

User Guide



**Employee
Service Centre**



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1. About mySelf

What is mySelf? mySelf is an online application that allows you to easily and securely view and manage your personal details.

Moving forward mySelf will continue to be developed enabling you to perform more and more activities in relation to your employment.

Currently mySelf provides you with the opportunity to:

- View and amend your personal details including contact information, marital status, emergency contacts and next of kin
- View and amend your bank details
- View your current payslip and payslip history
- View your current employment record in relation to your post
- Book your holidays/other leave and view your sickness details

By using mySelf, you only have access to your own details. Other employees cannot see your details through mySelf – they can only see their own.

If you have any queries in relation to the accuracy of the information about you and your employment held on mySelf, please contact the People Helpdesk detailing your employee number, name and nature of your query.

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

What do I need to use mySelf?

To log in and use mySelf, you will need:

- mySelf username and password (this will be issued by the relevant HR Operations Team)
- Internet Connection
- Desktop PC, Laptop or mobile device

All users, including you, must comply with the Data Protection Act 1998 and North Lanarkshire Council Policies.

2. Accessing mySelf and How to log on

Logging in to mySelf

Before you log in to **mySelf** there are 2 key pieces of information you will require:

1. **Username** – The username will be your employee reference number
2. **Password** – This will be the main password that you will always use (it requires to be changed every 90 days)

To open mySelf, type the URL into the address bar of your browser and press enter:

www.northlanarkshire.gov.uk/myself

IMPORTANT: Never use Google to search for this website as you receive the message 'Invalid Login'. You should always type the address exactly as shown above


Or as a Quick link on Connect homepage



You will be presented with the following logon screen:

A screenshot of the 'Employee Self Service' login screen. The page has a blue header with the text 'Employee Self Service' and the 'iTrent' logo. Below the logo is the word 'Login' with a lock icon. There are two input fields: one for 'Username (required)' and one for 'Password (required)'. Below the password field is a 'Forgotten password?' link. At the bottom, there is a 'Login' button with a right-pointing arrow and a 'Contact administrator' link with a question mark icon. Two callout boxes with arrows point to the form. The first callout points to the username field and contains the text: 'Your username will be your 7 digit employee number'. The second callout points to the password field and contains the text: 'Your initial password will be provided to you by the relevant Employee Service Centre HR Operations Team. You will be prompted to change this on your initial log in.'

Once you have entered this information, you will be prompted to change your password:

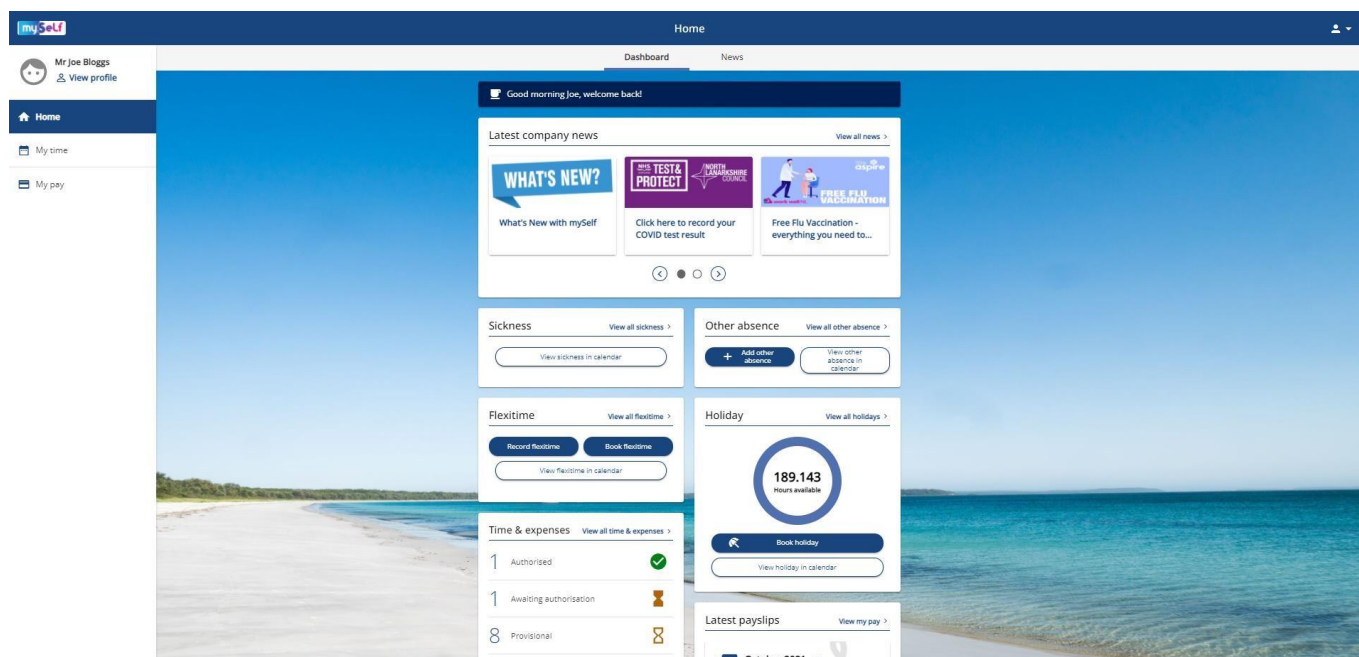



The screenshot shows a 'Change password' dialog box. At the top, there is a title bar with the text 'Change password' and a close button (X). Below the title bar, there is a message box with an information icon and the text 'You must change your password before you can continue.' Below the message box, there are two input fields: 'New password' and 'Confirm password'. At the bottom right of the dialog box, there are two buttons: 'Save' and 'Cancel'.

Your password must be a minimum of 8 characters long, consist of upper and lower case letters and at least 1 number or special character.

3. Customising the look and feel of mySelf


When you first login to mySelf you will be presented with the new updated version of your personal home page, as pictured below. From here you can access all of the functionality and data granted to your user profile.




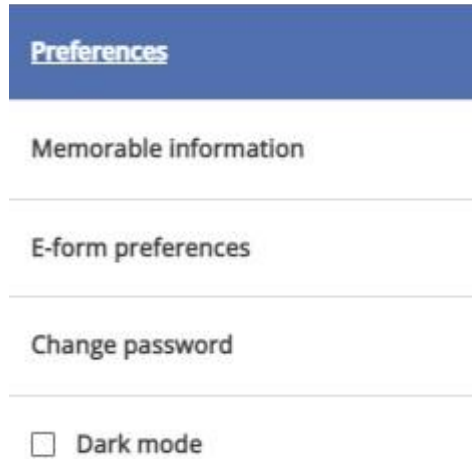
The Home Button  can be used to return to the home page from any part of the system. When mySelf is loading data this logo will change to an animated loading symbol.

On the home page there are several quick links on your Dashboard. These are ones shown above such as 'Sickness', 'Flexitime', 'Latest Payslips' etc. These are shortcuts to navigate to this area of your mySelf. At the top of the page, beside Dashboard, you also have 'News'. This help you navigate to the most frequently used sections of myNL, such as Internal Vacancies, Latest COVID information, the link to myNL website etc.

3.1 Your mySelf profile

Your mySelf profile can be managed from any part of the system, by selecting the Profile icon button on the far right hand side of your myself screen 

Within here, you should select  Settings and then the following drop down menu will appear for you to select and manage your profile.

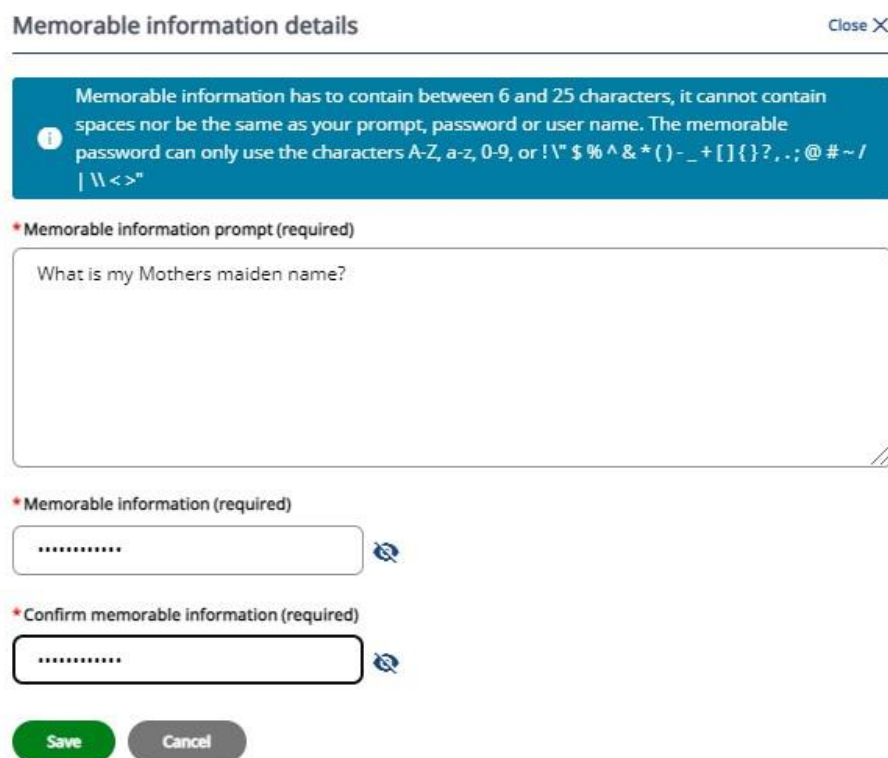


3.2 Memorable Information

Memorable information can be used to retrieve your Username only, should you forget it. At first log in you **must** create your memorable information. If necessary, you can also edit your memorable information.

Please note that memorable information is used when you forget your Username.

To set your memorable information click on where it states 'Memorable Information'



Memorable information details Close X

Memorable information has to contain between 6 and 25 characters, it cannot contain spaces nor be the same as your prompt, password or user name. The memorable password can only use the characters A-Z, a-z, 0-9, or !\"

* Memorable information prompt (required)

What is my Mothers maiden name?

* Memorable information (required)

.....

* Confirm memorable information (required)

.....

