myTeam

User Guide

Employee Service Centre

We aspire

Version Control

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0.18	06/02/2024	Nichola Millen	Addition of Sickness History search facility

Version Control History

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Reviewed & Approved By:

Job Title	Name	Date	Version Approved
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ESC - Helpdesk Team		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

Contents

Introduction 7
1. Login 8
1.1 Forgotten Your Username 8
1.2 Resetting your Password 10
2. Home Page 13
2.1 My Dashboard 14
2.2 Organisation Chart 15
2.3 Your to do list/Processes 16
2.4 MyTeam Videos 17
2.5 Out of Office 17
3. People 18
3.1 Basic Information 19
3.2 Links 20
3.3 Personal Details 20
3.4 Address Details 21
3.5 Emergency Contacts 22
3.6 Visa Details 22
3.7 Work Permit Details 23
3.8 Key Date Details 23
4. Employment 24
4.1 Key Date Details 24
4.2 Position Details 25
4.3 Occupancy Details 25
4.4 Payscale Values 25
4.5 Hours and Basis 26
4.6 Pattern Details 27
4.7 Leaver Information Details 28
5. Annual Leave Absence 28
5.1 Holiday Entitlement Summary 28
5.2 Holiday Absence Details 29
5.3 Deleting Annual Leave 30

5.4 Absence Reports 31
6. Sickness Absence 33
6.1 Add Sickness Absence 33
6.2 Viewing Sickness Absence 35
6..2.1 Changing a Sickness Absence Record 35
6.3 Adding a Medical Certificate 38
6.4 View Certification Details 38
6.5 Absence History 38
6.6 Absence Stages 39
6.7 Absence Reports 40
7. Other (Special) Leave/Flexi Leave 40
7.1 Add Other Leave 40
7.2 View Other Absence Details 41
7.3 Making a Flexi Adjustment 41
7.4 View/Amend Flexi Details 42
8. Maternity/Paternity/Adoption Absence 42
8.1 Maternity Absence Details 42
8.2 Maternity Certification 43
8.3 Maternity KIT Details 44
8.4 Ordinary Paternity Absence Details 45
8.5 Ordinary Paternity Certification Details 45
8.7 Adoption Absence Details 45
8.8 Adoption Certification Details.. 46
8.9 Adoption KIT Day Details 46
9. Vehicle Info & Mileage, OT & Expense Claims 47
9.1 Mileage, OT & Expense claim details 47
9.2 Private Vehicle Details 49
9.3 Driving Licence 50
9.4 Vehicle Insurance Checks 50
10. Tasks Redirection 51
10.1 View/Amend Previous Task Redirection 51
10.2 Add a Redirection 52
11.To Do List/Processes 53
11,1 To Do List – Authorising and Rejecting Requests 53
11.2 Processes 55

Introduction

myTeam is a restricted level of access within iTrent which provides North Lanarkshire Council employees with line management responsibilities the opportunity to view a range of employment information about employees who directly report to them.

With this application you will have access to the following information and processes for employee's who directly report to you:

- View the organisational start date
- View position details
- View occupancy details
- View hours and basis (contractual working hours and employment status)
- Working patterns
- View and add sickness absence details
- View and run standard management reports
- Approve holiday and other absence requests

Access levels and audit trails will continue to be monitored by the Systems Admin Team on a regular basis.

Data Protection

The data contained in this system and its usage is subject to relevant legislation and North Lanarkshire Council's Data Protection Policy and Procedure.

1. Login

The link to myTeam is: https://ce0076li.webitrent.com/ce0076li_web/

Once you have entered the website, please enter your username and password, then click on the login button.

Your myTeam log in information is the same log in information that you use for mySelf.

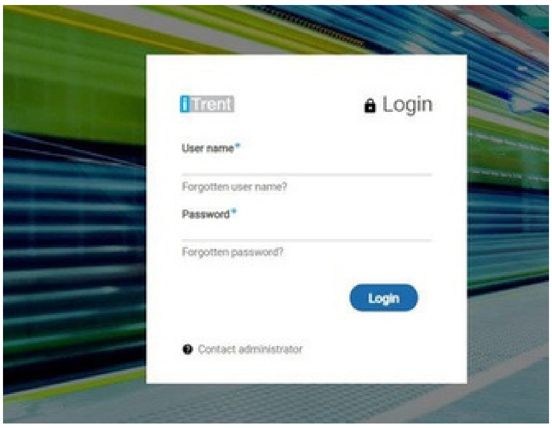
If you have any problems logging in to myTeam, please try the below steps in the first instance.

However, should you experience any further difficulties where you require further support –

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

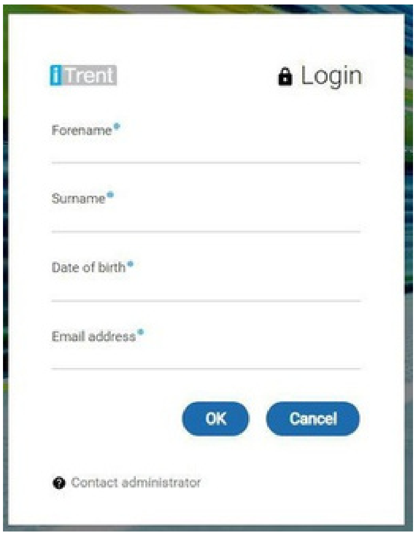
The log in screen is shown below:



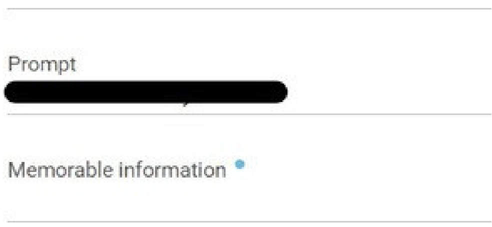
1.1 Forgotten Your Username

Your username for myTeam is your employee reference number. You'll be able to find this on your staff ID badge,

However, should you require a reminder of your employee reference number, please press the 'Forgotten username?" option within the log in screen, you will be directed to the following screen:



Enter the information requested, and press ‘ok’, please ensure that the email address which you enter matches your user email address from your mySelf account.
You will then receive your prompt for your memorable information which you would have previously set up when you first logged in to your mySelf account. Please enter your memorable information into the ‘Memorable information’ field and then press ok.



This will then redirect you back to the log in page, and your employee number will be automatically populated in the ‘username’ section.

If you have **not** previously set up your Memorable Information in your mySelf account and

