						
▼						
▼						
▼						
						0.00

Save draft Submit Print

The form is split into 3 Sections:

Section 1	Provides you with details of the Job you are claiming against.
Section 2	Provides you with information which will assist you in completing section 3.
Section 3	Allows you to enter your claim information.

5. Overtime & Allowances Form – Page 1 (Hours)

Element	Date	Reason for Claim	Start Time	Finish Time	Cost Code	Number of Hours
▼						
▼						
▼						
▼						
▼						
						0.00

Elements	From this list you can select the type of payment you are making a claim for. If you are unsure what element you should be using, please speak to your line manager. More detail on claiming overtime can be found in section 7 of this document.
Date	This is the date that the work was carried out. You can use the icon to display a calendar.




Reason for Claim	Enter the reason for your claim. Try to be as detailed as possible.
Start Time	The time you started working the additional hours.
Finish Time	The time you finished working the additional hours.



Cost Code	Do not enter Cost Code - For Managers use only.
Number of Hours	Enter the number of hours you have worked to 2 decimal places. For Example, 8 Hours 30 Minutes would be 8.50.

6. Overtime & Allowances Form – Page 2 (Cash Amounts)

Element	Date	Reason for Claim	Start Time	Finish Time	Cost Code	Cash Amount
▼						
▼						
▼						
▼						
▼						
						0.00

Elements	From this list you can select the type of payment you are making a claim for. If you are unsure what element you should be using, please speak to your line manager.
Date	This is the date that the work was carried out. You can use the  icon to display a calendar.
Reason for Claim	Enter the reason for your claim. Be as detailed as possible.
Start Time	The time you started working the additional hours.



Finish Time	The time you finished working the additional hours.
Cost Code	Do not enter Cost Code - For Managers use only.
Cash Amount	Enter the full cash amount of your claim to 2 decimal places.

7. Rules for Claiming Overtime

An employee whose basic salary is **on, or below spinal column point 35** is eligible for payment of overtime subject to authorisation.

In any financial year an employee will not receive an overtime payment, a sum greater than the difference between basic salary and spinal column point 35.

Overtime payments at enhanced rates will not be paid to employees until they have worked more than **37 hours** in any one week, or averaged week, in circumstances where employees may have variable working weeks.

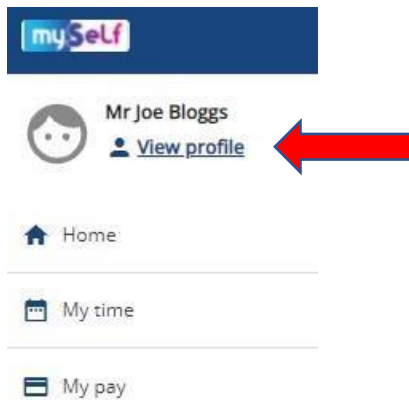
There should be a minimum of **half an hour break** for **six hours** or more overtime worked except where a paid meal break applies.

Extra time of **less than half an hour** in any one day will not count as overtime. All overtime of less than half an hour should be aggregated for each week and only completed half hours claimed for.

Period	Payment	Element Code
Monday to Friday	Hours more than FTE 37 hrs per week, or averaged week, Monday to Saturday will be paid at time and half.	003
Monday to Friday	Hours below FTE 35 hrs per week, or averaged week, Monday to Friday, will be paid at additional Basic	320
Monday to Friday	Hours between FTE 35 up to 37 hours, or average week, Monday to Friday, will be paid at Overtime Plain	012
Saturday and Free Day	Hours more than 37 hrs per week, or averaged week, worked on a Saturday or free day, will be paid at time and half.	003
Saturday and Free Day	Hours below 37 hrs per week, or averaged week, worked on a Saturday or free day, will be paid at Additional Basic	320
Sunday, Rest Days and Public Holidays	Hours more than 37 hrs per week, or averaged week, worked on a Sunday, rest day or public holiday, will be paid at double time.	015
Sunday, Rest Days and Public Holidays	Hours below 37 hrs per week, or averaged week, worked on a Sunday, rest day or public holiday, will be paid at plain time.	320

8. Adding Personal Vehicle Information

Before you make any claims for mileage, you must set up your car details. You only need to do this once. To add these details, navigate to **'View profile'** on the far-left hand side of your main screen:



Scroll to the bottom of the page, where you will find the Private vehicles information. Click on the add vehicle button




You can now enter your vehicle details (see example below).