Save Cancel

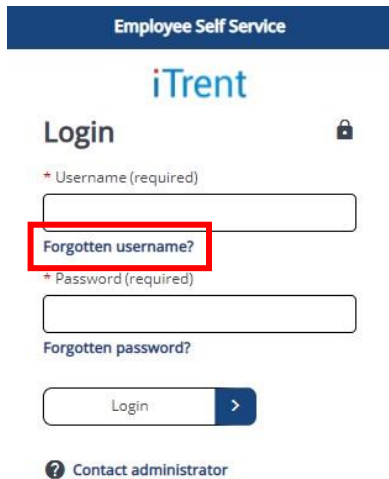
The prompt for your memorable information can be whatever you like, as long as it reminds you what the memorable information actually is. Some example prompts could be:

- What's your mother's maiden name?*
- What was the name of primary school?*
- What was the make of your first car?*
- Where did you go on your honeymoon?*
- What's your favourite band?*

The memorable information response has to contain between 6 and 25 characters, it cannot contain spaces and it cannot be the same as your prompt, password or username.


3.3 Username Resets

In the event that you forget your Username, click on the Forgotten Username link:





The screenshot shows the 'Employee Self Service' header, the 'iTrent' logo, and a 'Login' form. The form includes fields for 'Username (required)' and 'Password (required)'. A link labeled 'Forgotten username?' is highlighted with a red rectangular box. Below the password field is a 'Forgotten password?' link. At the bottom of the form is a 'Login' button with a right-pointing arrow and a 'Contact administrator' link with a question mark icon.

The following screen will appear:




The screenshot shows the 'iTrent' logo and the title 'Forgotten username' with a lock icon. The form contains four required fields: 'Forename (required)', 'Surname (required)', 'Date of birth (dd/mm/yyyy) (required)' (with a calendar icon), and 'Email address (required)'. At the bottom are 'Next' and 'Cancel' buttons, both with right-pointing arrows.

Enter your Forename, Surname, DOB and Email address then click 

You will then be prompted to enter your Memorable Information that you will have previously set up as per **Section 3 - 3.2**. Click 

Your username will be displayed on screen.

Close the notification by clicking the  at the top right hand corner.

If you have **not** previously set up your Memorable Information as per **Section 3 – 3.2**, you will need to contact the ESC People Helpdesk Team who will confirm your Username providing you pass the standard security checks.

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

3.4 Password Resets

If you forget your password, click on the Forgotten Password link:

Employee Self Service

iTrent

Login

* Username (required)

Forgotten username?

* Password (required)

Forgotten password?

Login >

Contact administrator

The following screen will appear:

iTrent

Forgotten password


* Username (required)

* Email address (required)

Email > Cancel


Enter your Username (Employee Ref No) and your email address, then select 'Email'. You will receive the following message confirming that an email has been sent to the email address provided:

An email containing a link to reset your password has been sent to the address provided, and should be received within the next 15 minutes.

iTrent  Login

User name
1234567

Email address
mousem@northlan.gov.uk

 Contact administrator

The following email will be sent to your inbox. In the event that you have not received an email within the specified timeframe, please check your junk mail aill before trying for a 2nd time or raising this with the ESC People Helpdesk Team as a potential problem.

You recently requested to reset your password for your iTrent account. Use the button below to reset it.

This password reset is only valid for the next 24 hours.

[Reset your password](#)

If you did not request a password reset or if you have any further questions, please contact the Help Desk Team by emailing them at ESC-HelpDeskTeam@northlan.gov.uk or by calling 01698 403151.

NB: Never forward this email to anyone else.

Thanks,

iTrent Systems Admin Team

When you receive your Password Reset Request email, click on the 'Reset your password' button and you will be redirected to mySelf and the following screen will appear where you will be prompted to enter new password details:

Change password

i You must change your password before you can continue.

New password

Confirm password

Your password must be a minimum of 8 characters long, consist of upper and lower case letters and at least 1 number or special character.




Once you have entered and confirmed your new password click on

You will then be directed to the login screen where you should enter your Username and new password.

Employee Self Service

iTrent


Login 

* Username (required)

Forgotten username?


* Password (required)

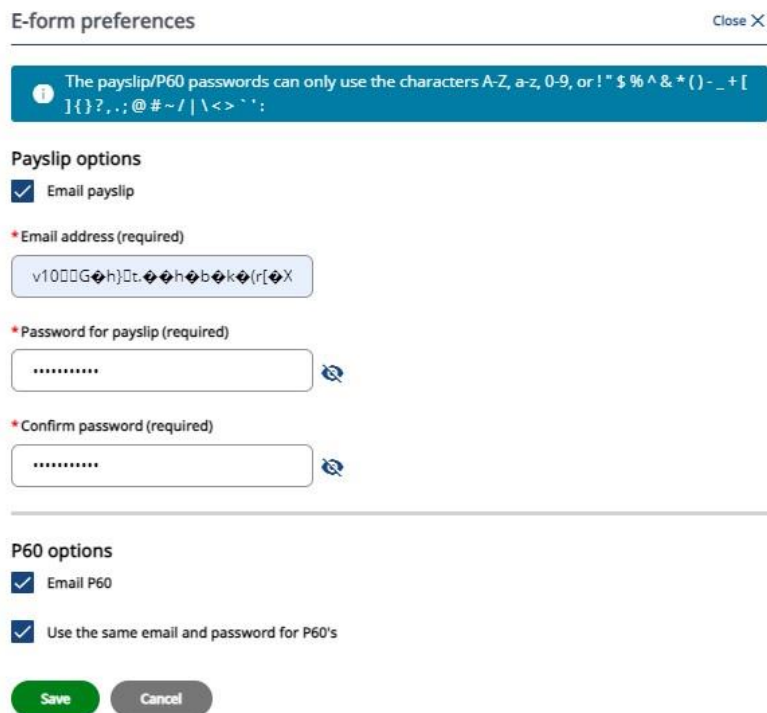
Forgotten password?

 [Contact administrator](#)

3.5 E-Form Preferences


You will be able to view your current payslip and payslip history within mySelf. However Eform preferences allow you to specify whether you want your payslips and P60s automatically emailed to you.

Should you wish to specify your E-form preference go to  > **Settings > E-form preferences**. You will then be directed to the following page:



Tick the Email payslip box. You will be required to enter your preferred e-mail address and you must provide a password to prevent other people opening your documents.

Although you have the option to use the same password details for both payslip and P60, you must also complete the P60 section in full (the same password can be entered).

Once you have checked your details for accuracy you should save this information by clicking on the  icon.

Please Note: these password details will be the passwords you will use to open the PDF attachment when you receive your email notification that your payslip is available to view. These passwords for payslips/P60's is not the same password for the mySelf login page.

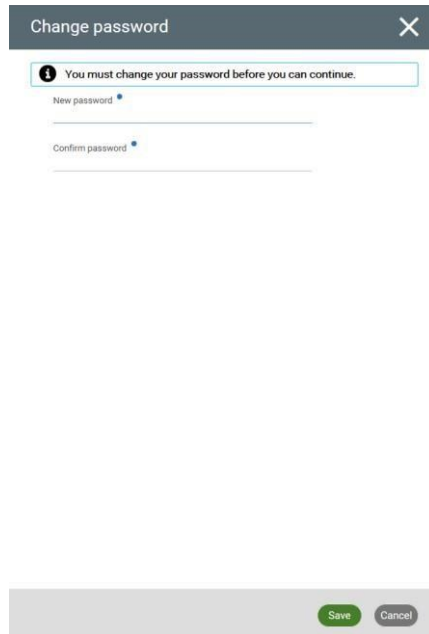
You can also change your password details at any time.

Please note: The PDF documents are password and date effective linked, therefore for any documents received prior to a change of password, the old password must be used in order to view them.

3.6 Change mySelf Password

This option is available should you wish to change your password prior to the 90 day prompt.

Please note that this is for your mySelf login password and not for the E-form preferences option.



Change password

i You must change your password before you can continue.

New password *

Confirm password *

Save Cancel

Your password must be a minimum of 8 characters long, consist of upper and lower case letters and at least 1 number or special character.

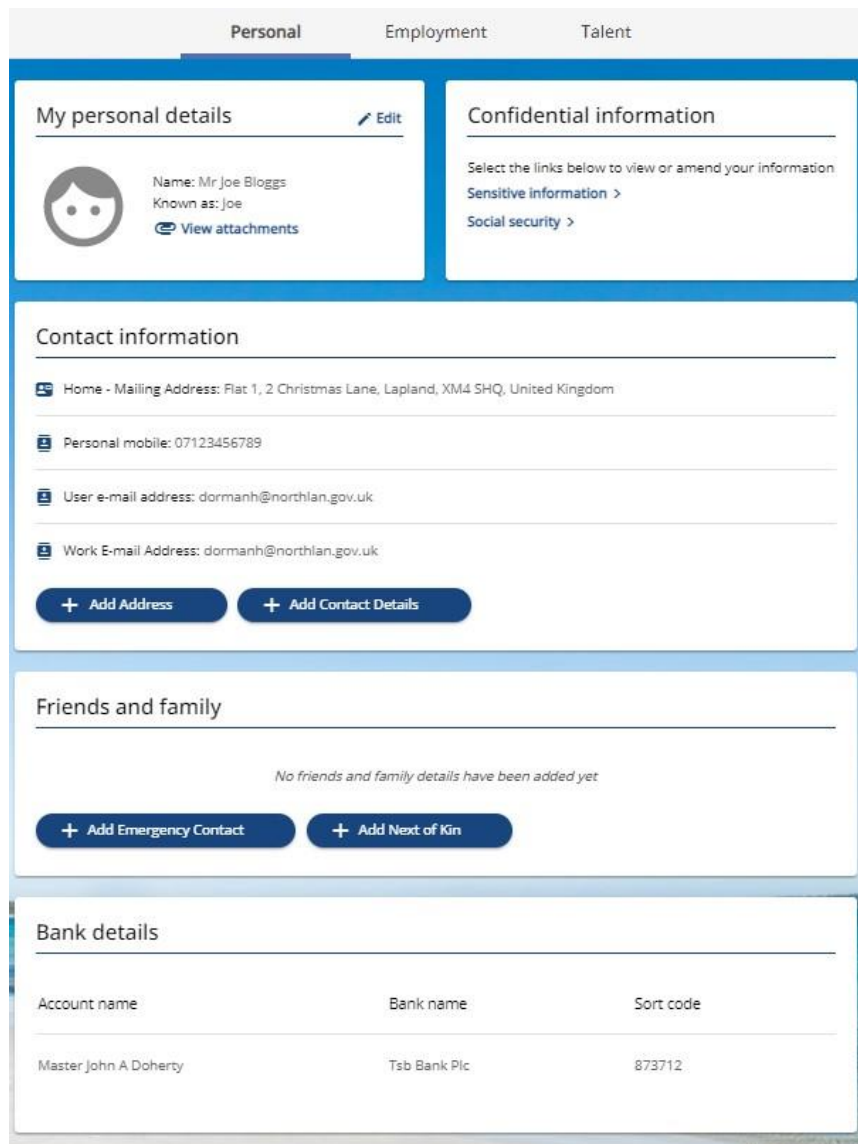
4 Viewing and Managing your Personal Data

4.1 My Personal Details



This area contains information about you, your personal details, contact information (such as address and telephone numbers, emergency contacts and next of kin) and bank details.