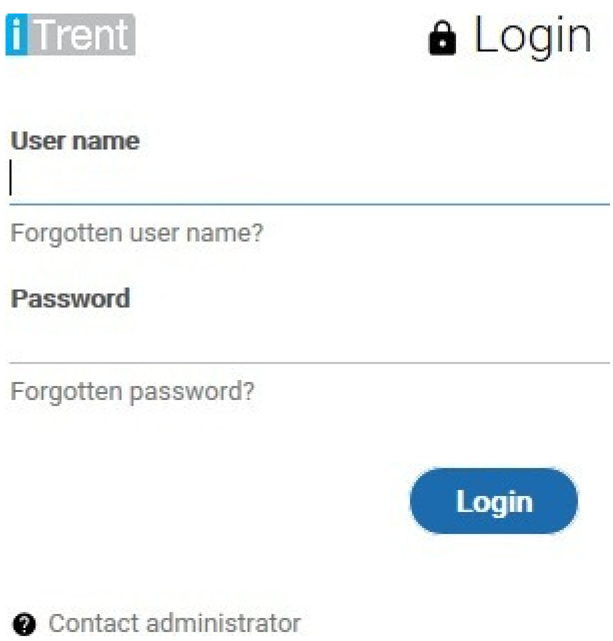
require further support –

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

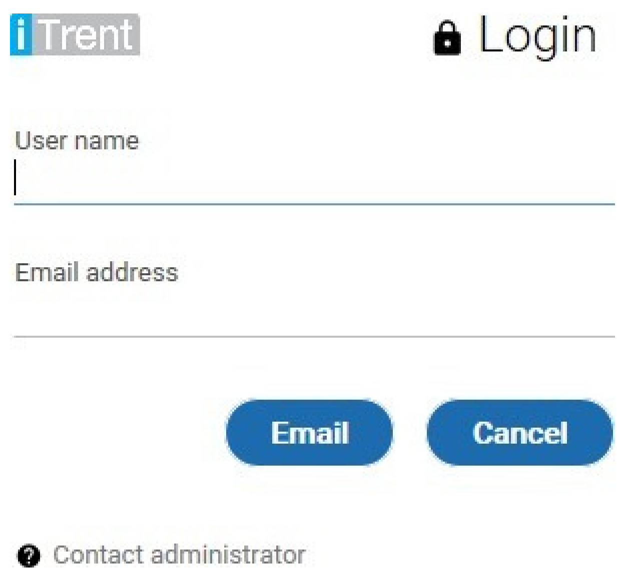
For staff not yet live - Please email ESC-HelpDeskTeam@northlan.gov.uk

1.2 Resetting your Password

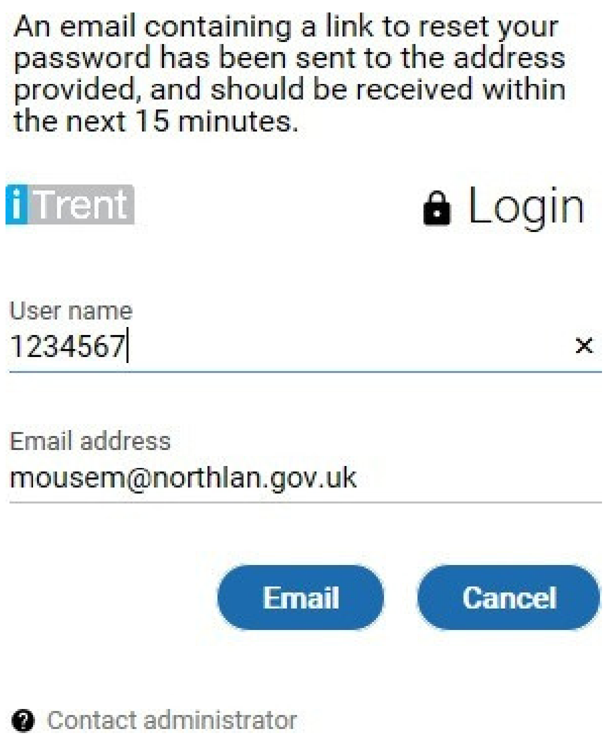
If you have forgot your password, you can reset this via the log in screen by clicking on 'Forgotten password'



You will then be directed to the following screen. Please enter your username and your email address which is registered as your user email address on your mySelf account. Then click 'Email'

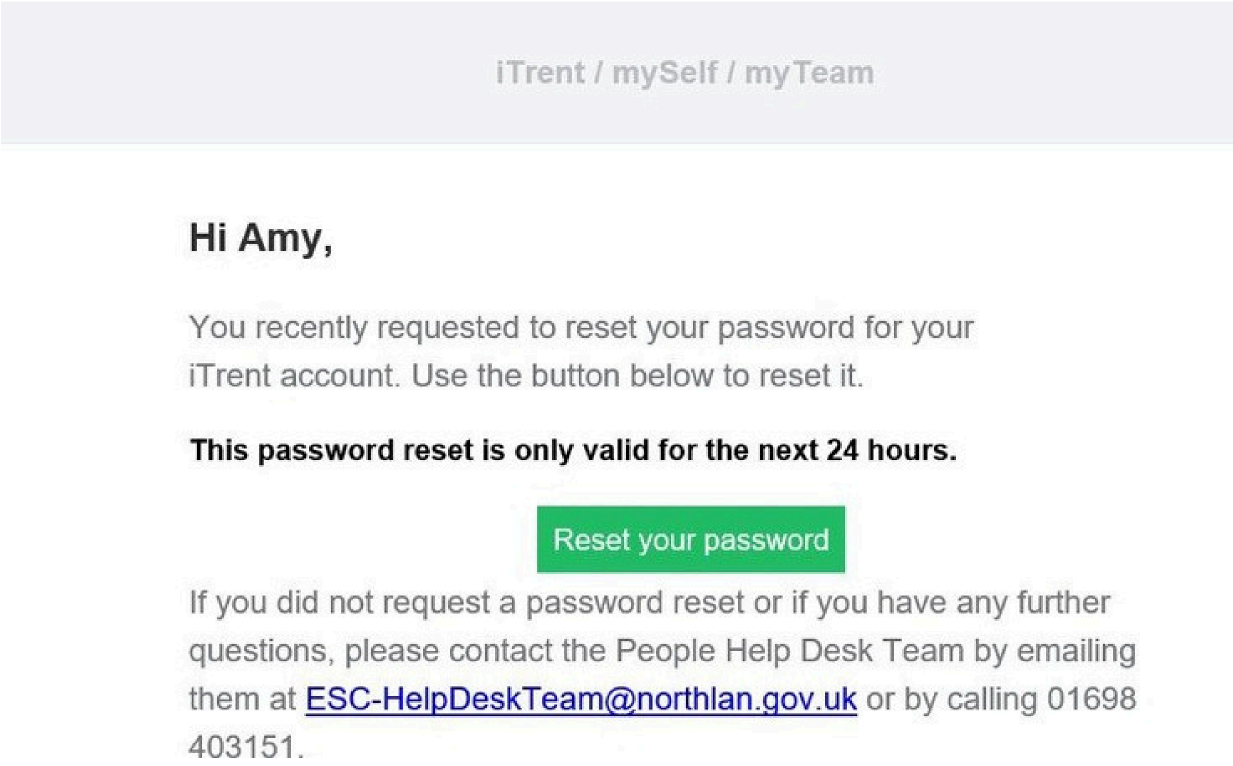


You will then receive confirmation that your password reset request has been successful and you will receive an email within 15 minutes with a link to reset your password. The confirmation is shown below:

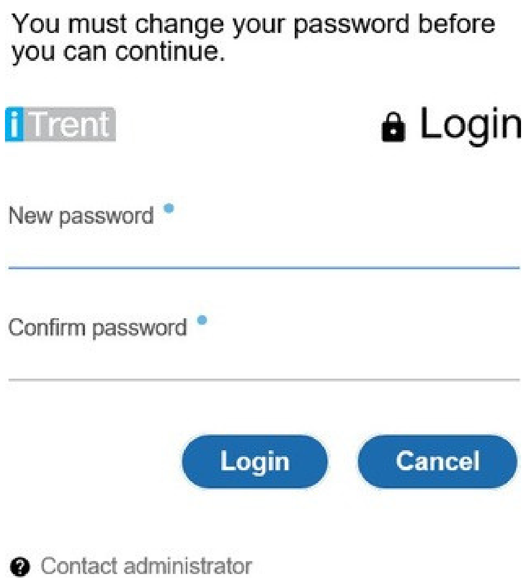


You should receive an email shown below within a timeframe of 15 minutes, however, please allow longer for this to arrive.

Please also check your ‘junk’ folder to ensure that the email has not went there. Should you have any issues, please do not hesitate to contact the People Helpdesk Team.