< Back to Personal

Vehicle details

* Vehicle type (required)

Vehicle registration

* Start date (dd/mm/yyyy) (required)
 

End date (dd/mm/yyyy)
 

Engine size (cc)

Fuel type

☐ Default vehicle for expenses



Fill in the form with the below information :-

- **Vehicle Type** – Choose from Car, Van, Motorcycle or Bicycle.
- **Start date** - Should be the date that you first use the vehicle to claim mileage.
- **End date** - Should only be entered if you no longer use this vehicle on Council business.
- **Engine Size** – Enter the engine size of the vehicle.
- **Fuel type** – Select the type of fuel your vehicle runs on.
- **Default vehicle for expenses** – Tick this box if this is the main vehicle you use on Council Business.

9. Driving Licence and Vehicle Insurance Details

If applicable, before submitting a mileage claim, it is important that you update your manager with both driving licence details and vehicle insurance details. Your manager shall record this information against your employee record on myTeam. Without both being verified, a mileage claim will not be authorised.

10. Time & Expenses - Mileage & Subsistence Form

Below is a sample copy of the Mileage & Subsistence form.

There are two pages available to the users:

Page 1 allows the user to claim mileage travelled. Page 2 allows for any expenses incurred during travel:

< Back to Time & Expenses

Page 1 | Page 2

Any mileage you have incurred (whilst on Council business) should be claimed through the payroll system using this claim form as follows:

1. Input mileage details directly onto the form - totals are automatically calculated.
2. The qualifying miles are the total number of miles HMRC allow as a business journey.
3. If you qualify for home to work miles this is subject to Tax and you must tick the Taxable and Mable box below (please see guidance).
4. Cost Code: Do Not enter - For Managers use only.
5. Details of journey - enter details of the start and end of each call you make during your journey as well as why (please include start and end times).
6. Click + if you need any additional rows for this mileage claim.
7. Once completed click submit to forward this claim to your authorised signatory for approval.

Vehicle	Scheme	Taxable & Mable	Cost Code
Error - you have no default vehicle			
	NLC - Designated User	<input type="checkbox"/>	

Date	Miles claimed	Qualifying miles	Passengers	Details of Journey	
					⊕ + -
					⊕ + -
					⊕ + -
					⊕ + -
					⊕ + -

Save draft
Submit
Print



Any expenses you have incurred (whilst on Council business) should be claimed through the payroll system using this claim form as follows:

1. Select from drop down menu type of expenses being claimed, e.g. Fares.
2. Select date expenses were incurred from the calendar below.
3. Enter the details of claim e.g. train fare Motherwell to Glasgow, meeting with XYZ.
4. If claiming subsistence enter departure/return time e.g. 1.15pm - 2.15pm.
5. Cost Code - Do Not enter - For Managers use only.
6. Enter the amount you are claiming for subsistence or other expenses in the "Cash Value" box e.g. 10.20
7. Click + if you need any additional rows for this claim.

Element	Date	Reason for Claim	Departure Time	Return Time	Cost Code	Cash Value
▼						
▼						
▼						
▼						
▼						

0.00

Save draft Submit Print

Once you have completed the information, you can save the claim as a draft, which can be added/amended later, or you can submit the claim for authorisation.

The form is split into 3 Sections:

Section 1	Provides you with details of the Job you are claiming against.
Section 2	Provides you with information which will assist you in completing section 3.
Section 3	Allows you to enter your claim information.

11. Mileage Claim – Page 1 (Mileage)

With your vehicle information updated, you can now enter your claim information.

Vehicle Scheme Taxable & Niable Cost Code


ABC 123 NLC - Designated User ☐

Date	Miles claimed	Qualifying miles	Passengers	Details of Journey	
					x + -
					x + -
					x + -
					x + -
					x + -

The table below provides more detail on the information required.