To view your personal information click the 'Personal' tab at the top of the screen as shown above, you will be taken to a summary page which is broken down into sections shown below:-



Select the [Edit](#) button beside My Personal Details to bring up your personal information such as Forename, Surname, Date of Birth etc.

You will then be directed to the following screen:-

My personal details



* Surname (required)

Bloggs

* Forename (required)

Joe

Forename 2

Forename 3

* Title (required)

Mr x ▾

Preferred name

Joe

Previous surname

Marital status

Please choose ▾

* Date of birth (dd/mm/yyyy) (required)

02/01/1994

Organisation start date (dd/mm/yyyy)

02/07/2018

Other information held can also be viewed and amended such as Religion and Nationality. This can be viewed by clicking on **Sensitive Information** option on the **Confidential Information** tab under My Profile

Confidential information

Select the links below to view or amend your information

[Sensitive information >](#)

[Social security >](#)

This will show the following information which can be changed/amended if necessary: -

Sensitive information

i The personal data that you enter into this form is voluntary, if you do provide the information requested, we will only use this in an aggregated and anonymised form.

Religion

Ethnic origin

Place of birth

Nationality

Sex identifier

Gender reassignment

Sexual orientation

Self-certified disabled

Disability description

Please check the changes for accuracy before clicking on  .

4.2 Contact Information

It is important that your contact details are accurate and up to date at all times. At first log in you should review your contact details by following the steps below:

Select 'Contact Information' from the Personal tab within My Profile:-

Contact information

Home - Mailing Address: Flat 1, 2 Christmas Lane, Lapland, XM4 5HQ, United Kingdom

Personal mobile: 07123456789

User e-mail address: dormanh@northlan.gov.uk

Work E-mail Address: dormanh@northlan.gov.uk

+ Add Address + Add Contact Details

In the Contact Information Section, click on the 'Home - Mailing Address', which will then display the information contained within it that allows you to review and correct your address.

Your address should be detailed in the following format with the Post town in block capital letters:

< Back to Personal

Address details

This form allows you to correct your current address information. If your address has changed please use the add address details option.

*Address type (required)
Home

Mailing address

*Postcode (required)
XM4 5HQ

*House name (required)
Flat 1

Number/Street
2 Christmas Lane


Local area
Lapland

*Post Town (required)

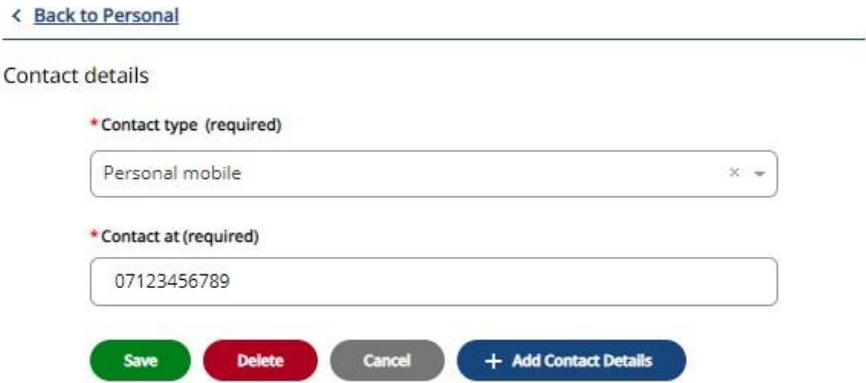
County


Country
United Kingdom

Save Cancel + Add Address

- Should your address not be displayed in this format please amend your details
- Click 
- An automatic email will be forwarded to your nominated service representative to ensure your employment records are updated accordingly

Your other contact details, such as telephone number and e-mail address can also be reviewed and amended by returning to the Personal Tab and selecting the relevant information you wish to update. For example, select the 'Personal Mobile' option and you will be directed to the following screen:



If these details are correct simply click on 'Cancel', however if there is an error you can amend your details, check for accuracy then click on .

In the event that you change your home address you select the following :-



Within here, simply overwrite the current details, and Click the  button.


An automatic email will be forwarded to your nominated service representative to ensure your employment records are updated accordingly

If a new address is entered this automatically becomes your mailing address even if the box is not ticked and will replace your old address on the 'Contact information' summary page.

If you wish to add any other contact information such as your personal email, home telephone number etc, all you need to do is select the following



Once in here, select the details you wish too add, and after checking information for accuracy, hit the save button.

You can also delete any contact details which are no longer in use by selecting the summary card of the contact you wish to delete and clicking on  at the bottom right hand side of the page.

4.3 Marital Status

You can view your marital status by selecting the 'Edit' option under the My Personal Details tab.

If your marital status changes, you can update your details by going into this section, and choosing from the Martial Status dropdown menu what status is relevant to yourself.



The change to your marital status will be automatically changed and seen in your 'Personal details'.

4.4 Friends and Family

This section allows you to review, amend and add to your emergency contact details and next of kin.

To add either one of these, select from the relevant highlighted options below:-



Friends and family				
Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Leonardo DiCaprio	Father	01234 567890	Yes
Next of kin	Shania Twain	Wife	N/A	N/A

[+ Add Emergency Contact](#)
[+ Add Next of Kin](#)

Whether you want to review an Emergency Contact or Next of Kin you can click on the relevant summary card (shown above) and the details held will be shown.

[< Back to Personal](#)

Emergency contact

* Contact name (required)

Relationship to me

Contact at

Contact email

Primary contact

Use my home address

House name

Number/Street

Local area

Post Town

County

Postcode

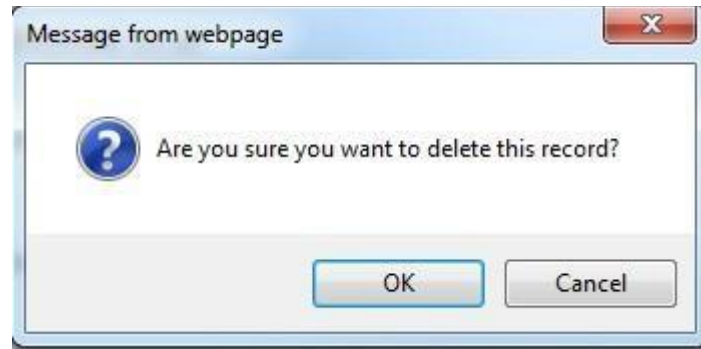
Country

[Save](#)
[Delete](#)
[Cancel](#)
[+ Add Emergency Contact](#)

You can amend any field requiring changes to update the record. You can also delete any contacts which are no longer valid.

Ensure that you have checked to confirm that the information is accurate before you save or delete any records.

The following message will be shown if you choose to delete a record as a safeguard to ensure you intended to delete the selected record:



To add an additional Emergency Contact or Next of Kin you should go to the Friends & Family tab and select the below option



N.B. When entering the next of kin details you can select the tick box for 'Use my home address' and the address section will be automatically populated with your home address details that are on the system. Otherwise enter the address for your next of kin if the address is different to your home address.

< Back to Personal

Next of kin details

*Next of kin name (required)
Shania Twain

Relationship to me
Wife

Date of birth (dd/mm/yyyy)
30/05/1992

Use my home address

House name
Flat 1

Number/Street
2 Christmas Lane

Local area
Lapland

Post Town

County

Postcode
XM4 5HQ

Country
United Kingdom

Save Delete Cancel + Add Next of Kin

Ensure that you have checked to confirm that the information is accurate before you click on **Save** or delete any records.

When entering the Emergency Contact details, if your Emergency Contact and Next of Kin are the same you can select the tick box for 'Use as Next of Kin' and a new next of kin record will automatically be created with the details entered. This will be shown on the summary page when you save the new emergency contact.

When entering the Emergency Contact details you can select the tick box for 'Use my home address' and the address section will be automatically populated with your home address details that are on the system. Otherwise enter the address for your emergency contact if the address is different to your home address:

< Back to Personal

Emergency contact

* Contact name (required)

Relationship to me

Contact at

Contact email

Primary contact

Use my home address

House name

Number/Street

Local area

Post Town

County

Postcode

Country

4.5 Bank Details

In the event that you change your bank details, you should follow the steps below:

Within the Personal tab, you will see a tab for Bank Details shown below:-

Bank details		
Account name	Bank name	Sort code
Master John A Doherty	Tsb Bank Plc	873712

Click on the Bank Details summary card and you will be directed to the screen shown below:

< Back to Personal

Bank details

i These details are used to pay your salary and any changes will take immediate effect. Please check the details carefully before saving.

*Sort code (required)

Bank name

Roll number

*Account number (required)

*Account name (required)

- Enter your sort code and complete the bank name, roll number (if applicable), account number and account name.
- After carefully checking that the information is accurate click .
- In the event that the following message appears and after carefully checking that the information you have provided is correct, you should contact your HR/Payroll representative in the first instance.

⊘ Field: Sort code is invalid

PLEASE NOTE:

It is advisable that in order to ensure that your new bank details are in place for your next available pay do not to close your previous bank account until you receive a salary payment in your new account.