Once you have received the reset email, please click on the ‘Reset your password’ box where you will be directed to mySelf and you will be prompted to change your password and confirm your new password.



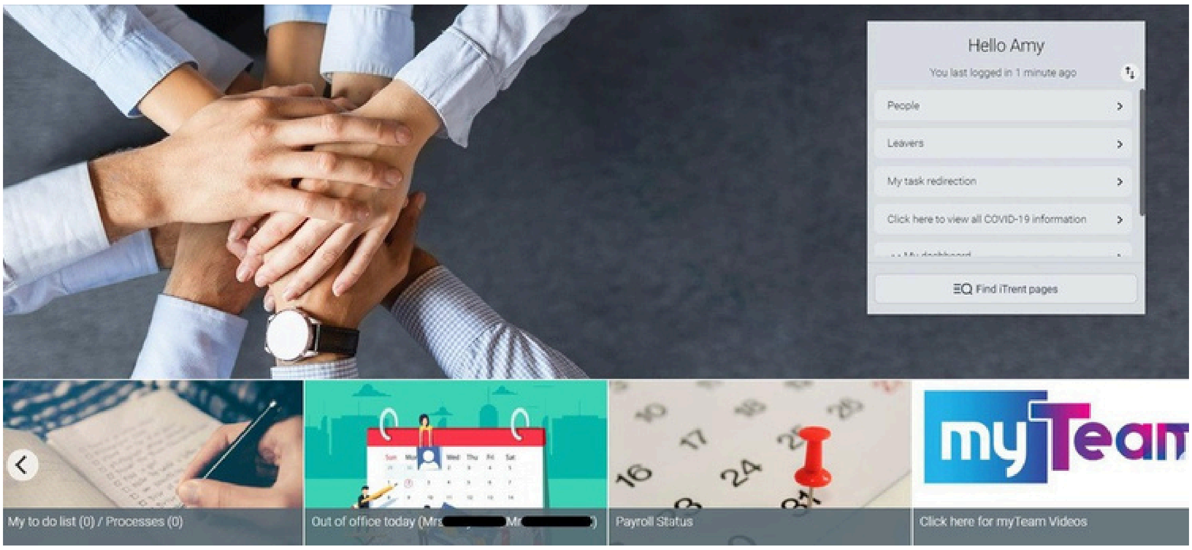
Your password must be a minimum of 8 characters long, consist of upper and lower case letters and at least 1 number or special character.

Once you have entered and confirmed your new password click on Save.

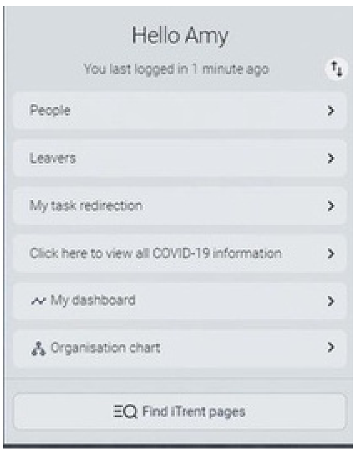
You will then be directed to the login screen where you should enter your username and the password which you have just created, press ‘Login’ and you will then successfully be logged into myTeam.

2.Home Page

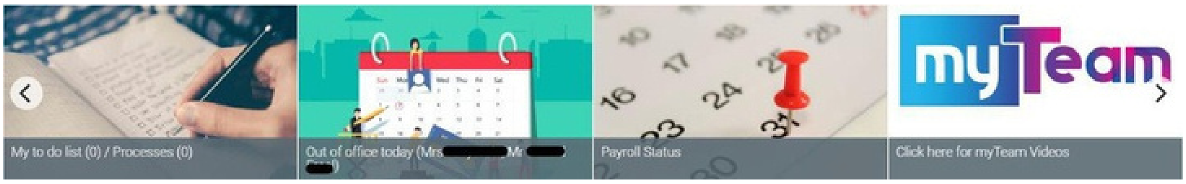
You will now see the home screen:



At the top right-hand side, a menu is available:

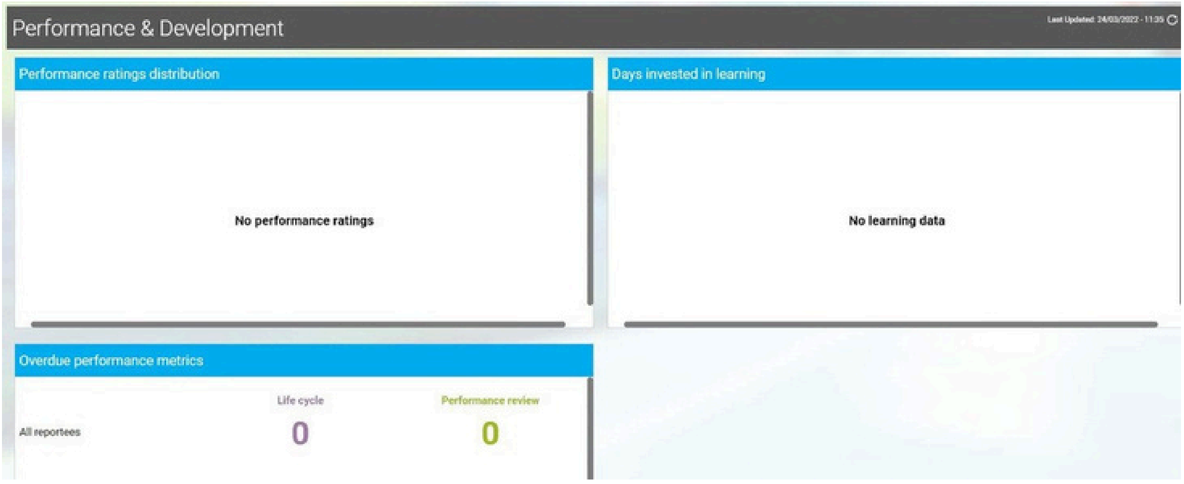


At the bottom of the home page, a carousel of items is available, you can view and click on more items on the carousel by using the arrows to see all available options:



2.1 My Dashboard

My Dashboard provides a summary of “Absence” and “Performance and Development” data relating to your reportees:



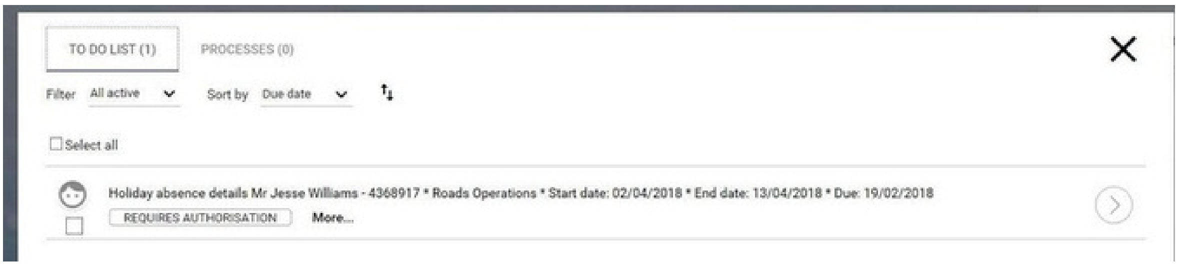
2.2 Organisation Chart

Organisation Chart allows you to view the organisational structure. This allows you to view the employees who currently report to you as a manager and who reports to them if they are also a reporting manager

2.3 Your to do list/Processes

Your ‘To Do List’ allows you to view any outstanding tasks which you have to action. For example, absence requests and if you are an authorised signatory also, time and expenses and overtime claims.