Vehicle	These details will appear once you have added your personal vehicle details (See section 5)
Scheme	This will default to the scheme relevant to your terms & conditions. If this is missing, please contact the ESC People Helpdesk, who will arrange to have this added for you.



Taxable & Niable	By default, this box is unticked and should only be ticked if you are called out to your place of work and/or are required to report out with normal working hours or authorised to work additional hours on a rest day . The miles from your home to work or administrative base will be paid and is subject to tax. Note: this only applies to employees who are still on a contract of employment issued by Strathclyde Regional Council.
Cost Code	Do not enter Cost Code - For Managers use only.
Date	Enter date that the journey took place. You can use the  icon to display a calendar. Please note: Claims greater than 90 days cannot be processed by the system and require authorisation by a Head of Service. For more information, please contact the ESC People Helpdesk.
Miles claimed	This is the number of miles to be paid. If travelling directly from home/work to home, then the number of miles from home to your normal place of work should be deducted from the total. Please note: Miles claimed should be rounded down to the nearest whole mile.
Qualifying miles	Enter the Total number of miles travelled for each journey including any home to work miles/work to home.
Passengers	Enter the number of passengers travelling with you per journey excluding the driver (you can claim per passenger / per journey).
Details of journey	Enter details of the start and end of each call you make during your journey as well as why.

Please note: Carrying of heavy / large equipment as part of your duties e.g. wheelchair, bath lift etc, should be claimed on Page 2 of the Travel and Subsistence form as a cash amount, using the Element "Travel & Equip". The current rate for carrying equipment is £0.05 per mile (Number of miles x £0.05)

12. Mileage Claim – Page 2 (Subsistence)



Element	Date	Reason for Claim	Departure Time	Return Time	Cost Code	Cash Value
▼						
▼						
▼						
▼						
▼						
						0.00

Element	Select type of expenses from the drop-down menu e.g., Fares
Date	Enter date that you incurred the expense. You can use the icon to display a calendar.
Reason for Claim	Enter details of the expenses you are claiming and why.
Departure Time	Only enter for subsistence claims e.g., 9.00am.
Return Time	Only enter for subsistence claims e.g., 3.30pm.
Cost Code	Do not enter Cost Code - For Managers use only.
Cash Value	Enter the value of your claim to 2 decimal places e.g., 10.20 for £10.20.

Please see below the current subsistence allowances (Correct at 01/08/2018).

Employees can only claim subsistence expenses for meals that are incurred out with their normal working day.

Subsistence Type	Value
Breakfast	£4.48
Lunch	£6.17
Tea	£2.43
Evening Meal	£7.64

Where overnight accommodation is required, actual expenditure incurred for one night will be paid and should be agreed following prior authorisation by the Head of Service.

When claiming subsistence, you should use the element **Subsistence Non-Taxable (Element Code 439)** when you have receipts that cover the value of your claim. If you have no receipts for your claim, then use the element **Subsistence Taxable (Element Code 469)**.

Claims for expenses other than fares or subsistence_ e.g., parking; can be claimed using **Expenses Non-Taxable (Element Code 437)** where you have receipts. Where you do not have receipts for these claims, you should make the claim using **Travel Expenses Taxable (Element Code 457)**.

13. Reimbursement for Spectacles / Eyesight Tests

Claims for reimbursement for glasses can now be made via mySelf and can be authorised by the manager in myTeam. Managers should only authorise any claims for reimbursement: -

- Once a HR/DSE1 form has been completed and signed by an optician and they have ascertained that glasses are deemed necessary solely for the use of D.S.E.
- The total value to be reimbursed must not exceed £50. An employee may purchase glasses at a higher price on the understanding that the difference is paid by the employee. A manager can only authorise up to a maximum of £50 or less if the value of the spectacles is less than this.
- When an expense form is completed on myself. Monies should be claimed using **element code 458** (titled **Eye Test / Specs**).
- If receipts are presented.