The date that you make changes to your bank account details in mySelf determines whether or not this will be effective for your next pay. If you require clarification, please contact the ESC People Helpdesk as instructed below:

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

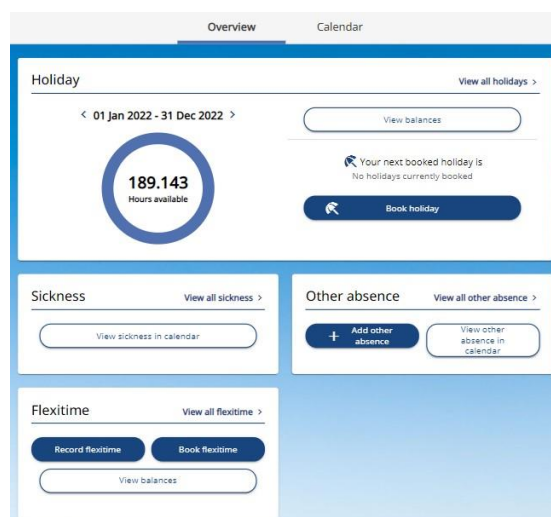
5. Absence

5.1 Absence Details



On your main home page on mySelf, at the left-hand side of the screen, you should select 'My Time'. This area contains information about your annual leave, other leave and sickness absence.

NB If this information does not appear on your mySelf homepage then this facility has not been introduced to the area of the service you are employed in.



5.2 Holiday Balance

To view your holiday balance, at a quick glance you can see this on the Holiday section within My Time, or, you can select the 'View Balance' icon select the icon at the top right hand side:



When selecting 'View Balance' This page will display your holiday entitlement, and details of any holidays taken or scheduled. It will also display a balance, and give details of the next year's balances (when available): **It is important to note that your holiday balance will be displayed in hours and this will include your annual leave entitlement and public holiday entitlement calculated as a whole.**

The 'Taken' and 'Scheduled' columns include both annual leave and public holidays.

Scheme name	Holiday period
A/L NLC - Schedule A (Hours)	01 Jan 2022 - 31 Dec 2022
Entitlement	Taken
126.143 hours	0 hours
Scheduled	Balance
0 hours	126.143 hours

5.3 Booking a Holiday

There are various ways that you can book a holiday within mySelf.

- Either select "Book holiday" from the quick links on the home page.



- Or within the 'My Time' tab on the left side of your homescreen, you should select the 'Book Holiday' option



This will open up the 'Holiday details' screen as shown below:-

The 'Holiday details' screen has a back arrow and the text '< Back to Overview'. Below this is the title 'Holiday details'. A blue information box contains the text: 'Please remember all holiday requests are subject to authorisation by your reporting manager and you should wait until you have a decision regarding your request before you make any personal commitments. You should discuss any requests for short notice holidays with your reporting manager in the first instance.' Below the information box are two required dropdown menus: '*Absence type (required)' and '*Holiday period (required)', both showing 'Please choose'. Below these is a 'Notes' section with a large text input area. At the bottom are three buttons: 'Save' (green), 'Cancel' (grey), and 'Book holiday' (dark blue).

Select 'Personal holiday' from the drop down box:

Holiday details
✕

i Please remember all holiday requests are subject to authorisation by your reporting manager and you should wait until you have a decision regarding your request before you make any personal commitments. You should discuss any requests for short notice holidays with your reporting manager in the first instance.

Absence type ●

Personal holiday
▼

Select 'full day', 'part day' or 'more than one day' from the holiday period drop down box:

*** Holiday period (required)**

Please choose ▲

Part day

Full day

More than one day

If full day is selected, enter your holiday start date in the 'start date' box. Alternatively you can select the calendar as shown below. This will open the calendar for you to select the date which will automatically appear in the start date box.

*** Holiday period (required)**

Full day
✕ ▼

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

📅

2022 ▼ < >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
JAN					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

📅

Add any notes in the 'Notes' box:

Notes

I need this day off

Click on the

If you absence you are will see a

Save

button at the bottom.

similar to the one below and you will be required to amend your entry to another day when you do not already have absence booked.

already have in for the day requesting, you warning sign



This absence overlaps with the following existing absence(s):
11/07/2016 - 22/07/2016 (Personal holiday)

Once you have booked and saved your holiday details, this will send an e-mail through to your reporting manager to consider your request and you should receive an e-mail notification of this.

Once your manager has considered your request, you will receive an email confirming whether your request has been authorised or not authorised.

The holiday, if authorised will deduct the correct amount of hours off your holiday entitlement balance as per your work pattern.

If you require a part day holiday, select 'part day'. You should enter the start date as detailed in the previous section. You will see the following options that appear:

*Absence type (required)

Personal holiday

*Holiday period (required)

Part day

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

21/01/2022

*Morning or Afternoon (required)

Afternoon

*Position (required)

Please choose

Notes


I need this day off

You should select whether your holiday is in the morning or in the afternoon. **The option 'specify time' should not be used under any circumstances.**

Annual Leave should only be taken in Full Day or Half Day periods. – Systems is this still right??

- HD



Then click the  button which will send the request to your reporting manager.

Again this will send an e-mail through to your reporting manager to consider your request and you should receive an e-mail notification of this.

Once your manager has considered your request, you will receive an email confirming whether your request has been authorised or not authorised.

The holiday, if authorised will deduct the correct amount of hours off your holiday entitlement balance as per your work pattern.

If you require a holiday which is more than one day, you should select 'more than one day' as shown below.

You should select whether the first day of your holiday is full day or just the afternoon.

You should enter the end date of your holiday


And again you should select whether the end holiday date is a full day or just the morning.

The option 'specify time' should not be used under any circumstances. ???

The screenshot shows a web form for booking a holiday. It contains the following fields and options:

- * Absence type (required):** A dropdown menu with "Personal holiday" selected.
- * Holiday period (required):** A dropdown menu with "More than one day" selected.
- * Start date (dd/mm/yyyy) (required):** A date input field with "24/01/2022" and a calendar icon.
- * Full or part day (required):** A dropdown menu with "Full day" selected.
- * End date (dd/mm/yyyy) (required):** A date input field with "28/01/2022" and a calendar icon.
- * Full or part day (required):** A dropdown menu with "Full day" selected.
- * Position (required):** A dropdown menu with "Please choose" selected.
- Notes:** A text area containing the text "I need these days off".

At the bottom of the form are three buttons: "Save" (green), "Cancel" (grey), and "Book holiday" (blue).

Then click the  button which will send the request to your reporting manager the same as a full day and part day request, which you should receive an e-mail notification for.

Your reporting manager will consider your request and you should receive an e-mail notification advising whether they have authorised or not authorised your request.

The holiday, if authorised will deduct the correct amount of hours off your holiday entitlement balance.

5.4 Cancelling a holiday which has been authorised by your Reporting Manager

Select the holiday you wish to cancel from the absence summary page (**you cannot cancel holidays which are in the past**).

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
24 Jan 2022	28 Jan 2022	21	Personal holiday	Recruitment Advisor	Authorised	

This will take you into the holiday details screen. Click on the **Delete** button at the bottom of the page.

* Absence type (required)
 Personal holiday

* Holiday period (required)
 More than one day

* Start date (dd/mm/yyyy) (required)
 24/01/2022

* Full or part day (required)
 Full day

* End date (dd/mm/yyyy) (required)
 28/01/2022

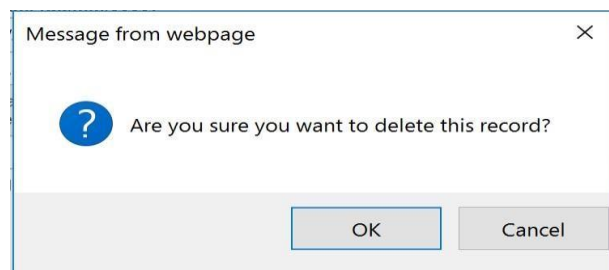
* Full or part day (required)
 Full day

* Position (required)
 Recruitment Advisor (Recruitment, Miss Hollie E Dorman, 12/03/2019, POSN28360) (Cur

Notes
 I need these days off

Save Delete Cancel Book holiday

You should receive a warning message as follows:



Select 'OK' and this will cancel the holiday. This will amend your holiday balance and will also notify your reporting manager that you have cancelled authorised annual leave.

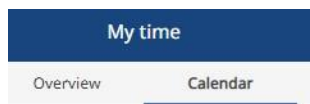
5.5 Amending a holiday which has been authorised by your Reporting Manager

You should **NEVER** amend holidays that have already been authorised. Please refer to **cancelling a holiday which has been authorised by your Reporting Manager** section above to delete the existing holiday and re-request it using the correct dates.