Processes will allow you to check the status of your processes within the system such as reports which you are waiting to download.

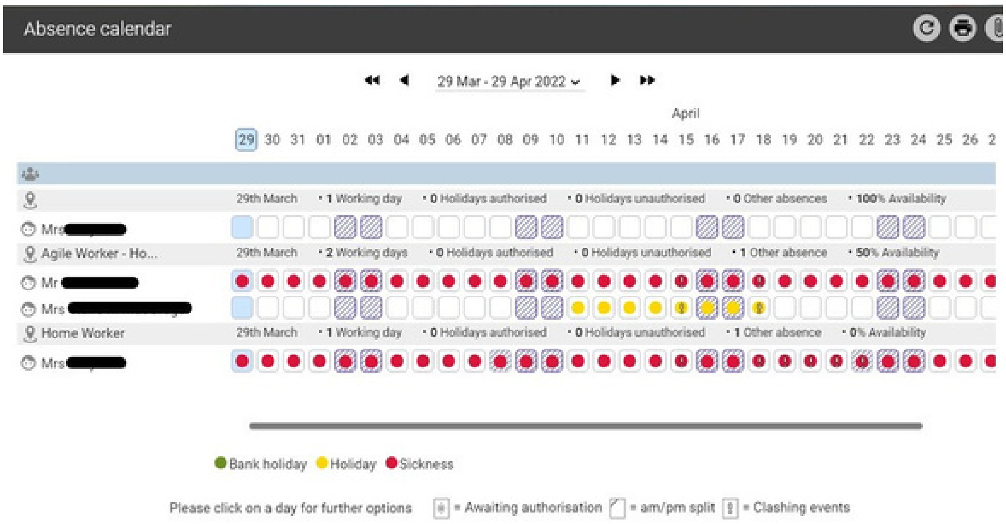


2.4 MyTeam Videos

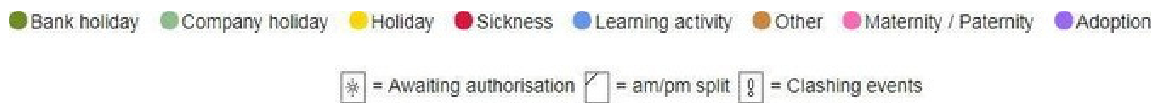
The ‘myTeam Videos’ carousel option allows you to view helpful videos on myTeam functions.

2.5 Out of Office

This shows which reportees are out of the office on the date you are logged into myTeam. If you click on this, it will direct you to the absence calendar where you will see a list of employees and their absence information.



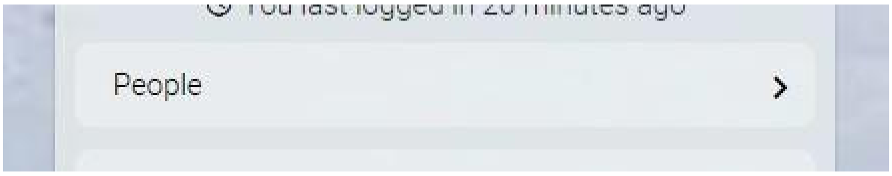
The absence calendar has a coloured coded key to various absence reasons as shown below:



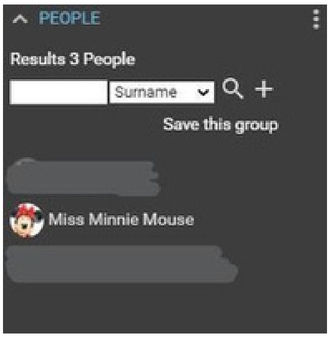
You can click on iTrent at any time to return to the homepage.

3. People

To view your reportees record, first click on the 'People' option on the menu.



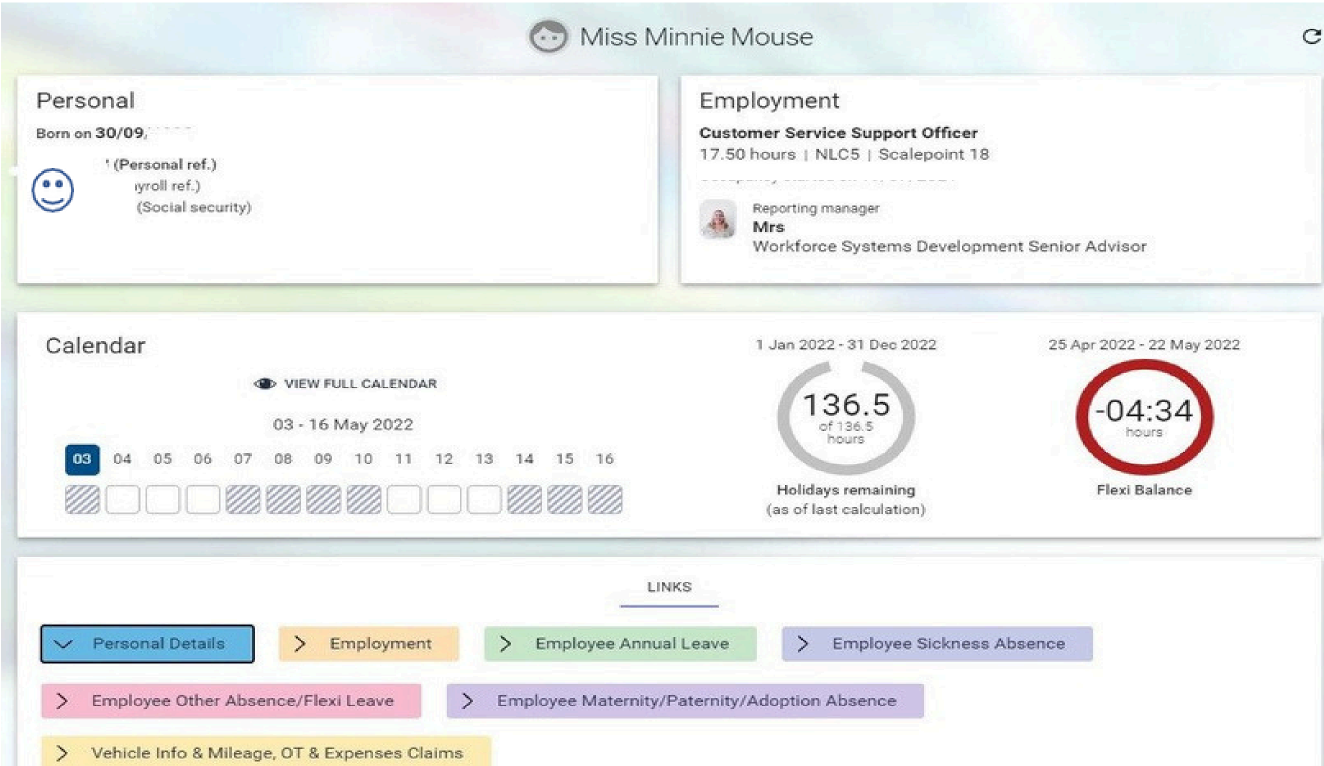
This will then bring up a list of your reportees at the left-hand side of the screen.



From here you can either select the person whose record you wish to view or scroll down the list of employees and click on their name.