Further guidance and the form can be found by following the link below:-

[Display Screen Equipment – My NL](#)

[Employees will be reimbursed by completing page 2 of the Time and Expenses claim form and using the element code listed above.](#)

14. Flu Vaccination / Home Working Refund

14.1 Flu Vaccination Refund

To process your flu vaccination refund please select 'My Pay > go to 'Time & Expenses' > 'Add Claim' (as shown above within Section 3).

Input the date you received your Flu Vaccination



Select job title. Please note, only one refund claim should be made even if you hold more than one post within NLC.

Time & Expenses claim entry: 1

Start date

Job title

HR Operations Senior Advis

Claim template

NLC - Flu Vaccination Refur

Select '**NLC – Flu Vaccination Refund only**' from the drop down.

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

Please read the guidance within this page before you complete the refund.

An example shown below of a claim:

N.B. Cash amount due must be input in the below format. Please note, the below cash amount is an example only. You can only claim back the amount within your receipt.

Element	Date	Location of where vaccination was received	Cash Amount
Flu Vaccination Refund	15/09/2020	Llyods Chemist, Motherwell	20.00
			20.00

Input the date you received your Flu Vaccination

Location you received the vaccination.


14.2 Home Working Refund


To process your home working refund please select 'My Pay' > go to 'Time & Expenses' > 'Add Claim' (as shown above within Section 3).




Input the date you purchased the item(s).

Time & Expenses claim e

Start date 

Job title 

Workforce Systems De

Claim template 


NLC - Home Worker/A

Select job title. Please note, only one refund claim should be made even if you hold more than one post within NLC.

Select '**NLC – Home Worker/Agile Worker (home based)**' from the drop down.

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

Please read the guidance within this page before you complete the refund. An example shown below of a claim

Element	Date	Item(s) bought	Cash Amount
Home Worker Payment	28/09/2020	 Desk	50.00
			50.00

Input the date you purchased the item(s).

Detail item(s) bought.

Cash amount due must be input in the above format. Please note, the above cash amount is an example only. You can only claim back the exact amount within your receipt and the total cannot be in excess of £100.

If you input a cash amount of more than £100, the message shown below will appear. From here you will need to re-enter the correct cash amount ensuing it is £100 or less.



The value entered is above the maximum of 100.00 (page 1, row 1).
Changes have been saved.

To submit your refund, please follow this guide to Section 16.

15. Save as Draft

If you choose to save your claim as a draft, then you can view this on the 'My Pay' > 'Time & Expenses' screen. This will show as provisional and will stay on this screen until you submit the request.

My pay Time & Expenses

Time & Expenses

✓ In progress Authorised

Start date (dd/mm/yyyy) 12/12/2021 End date (dd/mm/yyyy) 12/01/2022

Search

Claim name	Start date	Reference	Cut off date	Status
NLC - Overtime Claim Form (FSS Janitorial only) v2	11 Jan 2022	FSSJAD0001316		Provisional
NLC - Home Worker/Agile Worker (home based) v2	10 Jan 2022	WFHAGH000219		Provisional

+ Add claim

Clicking on the claim will take you back into the claim form. You can add further to your claim information or submit it for authorisation.

16. Submit for Authorisation

When you click on the Submit button, you will be presented with the next screen.

[< Back to Time & Expenses](#)

Time & Expenses claim submission:

Claim template
NLC - Home Worker/Agile Worker (home based) v2

Job title
Recruitment Senior Advisor

Time and expenses claim reference
WFHAGH000219

Payroll
0416FO

Start date
10/01/2022

Comments

Authorising group

Authorising role

Password

[+ Receipt attachments](#)

Password – please input your mySelf password

Under Authorising group, you can select the appropriate authorisation group.

Under Authorising role, you should select the name of the manager who you would like to

To add a receipt for any expenses incurred such as subsistence, flu vaccination refund, fares, etc.,

click on the Receipt attachment button. **Please note, your claim will not be authorised if a**

receive your request. **receipt is not attached.**

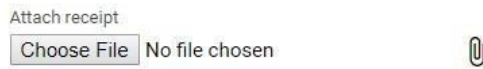


17. Attaching Receipts

On the authorisation page, you can add receipts for costs incurred while on Council business, such as refunds, fares, parking & subsistence.