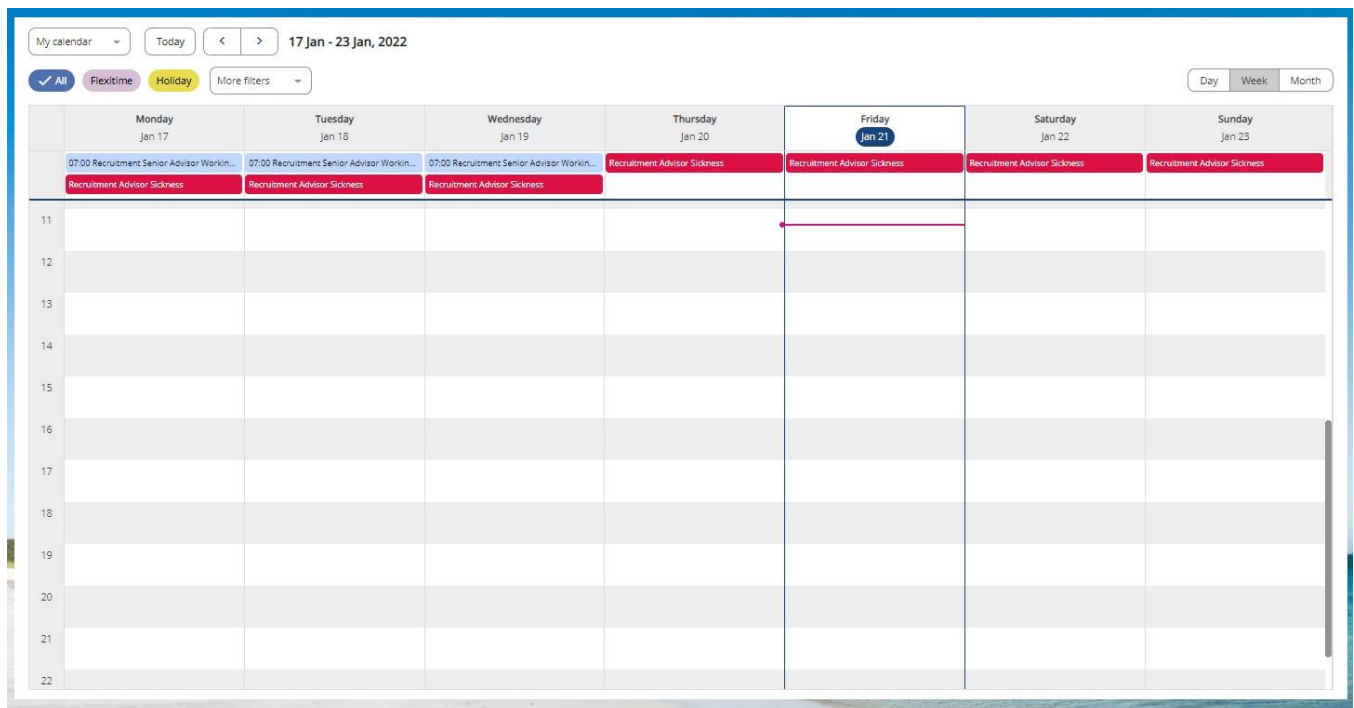
If the holiday you wish to amend is in the past, your Reporting Manager will need to delete this on your behalf.

5.6 Viewing your calendar

You can view your calendar by selecting the “My Time” tab at the far left of your home screen, and then selecting the ‘Calendar’ tab at the top of the screen.



You will then see a view similar to this:-



5.7 Viewing all holidays

You can view all holidays by clicking on 'View all Holidays' option on the top right of your 'Holiday' tab under 'My Time' .

You should see the following list appear which will allow you to enter dates to search between. You can type the date in or use the calendar, and can also search on all holidays, holidays which have been authorised and also holidays which have not been authorised.

[< Back to Overview](#)

Absence records

1 Searching with neither Start date nor End date will return all absences.

All
 Holiday
 Sickness
 Other
 Flexitime

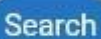
Type: All | Status: Not refused

Start date (dd/mm/yyyy): 22/12/2021 | End date (dd/mm/yyyy):

Search

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
24 Jan 2022	28 Jan 2022	21	Personal holiday	Recruitment Advisor	Awaiting authorisation	
24 Jan 2022	28 Jan 2022	14	Personal holiday	Recruitment Senior Advisor	Awaiting authorisation	
29 Dec 2021	31 Dec 2021	21	Personal holiday	Recruitment Advisor	Authorised	
29 Dec 2021	31 Dec 2021	0	Personal holiday	Recruitment Senior Advisor	Authorised	
28 Dec 2021	28 Dec 2021	7	Bank holiday	Recruitment Senior Advisor	Not applicable	
28 Dec 2021	28 Dec 2021	0	Bank holiday	Recruitment Advisor	Not applicable	
27 Dec 2021	27 Dec 2021	7	Bank holiday	Recruitment Senior Advisor	Not applicable	

Search

Click on the  button and you will see a list of holidays:

[< Back to Overview](#)

Absence records

i Searching with neither Start date nor End date will return all absences.

[All](#) [✓ Holiday](#) [Sickness](#) [Other](#) [Flexitime](#)

Type: Status:

Start date (dd/mm/yyyy): End date (dd/mm/yyyy):

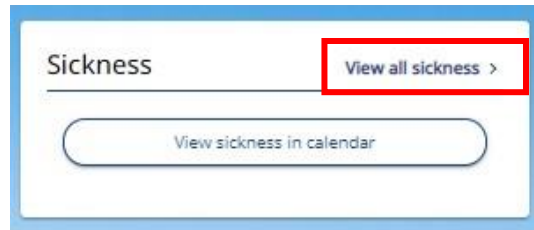
[Search](#)

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
11 Oct 2021	15 Oct 2021	21	Personal holiday	Recruitment Senior Advisor	Authorised	
11 Oct 2021	15 Oct 2021	14	Personal holiday	Recruitment Advisor	Authorised	

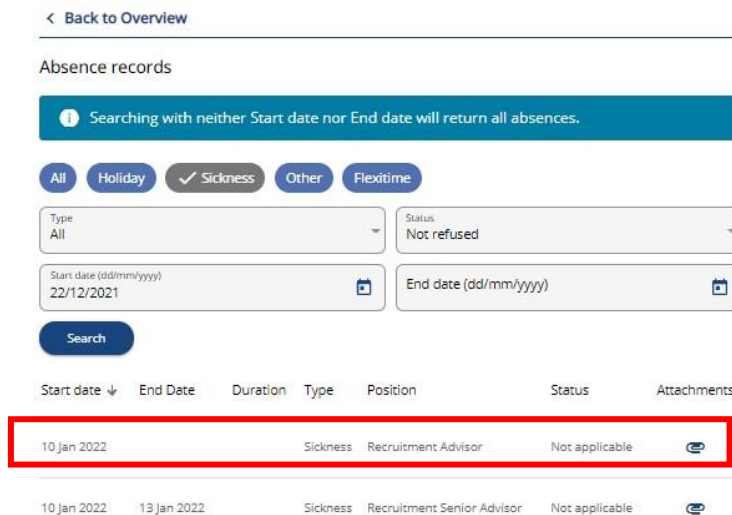
6. Sickness Absence

6.1 Sickness Details

To view your sickness details, click on the “View all Sickness “tab within your ‘My Time’ section on mySelf.



To view a specific sickness details select the record as follows:



Once you select the record, you should see details of your sickness absence displayed on the sickness details screen.

< Back to Absence records

Sickness details

1 Please ensure upon your return to work, you end your sickness absence by entering the last day that you were unfit for work including non working days. Failure to do so will result in a discrepancy in your wages.

* Absence type (required)

Sickness

* Absence reason (required)

Back pain - 06

Hide absence reason

* Sickness period (required)

More than one day

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

10/01/2022

* Full or part day (required)

Full day

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

* Full or part day (required)

Please choose

* Position (required)

Recruitment Advisor (Recruitment, Miss Hollie E Dorman, 12/03/2019, POSN28360) (Cur

If the sickness has an end date and the sickness is correct you do not need to do anything and should close the record by selecting 'Back to Absence Records' at the top left hand of the screen.

6.2 Ending a sickness

In the event that you are absent from work due to sickness, upon your return to work you will be required to enter the date your sickness absence ended if the end date is blank.

You would do this by selecting the sickness record from the absence summary screen and this will display the sickness details screen.

Sickness details

Please ensure upon your return to work, you end your sickness absence by entering the last day that you were unfit for work including non working days. Failure to do so will result in a discrepancy in your wages.

* Absence type (required)
Sickness

* Absence reason (required)
Back pain - 06

Hide absence reason

* Sickness period (required)
More than one day

* Start date (dd/mm/yyyy) (required)
10/01/2022

* Full or part day (required)
Full day

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

* Full or part day (required)
Please choose

* Position (required)
Recruitment Advisor (Recruitment, Miss Hollie E Dorman, 12/03/2019, POSN28360) (Cur

You should enter an end date or select the calendar to select the date, and click on the drop down box to select whether the last day of absence was a full day or morning. The date you enter should be the last working day that you were sick. **The option “specify time” should not be used under any circumstances.**

Click on the “save” button to save the record and this will send an email to your manager confirming that you have returned to work.

It is extremely important that you complete this information accurately as soon as you return to work. Failure to do so will result in you being recorded as being absent from work due to sickness and could impact on your pay.

If you are unable to end your sickness absence, you must contact your reporting manager who will arrange for this to be completed on your behalf.

7. Other absence details

7.1 View other absence details

Other absence details relates to all other leave, other than holiday and sickness absence.

To view your other absence details go to Other Absence, and click on the “View all other absence” section. You will be taken into the Other absence summary page:-



You will see other absence details at the bottom of the screen.

[< Back to Overview](#)

Absence records

i Searching with neither Start date nor End date will return all absences.

[All](#) [Holiday](#) [Sickness](#) [✓ Other](#) [Flexitime](#)

Type: Status:

Start date (dd/mm/yyyy): End date (dd/mm/yyyy):

[Search](#)

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
03 Feb 2020	03 Feb 2020		Training & Development - Day Release	Recruitment Advisor	Authorised	📎
11 Dec 2019 AM	11 Dec 2019 AM		Training & Development - Training Course / Conference	Recruitment Advisor	Authorised	📎
28 Mar 2019 PM	28 Mar 2019 PM		Training & Development - Training Course / Conference	Recruitment Advisor	Authorised	📎
27 Mar 2019 AM	27 Mar 2019 AM		Training & Development - Training Course / Conference	Recruitment Advisor	Authorised	📎
21 Mar 2019 PM	21 Mar 2019 PM		Training & Development - Training Course / Conference	Recruitment Advisor	Not authorised	📎

To view an individual other absence record you should select the record you wish to view and you will be redirected to the records full details.

7.1.1 Add other absence details

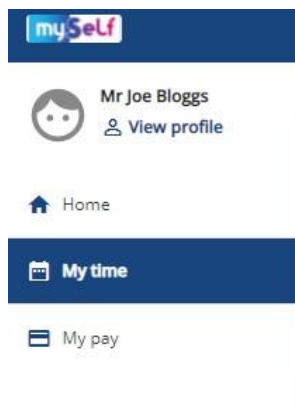
You can request other absence on mySelf by following the below steps

- On your main home screen dashboard, go to where it states 'Other Absence' and you will see an option to 'Add Other Absence'



- Or click on 'My Time' tab on your main homescreen at the left hand side, and go to the 'Other Absence' box and select 'Add Other Absence'

This
You
next



will open up the other absence details screen.

should select the type of leave by using the drop down box to



'Absence type'



Please note: the drop-down menu may appear differently depending on the nature of your job role.