Similarly, you can also type in the surname of the person you wish to search for. You can also do a blank search in which you must first type an asterix (*) in the search box as shown below:

Click on your reportees name whose record you wish to view; you will then be directed to their record:



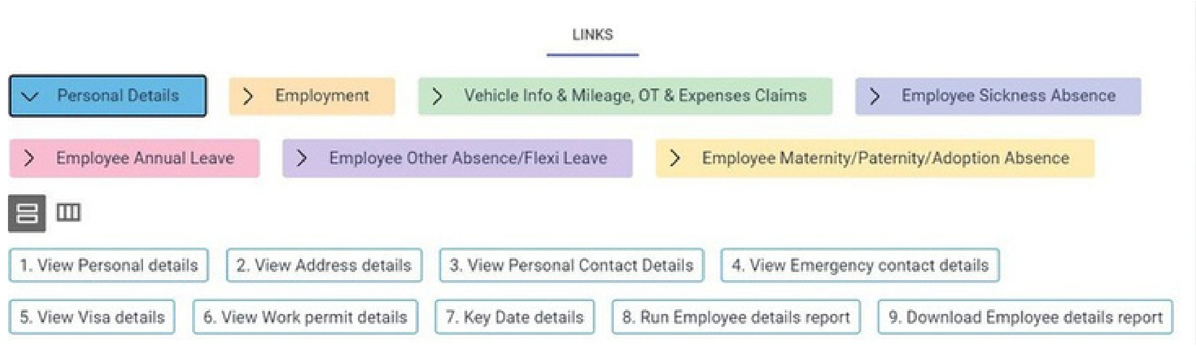
3.1 Basic Information

This screen will give you some basic information about the employee such as:

- Start Date
- Personal Reference Number (Employee Number)
- Positions held

3.2 Links

You will have access to folders which contain quick access links to various screens within the system which will help you to navigate quicker and simpler.

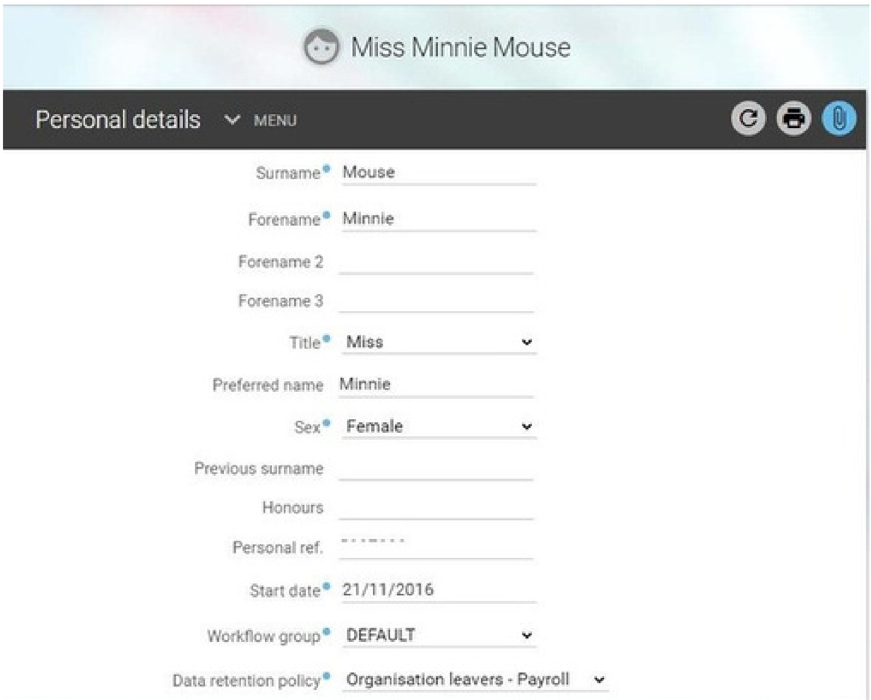


3.3 Personal Details

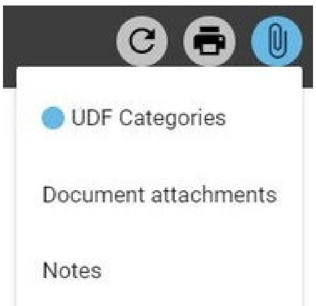
To view personal details, first select 

followed by 

and this will then allow you to view personal details for your selected reportee:



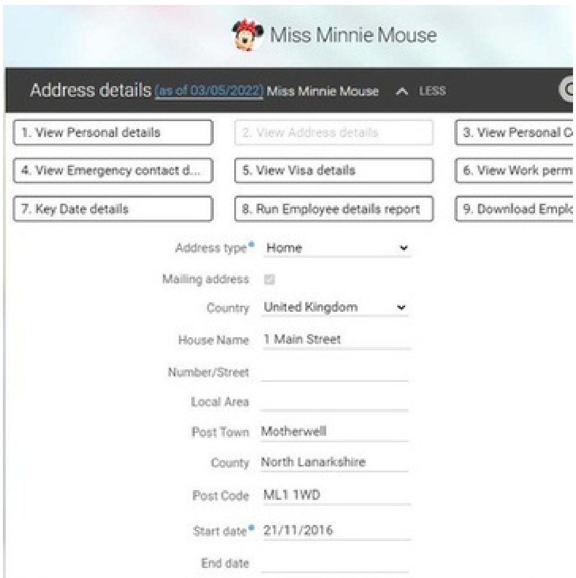
The information shown on this screen is read only and you will not be able to update or edit this. By clicking on the attachment button (paper clip icon) on the top right-hand side of the screen, you will see further options that are available; however, you will only be able to access these attachments if your security profile allows it.



Click on the employee's name at the top of the screen to go back to the summary page. Or alternatively select the menu tab to see the other options that are available to take you directly to one of the other pages:

3.4 Address Details

The following information will be displayed on screen:



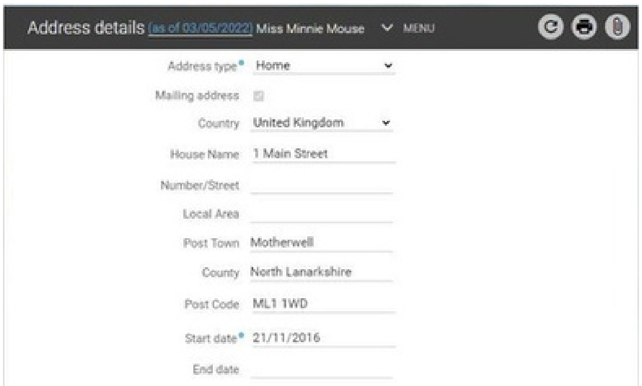
The information on this screen is read only and you will not be able to update or edit this.

3.5Emergency Contacts

Select "View Emergency contact details" and this will show on the left-hand side of the screen the emergency contacts which the employee has set up.

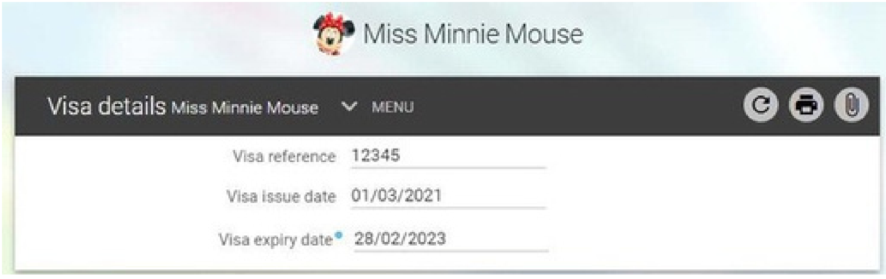
If there are no emergency contact details held for the employee, you will see the following message:

By selecting an emergency contact you will have access to their information however this screen is read only.