To do this, click on the **+ Receipt attachments** button.

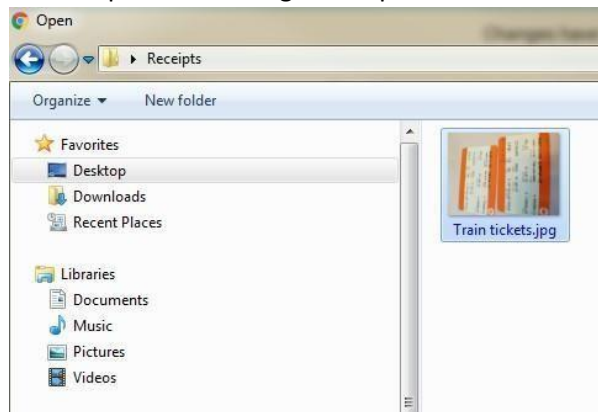
You will be presented with a request to choose a file.



Click on the **Choose File** button.

You will now be presented with file explorer. Navigate to the area where your file is stored and select it by double clicking on the file. The file can be in any format.

An example of attaching a receipt:



Now that you have selected the file, click on the

- Receipt attachments



button to add the file to the claim.

If you have multiple receipts to attach, repeat the process above for each one.

- Receipt attachments

1. Train tickets.jpg ✕

2. Train tickets - Copy.jpg ✕

If you need to remove a receipt, click on the ✕ icon next to file.

Once you have completed all details required on the authorisation form, you can now click on the **Submit** button.


By submitting your refund, you are agreeing to the rules and regulations.



An email will be sent to the authorised signature that you have selected, advising them that you have submitted a claim.

18. Email Notifications

You will receive an email which shows some provisional values of the claim that you have made.

 **Overtime & Allowances Claim Request**

You have submitted an Overtime & Allowances claim which has been passed for authorisation.

You will be notified of the outcome in due course.

Reference: MILNT00000001
Start date: 09/04/2018
Position: Creche Worker (Position) - Occupant(s) Ms Daisy Duck
Payroll: 0416FO

Element	Type	Time/Units/Miles	Cash amount
Additional Basic	Units	7	62.20
Total			62.20

These values are provisional. The final values will be shown on the payslip.

This e-mail has been generated by iFlow

Once the claim has been authorised, you will receive an email letting you know this.

 **Overtime and Allowances request**

Your Overtime and Allowances request reference number; MILNT00000001 has been **authorised** by your reporting manager, Miss Buzz Lightyear.

19. Reviewing Claims in mySelf

To check your claim within mySelf, go to the 'My Pay' tab at the left hand side and go to 'Time & Expenses'. All claims which have not been authorised will sit under Time & Expenses.



Claim name	Start date	Reference	Cut off date	Status
	11 Jan 2022	FSSJAD0001316		Provisional
NLC - Home Worker/Agile Worker (home based) v2	10 Jan 2022	WFHAGH000219		Provisional

You can view the details of a claim by clicking on the appropriate card.

Your claim will have one of 4 States:

1. **Awaiting Authorisation** – Your claim has been submitted successfully and is yet to be authorised by the Authorised Signatory.
2. **Rejected** – The Authorised signatory has rejected your claim. You can update the claim and make any changes required prior to resubmission.
3. **Provisional** – This claim has been saved as a draft and not yet submitted.
4. **Authorised** – Once a claim has been authorised, it will no longer be visible under the Time & Expenses section. The next section explains how you can review these claims.

18.1 Reviewing Authorised Claims

Once a claim has been authorised, it will no longer be visible within the 'In Progress' section. To view Authorised claims, click on the tab 'Authorised' and all authorised claims will appear.

There are no Time & Expenses claims to display



20. Further information

If you require further information, please liaise with your reporting manager or by contacting the Employee Service Centre People Helpdesk Team on 01698 403151 or by eschelpdeskteam@northlan.gov.uk