In the absence period, you should select 'Full day', 'Part day' or 'More than one day' from the absence period drop down box.

[< Back to Overview](#)

Other absence details

* Absence type (required)

Special Leave - Bereavement ✕ ▾

* Absence period (required)

Full day ✕ ▾

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

20/01/2022 

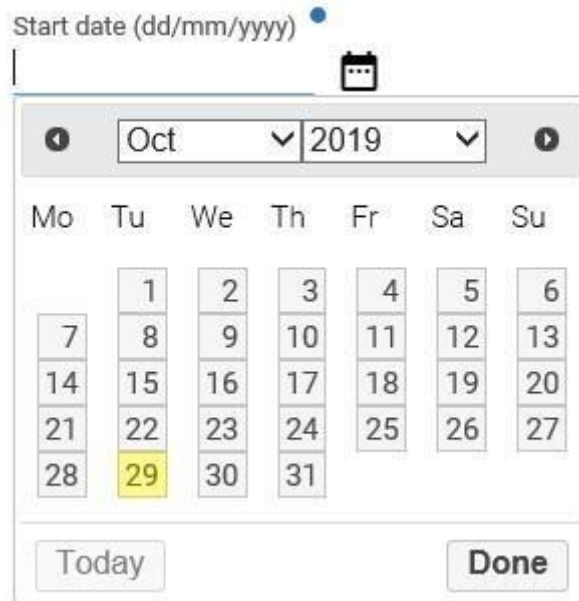
* Position (required)

Please choose ▾

Notes

Save Cancel + Add other absence

Enter your absence start date in the 'start date' box. Alternatively you can select the calendar as shown below. This will open the calendar for you to select the date which will automatically appear in the start date box.



After you have chosen the date, select **Done** then click on the **Save** button at the bottom of the screen.

If you have already have an absence in for the day you are requesting, you will see a warning sign similar to this.



Once you have booked and saved your other absence request, this will send an email through to your reporting manager to consider your request and you should receive an email notification of this.

Once your manager has considered your request, you will receive an email confirming whether your request has been authorised or not authorised.

If you require a part day other absence select 'Part day' and the following screen will appear:

Other absence details

* Absence type (required)
Special Leave - Bereavement

* Absence period (required)
Part day

* Start date (dd/mm/yyyy) (required)
20/01/2022

* Morning or Afternoon (required)
Please choose
Morning
Afternoon
Specify time

Notes

Save Cancel + Add other absence

You should enter the start date as detailed in the previous section and select whether the other absence is in the morning or afternoon.

Should the time off you require be less than a full morning or an afternoon, you should select the 'specify time' option and this will prompt you to enter the start time, hours absent and end time for your request.

* Morning or Afternoon (required)

Specify time

Start time (hh:mm)
09:00


Hours absent
02:30

End time (hh:mm)
11:30

When using the 'specify time' option please ensure you enter the hours absent as this is required in order to update your flexi.

Please Note: when claiming time back for Special Leave, the maximum time claimed must not exceed your daily target hours, therefore you cannot accrue flexi when claiming Special Leave.



Click the  button which will send the request to your reporting manager.

Again this will send an e-mail through to your reporting manager to consider your request and you should receive an e-mail notification of this.

Once your manager has considered your request, you will receive an email confirming whether your request has been authorised or not authorised.

If you require other absence which is more than one day, you should select the 'More than one day' option:-

* Absence period (required)
More than one day

* Start date (dd/mm/yyyy) (required)
20/01/2022

* Full or part day (required)
Afternoon


* End date (dd/mm/yyyy) (required)
21/01/2022

* Full or part day (required)
Full day

You should select whether the first day of your other absence request is a full day or just the afternoon.

You should enter the end date of your other absence ensuring that you select whether the end other absence date is a full day or just the morning.



Then click the  button which will send the request to your reporting manager.

Again this will send an e-mail through to your reporting manager to consider your request and you should receive an e-mail notification of this.

Once your manager has considered your request, you will receive an email confirming whether your request has been authorised or not authorised.

7.2 Attaching Supporting Evidence

As you are aware, there are certain occasions where you are required to provide supporting documentation when applying for other leave, for example if you are required to attend a hospital appointment, are attending court or attending an annual training camp if you are a member of non-regular forces.

Attaching this supporting evidence electronically to your request will assist your manager in considering your request promptly.

Absence records



Searching with neither Start date nor End date will return all absences.

All Holiday Sickness **Other** Flexitime

Type: All Status: Not refused

Start date (dd/mm/yyyy): 22/12/2021 End date (dd/mm/yyyy):

Search

Start date	End Date	Duration	Type	Position	Status	Attachments
20 Jan 2022 PM	21 Jan 2022		Special Leave - Jury Service	Recruitment Senior Advisor	Awaiting authorisation	
20 Jan 2022 PM	21 Jan 2022		Special Leave - Jury Service	Recruitment Advisor	Awaiting authorisation	

Once you have completed the other absence details and clicked save, you should go back to the main absence screen. You should then click on the attachment relevant to the other absence details that you want to attach the supporting documentation to.

This will open up the following screen. Select Add at the bottom of the screen.

< Back to Absence records

Document attachments

No attachments have been added yet

+ Add attachment

This will open up the document attachment screen.

You should name the document i.e Evidence, then click on 'choose file' in order to upload the document that you will have previously scanned to your computer and click save. If you have more supporting evidence you should following the same procedure and once you have uploaded this information and saved this, you should exit the screen by clicking on the **Close X** at the top right hand side of the screen.

An alert will then be forwarded to your reporting manager to advise that you have attached further information to your request and will allow them to review this.

In the event that you do not have the facility to upload supporting evidence to your request, you should arrange for a paper copy to be passed to your manager for information.

If you need to amend the information you have entered you can do so by re opening the absence but only if the absence is in the future. You will be unable to change an absence that has already past. If this happens then your manager will be able to make the necessary changes for you.

7.3 Viewing all other absence

You can view all other absence by selecting the 'View other Absence' option at the right hand side of the other absence tab





You can enter details to search on, such as between a range of dates, or just selecting search to see all details.

Filter buttons: All, Holiday, Sickness, **Other**, Flexitime

Type: All | Status: Not refused

Start date (dd/mm/yyyy): 22/12/2021 | End date (dd/mm/yyyy):

Search

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
20 Jan 2022 PM	21 Jan 2022		Special Leave - Jury Service	Recruitment Senior Advisor	Awaiting authorisation	
20 Jan 2022 PM	21 Jan 2022		Special Leave - Jury Service	Recruitment Advisor	Awaiting authorisation	

This will bring up details of all other absence and you have the option of filtering by absence type should you wish to do so.

7.4 Other Absence Types which are not included in mySelf

Whilst every effort has been made to include as much other absence types on mySelf as possible, there are a number of absence types which are not included at this time.

These are listed below.

- Maternity Leave
- Adoption Leave
- Shared Parental Leave
- Maternity/Adoption/Shared Parental Leave/Keep in Touch days
- Maternity Support Leave/Paternity Leave/Adoption Support Leave
- Carers Leave
- Career break

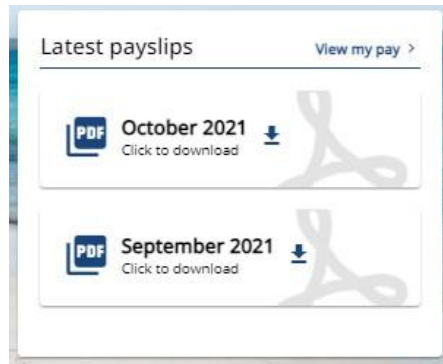
Should you wish to request this type of other absence, you should discuss this with your reporting manager in the first instance.

8. Pay and Benefits

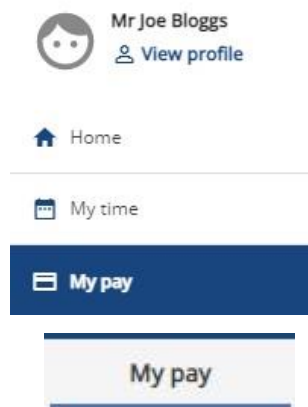
8.1 Payslips

To view a current payslip:

- Either select 'Latest Payslips' from the Quick links on the Homepage on whatever payslip you wish to view



- or select the 'My Pay' tab at the left hand side of your mySelf and within here ensure you are on the 'My Pay' tab at the top of the screen



Within here, you will be able to view all your payslips as shown below:-

Payslips View my bank details >

Searching with neither Start date nor End date will return all payslips.

Start date (dd/mm/yyyy) End date (dd/mm/yyyy)

[Search](#) [Download all](#)

Pay date	Download
14 Oct 2021	
30 Sep 2021	
16 Sep 2021	
02 Sep 2021	
19 Aug 2021	
05 Aug 2021	
22 Jul 2021	
08 Jul 2021	

Click anywhere on the payslip (shown above) to display the information contained within it.

Your payslip will be displayed in the format shown below:

[Back to My pay](#)

Payslip details: 14 Oct 2021 [Download](#)

Employee Name	Joe Bloggs	Tax Period	28
Reference No.	5009199	Tax Code	S1257L Cumulative
		NI Number	JX748409B
		NI Category	A

Payments				Deductions			This Period	
Payment	U/T	Rate	Cash	Deduction	Rate	Cash	Description	Value
Basic Pay		11.8451	414.58	Tax		69.99	Taxable Payments This Period	838.08
Basic Pay		12.8044	448.15	NI - A		59.37	Pensionable Pay This Period	448.15
				Student Loans		0.00	Employer's NI This Period - A	72.13
				LGPS	5.5	24.65		
							Year-to-date	
							Description	Value
							Tax Paid YTD	963.50
							NI Paid YTD - A	792.89
							Taxable Pay YTD	11,648.39
							Niable Pay YTD	11,759.31
							Pension YTD	110.92

Total Payments	862.73	Total Deductions	154.01	NET PAY	708.72
-----------------------	---------------	-------------------------	---------------	----------------	---------------

You then have the option to download as a PDF file (which can then be saved, printed or emailed).