3.6 Visa Details

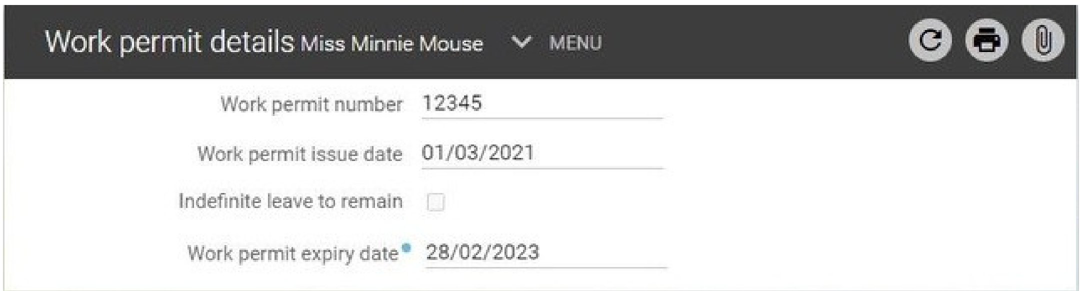
If there are visa details held within the employee record, this will provide information on the visa reference number, the visa issue date and the visa expiry date. This information is read only access.



If there are no visa details held on file for the employee, the following message will appear on the left-hand side of the screen:

3.7 Work Permit Details

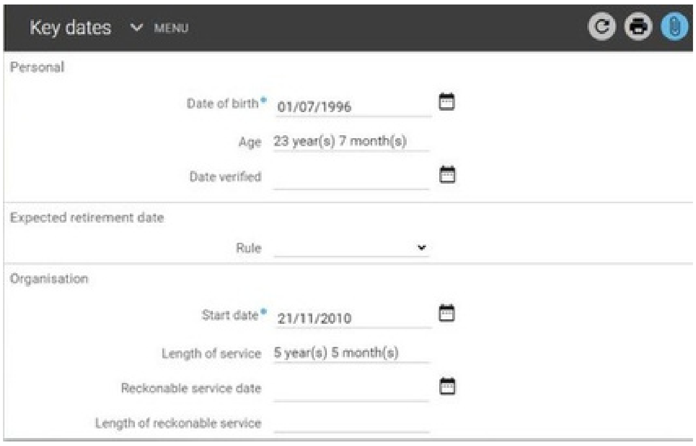
This will provide you with information on the work permit number, the issue date, if the employee has indefinite leave to remain and the work permit expiry date.



If there are no work permit details within the employees record the follow message will appear on the left-hand side of the screen.

3.8 Key Date Details

This will provide you with information on the employee date of birth, age, organisation start date, length of service and if applicable, reckonable service date.



4. Employment

From the employee summary screen page, select the “Employment” tab and a list of links within this tab will appear:

4.1 Key Date Details

Select “Key Date details”

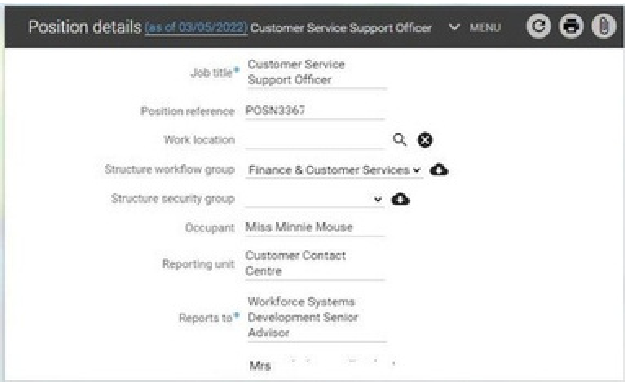
Information relating to the employee's employment can be found under the 'Employment'

tab including links to guidance for the which is a form 

required when you make a change to an employee's position.

4.2 Position Details

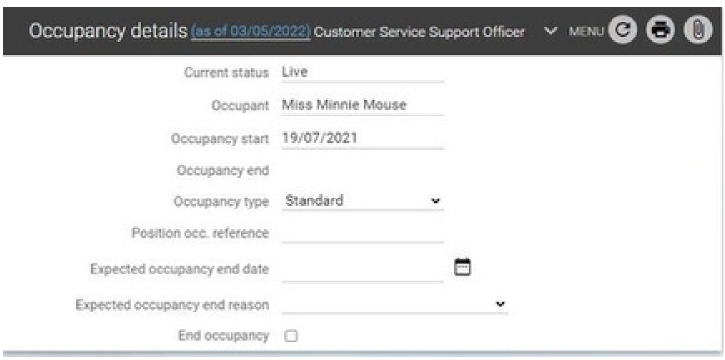
This will provide you with information on the employees' position within the council. You can view the position reference, work location and reporting manager information within this screen.



The information on this screen is read only and you will not be able to update or edit this.

4.3 Occupancy Details

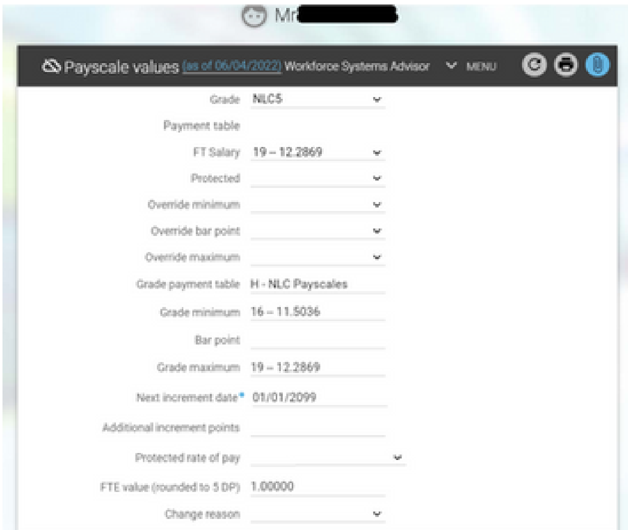
This will provide you with information on the position occupancy, the occupancy start date and if there is an expected occupancy end date for the employee this will be shown within this screen. This is the time that the employee has been in the particular position.



The information on this screen is read only and you will not be able to update or edit this.

4.4 Payscale Values

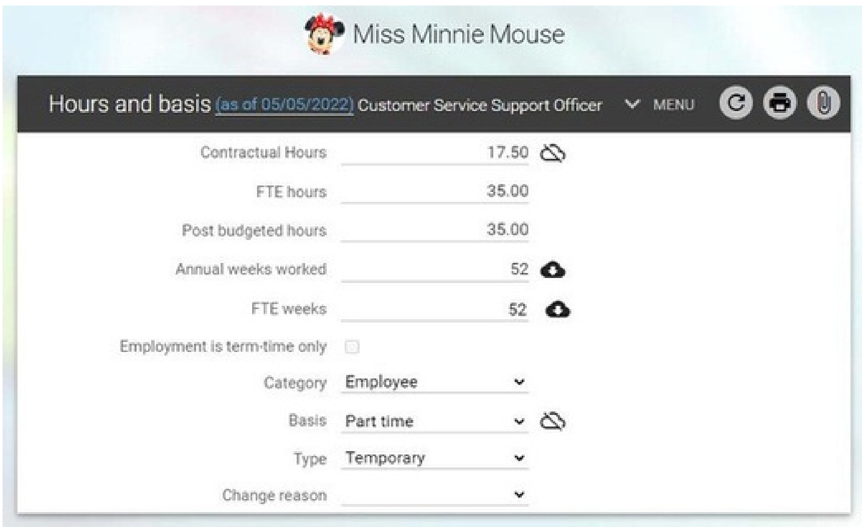
This will provide you with information on the employees' payscale values such as grade, spinal column point and next increment date.



The information on this screen is read only and you will not be able to update or edit this.