To save the payslip you are viewing, click on the 'Download' icon. This will download in a PDF format. The downloaded document will appear at the bottom of the screen showing the payslip. A downloaded payslip contains greater detail than the payslip which is shown on the screen.

This message appears if you are using Google chrome as your browser so downloading may vary slightly with each browser but a download message usually appears at the bottom of the page.

If using a shared PC you must always be careful when saving and/or printing such personal information and should be protected at all times.

8.2 P60

To view your P60, select the 'My Pay' tab at the left hand side of your mySelf and within here ensure you are on the 'My Pay' tab at the top of the screen. Scroll down and underneath your payslips you will see a section for P60's



Tax year	Employment period	
2020/2021	06 Apr 2020 - 05 Apr 2021 (0416FO) (Doherty, John)	↓
2019/2020	06 Apr 2019 - 05 Apr 2020 (0416FO) (Doherty, John)	↓
2018/2019	06 Apr 2018 - 05 Apr 2019 (0416FO) (Doherty, John)	↓

P60's from 2015/2016 onwards will be available here to view, save and/or print.

You will be given option to download your P60 as you do with payslips.

If using a shared PC you must always be careful when saving and/or printing such personal information and should be protected at all times.

8.3 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:-

<https://mynl.co.uk/knowledge-base/display-screen-equipment/>

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

9. Employment

9.1 Experience

To view your employment details select the 'My Profile' tab at the top left of the Homepage, then go to 'My Employment' tab at the top of this screen, you will be directed to the Employment summary screen:



The screenshot shows a user interface for 'My profile'. At the top, there is a dark blue header with the text 'My profile'. Below this is a light grey navigation bar with three tabs: 'Personal', 'Employment', and 'Talent'. The 'Employment' tab is currently selected and highlighted with a dark blue underline. Below the navigation bar is a white content area with a blue border. The content area is titled 'My employment' and contains a table with three columns: 'Period of employment', 'Position', and 'Department'. The table has one row of data.

Period of employment	Position	Department
12 Mar 2019 - present	Recruitment Advisor	Recruitment

If you have more than one post then all posts will be shown here and you will be able to view each of their information by clicking on the name of the post you wish to view.

Current job details

Job details

Department

Recruitment

Position reference

POSN28360

Position name

Recruitment Advisor

Personal reference**Start date (dd/mm/yyyy)**

12/03/2019

Payroll reference

5009199

Contractual hours

17.50

Work pattern

C-17.5-2wk-wk1-th7-f7-wk2-w7-th7-f7

Manager

Reporting post

Recruitment Manager

Reporting manager and job title

Miss Hollie E. Dorman - HR Operations Advisor; Mrs. [redacted] - Recruitment Manager

Location details

Address type

Mailing

House name

Dalziel Building

Number/Street

Floor 4

Local area

Scott Street

The start date detailed within the current job details screen relates to your continuous employment with North Lanarkshire Council or antecedent authority. If you have service from another employer which is recognised as reckonable service, this information is not detailed within mySelf for viewing purposes. This does not impact on your entitlement to occupational sickness and occupational maternity payments, annual leave and redundancy.

However, if you have any queries in relation to your service, please contact ESC- Helpdesk Team detailing your name and employee number and the nature of your query, using the following contact method:



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

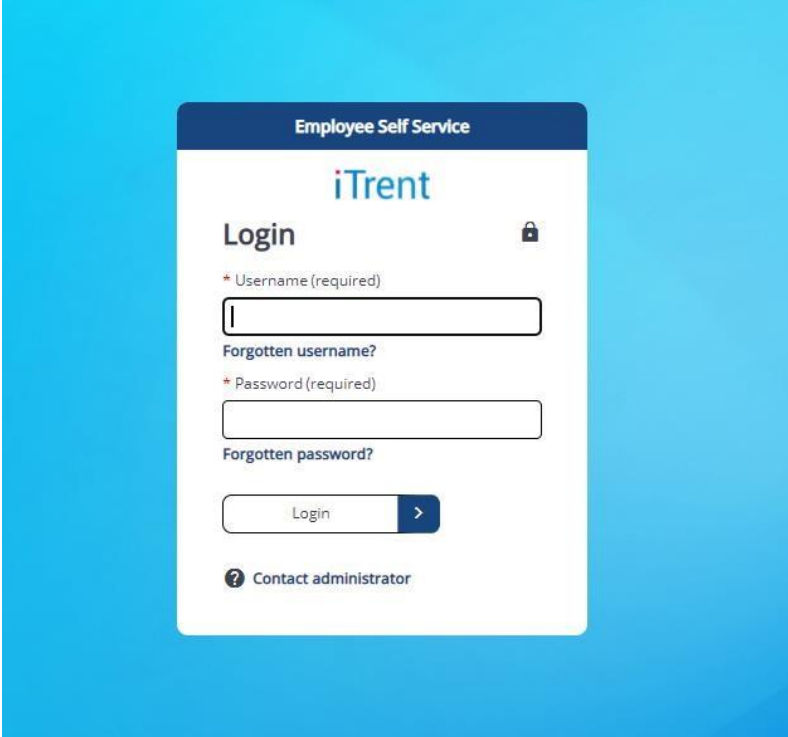
Please note Employment details are for viewing purposes only and cannot be amended.

10. Logging Out

If you are using mySelf on a shared or public computer or mobile device, it is critical that you log out of the system when you have finished your current session. Closing the browser is not sufficient to end your current session and secure your personal details.

To log out of mySelf go to the  icon at the top right of your screen and then select  at the bottom of the dropdowns.

After this, you will be returned to the mySelf login screen.



Employee Self Service

iTrent

Login

* Username (required)

Forgotten username?

* Password (required)

Forgotten password?

Login >

? Contact administrator

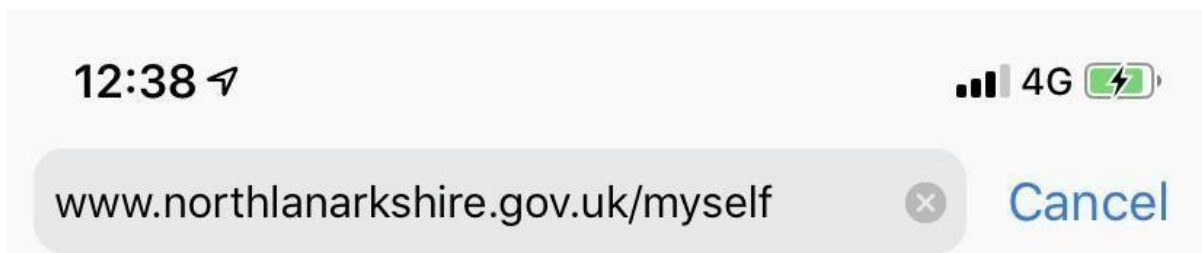
11 Saving mySelf to your Home Page on a Device

11.1 For iPhones/iPads (iOS Devices)

Type in your web address into Safari browser and wait for the page to load.



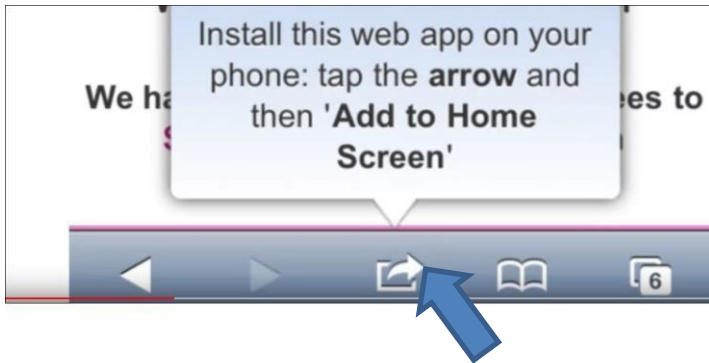
Type www.northlanarkshire.gov.uk/myself in the address bar then tap on



(IMPORTANT: NEVER USE A SEARCH ENGINE E.G. GOOGLE TO SEARCH FOR THIS WEBSITE AS YOU WILL GET THE MESSAGE - INVALID LOGIN. ALWAYS TYPE THE ADDRESS STRAIGHT INTO YOUR BROWSER)

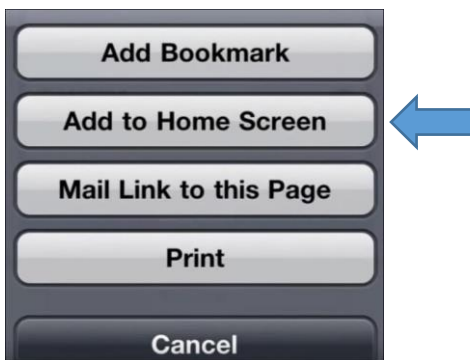
Once the webpage loads up on your device, scroll to the bottom of your screen

In older devices, you would click on this icon:



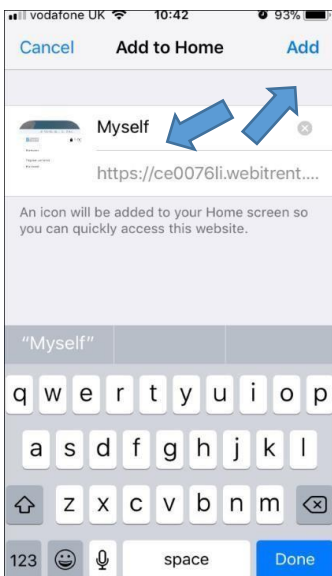
1e.

Then click on **Add to Home Screen**

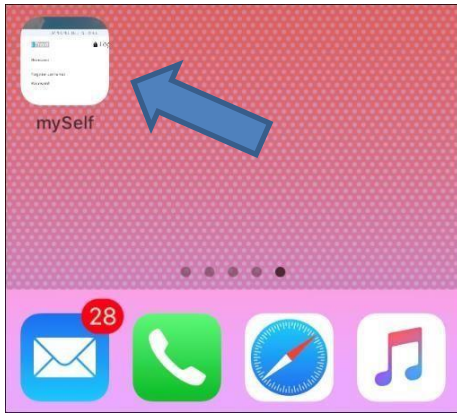


You then have an option to rename the bookmark. For example, to **“Myself”**.

Then tap **Add**.

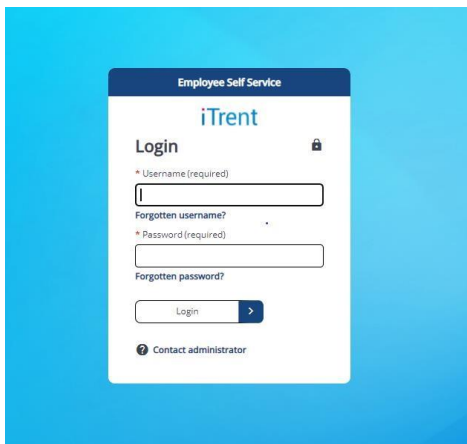


The bookmark will now appear on your Home Screen, looking similar to an app:



That's it. From now on, you can click on the app and it will take you to your mySelf login page.

Remember, your username is always your employee reference number.



Alternatively, in more recent versions of iPhones/iPads/iPod Touch's:

Tap on the Safari web browser:



Type www.northlanarkshire.gov.uk/myself in the address bar:

12:38 ↗

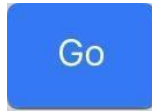
4G 🔋

www.northlanarkshire.gov.uk/myself



Cancel

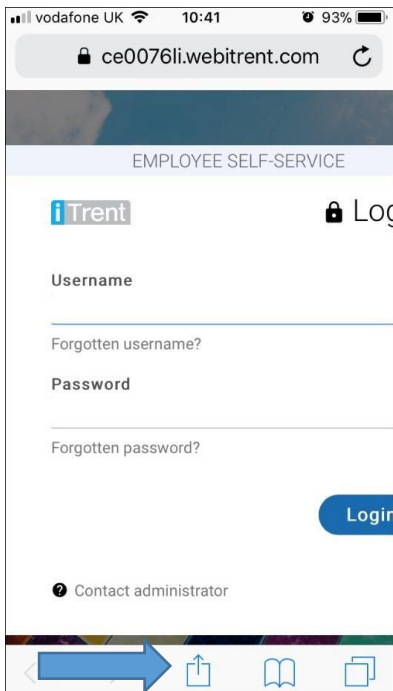
Then tap



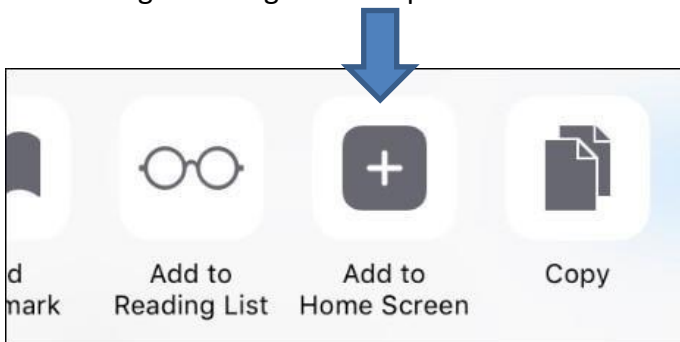
(IMPORTANT: NEVER USE A SEARCH ENGINE E.G. GOOGLE TO SEARCH FOR THIS WEBSITE AS YOU WILL GET THE MESSAGE - INVALID LOGIN. ALWAYS TYPE THE ADDRESS STRAIGHT INTO YOUR BROWSER)

Once the webpage loads up on your device, scroll to the bottom of your screen then tap on



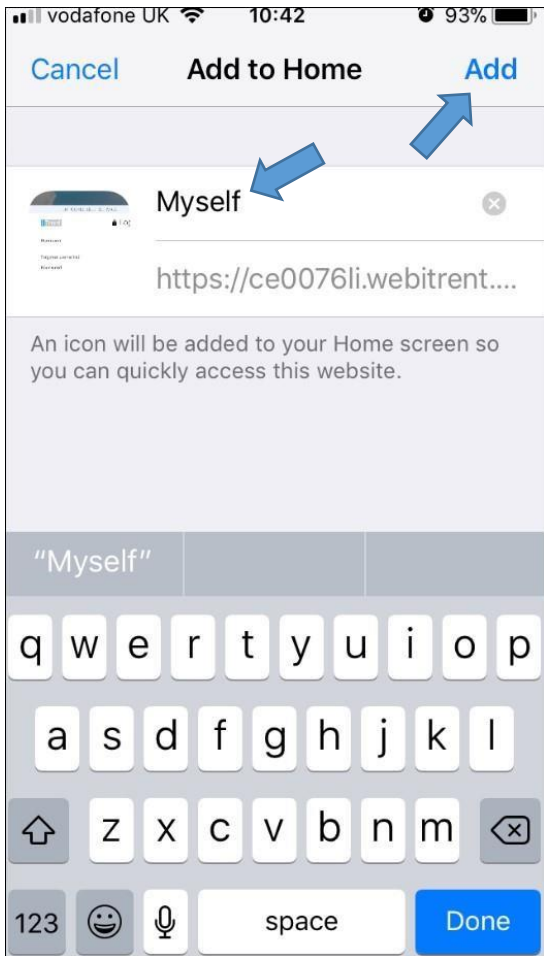


Scroll along to the right then tap on **Add to Home Screen**

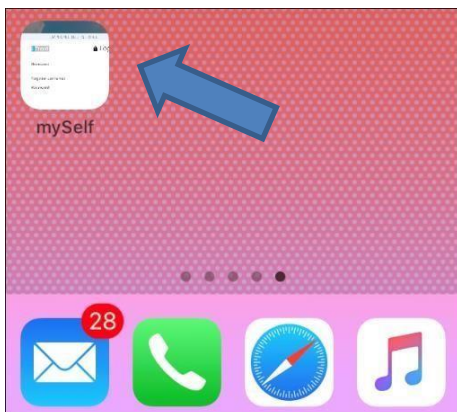


You then have an option to rename the bookmark. For example, to **“Myself”**.

Then tap **Add**.

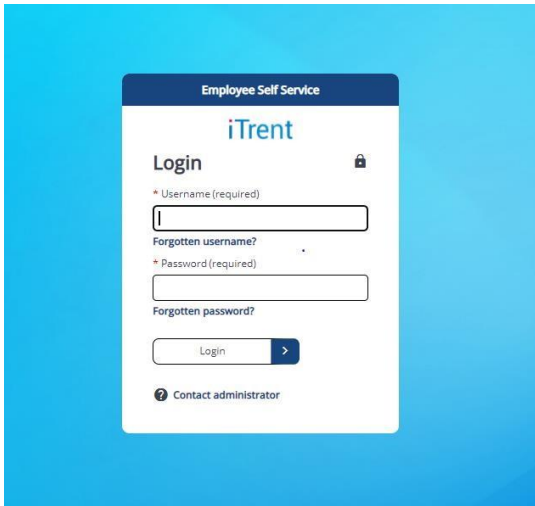


The bookmark will now appear on your Home Screen, looking similar to an app.




That's it. From now on, you can click on the app and it will take you to your mySelf login page.


Remember, your username is always your employee reference number.

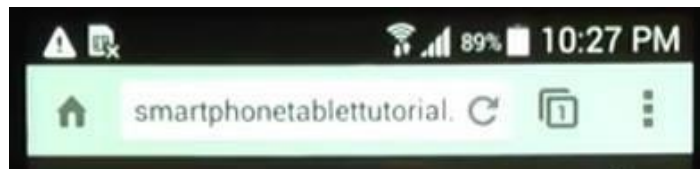


11.2 For Android devices

Once again, type in your web address into your browser (e.g. Chrome ) and wait for the page to load, then you:

1) Type www.northlanarkshire.gov.uk/myself in the address bar. **(IMPORTANT: NEVER USE GOOGLE TO SEARCH FOR THIS WEBSITE AS YOU WILL GET THE MESSAGE - INVALID LOGIN. ALWAYS TYPE THE ADDRESS STRAIGHT INTO YOUR BROWSER)**

2) Once the webpage loads on your device, click on the  icon at the top right corner



of the screen:

3) Then scroll down the options and click on **Add to Home Screen**

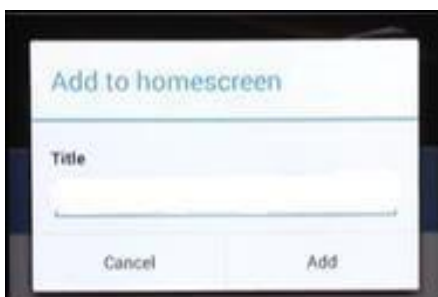


You then have an option to rename the bookmark by typing in the **Title** field.

For example, type “**Myself**”.

(You may need to delete the information already in the Title field)

Then click **Add**.

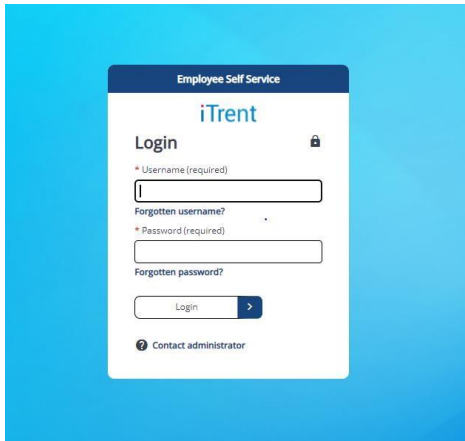


You will then receive a message on screen which says **Shortcut Myself added**.

NB: If you called the shortcut NLC, then the message will say Shortcut NLC added.

That's it. From now on, you can click on the app/shortcut and it will take you to your mySelf login page.

Remember, **your username is always your employee reference number**.



For further information on mySelf, including a wealth of “How to” Videos, you can click on <http://connect/index.aspx?articleid=15930> if you have access to a council PC.

Alternatively you can call the ESC People Helpdesk Team using the following methods:

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

12. Mileage/Expenses/Overtime

Please note that there are separate guidance documents for this. For more information, please click on the following links:

[Employees: Mileage, Expenses & Overtime Guide](#)

[Managers: – Mileage, Expenses & Overtime Guide](#)

[END OF GUIDANCE DOCUMENT]