4.5 Hours and Basis

This will provide you with information on the employees' contractual hours, full time equivalent (FTE) hours as well as annual weeks worked (if term time). It will show you information on the employees' category, basis and type and will provide information on the post budgeted hours for the POST in which the employees' POSN is sitting underneath. The example below shows that the employee works 17.5 hours and has an FTE of 35 hours.

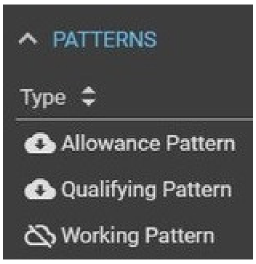


The information on this screen is read only and you will not be able to update or edit this.

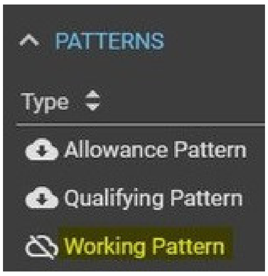
4.6 Pattern Details

This will provide you with information on the work pattern details for the employee.

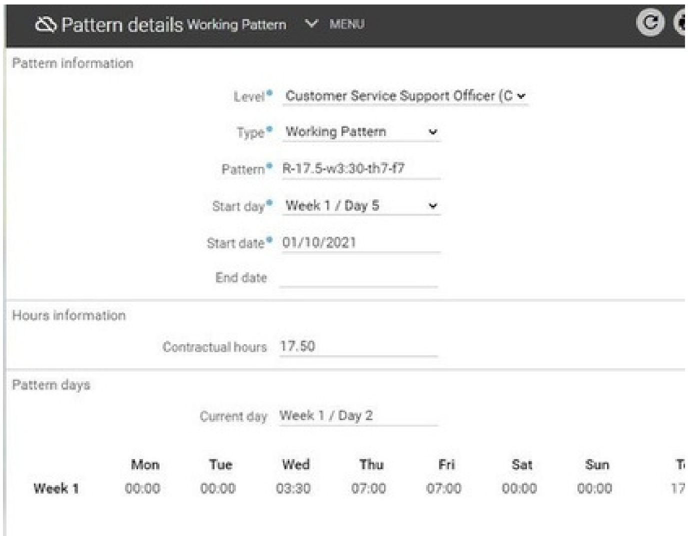
If the employee has more than one pattern type within their position, you will be prompted to select which pattern you wish to view on the left-hand side:



As a reporting manager, the only pattern which will be of relevance to you will be the "Working Pattern". Click on "Working Pattern"



Working Pattern:



This example shows an employee who works 17.5 hours per week.

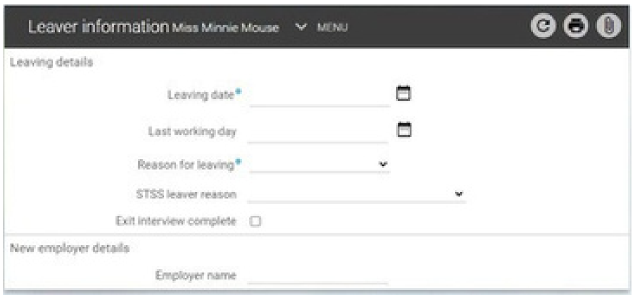
They work 3.5 hours on a Wednesday and 7 hours on a Thursday and Friday.

This is a one week pattern

The information on this screen is read only and you will not be able to update or edit this.

4.7 Leaver Information Details

This will provide you with any leaver information for the employee if they are leaving NLC:



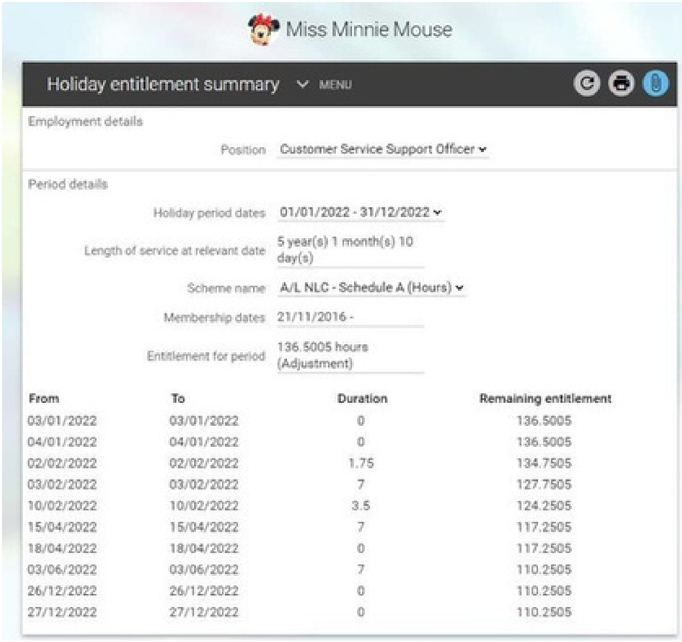
The information on this screen is read only and you will not be able to update or edit this.

5. Annual Leave Absence

Links to guidance relating to annual leave can be found on this screen by clicking on

5.1 Holiday Entitlement Summary

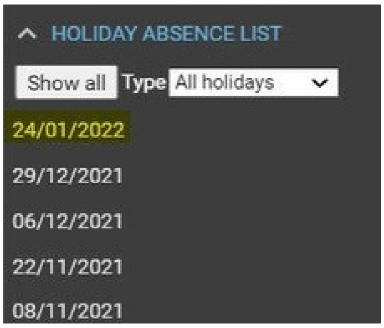
You will be able to view a summary showing the employee's holiday entitlement, and any dates which are deducted from the employee holiday record for annual leave, and if applicable to the POSN, public holiday details.



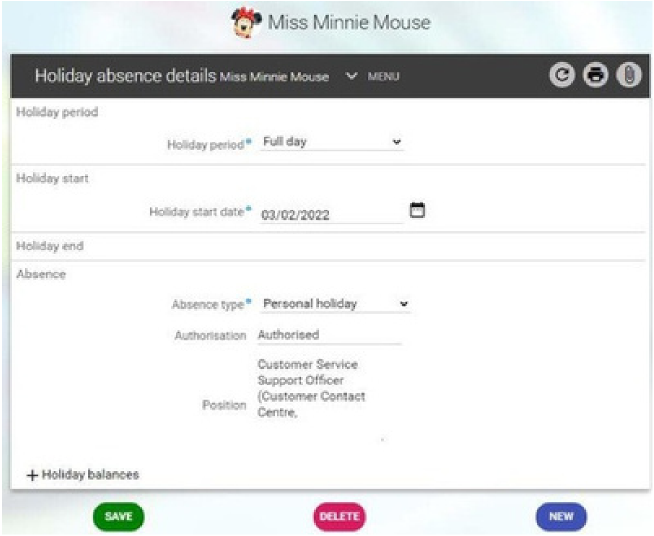
The information on this screen is read only and you will not be able to update or edit this.

5.2Holiday Absence Details

Select "View Annual Leave details" This will provide you with a holiday absence list which shows the employee annual leave. To view further information about a particular absence, click on the absence date in which you wish to view:



This will provide you with information on the holiday period, holiday start date, holiday end date and the absence type:



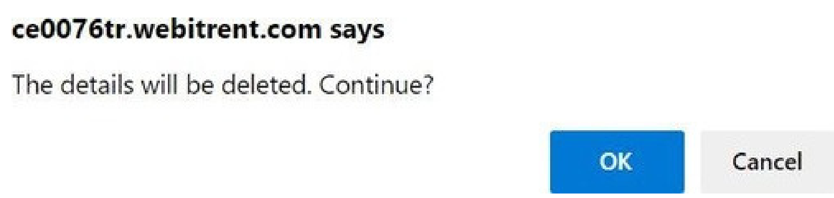
You can view the employee holiday balance at the bottom of the holiday absence details screen:

Customer Service Support Officer - A/L NLC - Schedule A (Hours)				
Holiday period	**Entitlement**	**Taken**	**Scheduled**	**Balance**
01/01/2021 - 31/12/2021	195.03 H	170.9965 H	0 H	24.0335 H
01/01/2022 - 31/12/2022	136.5005 H	19.25 H	7 H	110.2505 H
01/01/2023 - 31/12/2023	133 H	0 H	0 H	133 H

5.3 Deleting Annual Leave

There may be occasions where you are required to delete annual leave from an employee record, to do this, press the “delete” button within the holiday you wish to delete within the “holiday absence details” screen mentioned in the point above, the delete button is shown at the bottom of the screen:

The following screen will then appear:



Press “OK” and the holiday absence will then be deleted from the employee record.

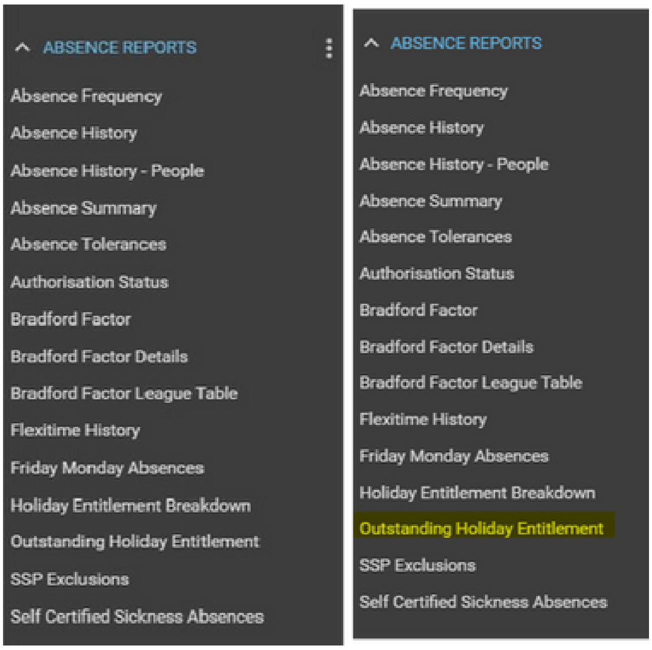
In a situation where an employee has annual leave booked within the system and the employee reports unfit for work, if the employee has submitted a medical GP sick note dated on or before the annual leave was due to commence, then the sickness absence will supersede the prearranged annual leave.

In this instance, only if a medical GP sick note has been submitted, then as the reporting manager you should delete the annual leave dates from the system to ensure that the hours are not deducted from the employee annual leave balance.

5.4Absence Reports

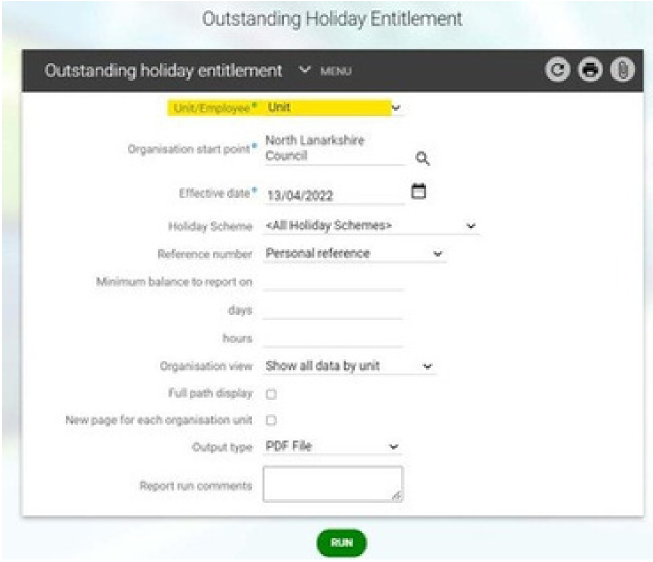
Select “Run Absence report”

On the left-hand side of the screen, you will then be able to see a list of the absence reports which are available for you to download. Select the absence report which you wish to run.

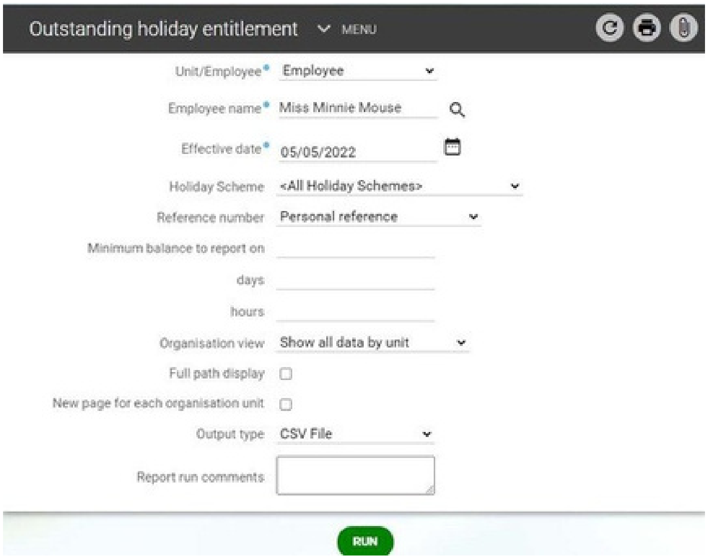


This will then bring up the report screen which you have selected, you should then set the parameters of the report which you wish to be ran, as shown in the example below, the “Outstanding Holiday Entitlement” report can be ran per UNIT or by employee.

For this example, we will change this to be ran on an individual employee:



Changed to Employee and searched for employee using magnifying glass:

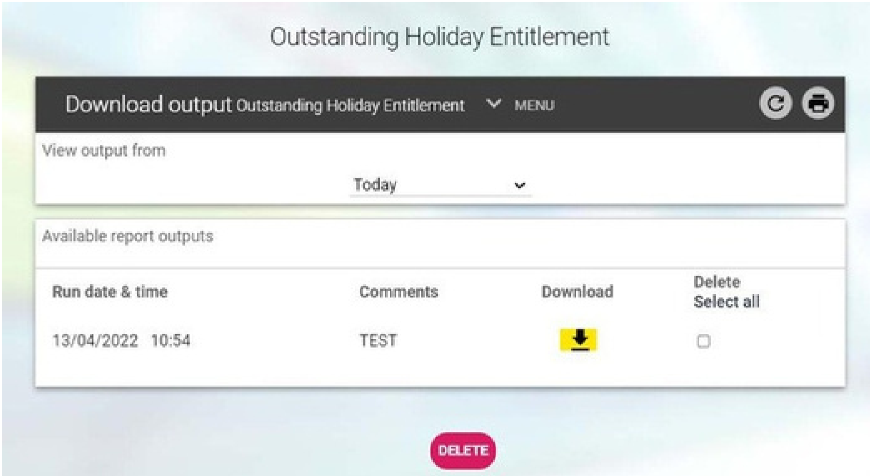


Now press “Run”.

This will run as a background process; you will then be notified on screen once this has run successfully.

Once you have received confirmation that the report has ran successfully, you should then select "Download Absence Report"

The download output screen will appear, you should press the download button as shown below and this will download your absence report:



The report will then open in PDF format for you to view.

6.Sickness Absence

It is now the responsibility of the reporting manager to create a new sickness record for an employee if an employee reports themselves as unfit for work. The reporting manager will also be expected to add in the details of any sickness certification details when an employee submits a fit note.

It will be the responsibility of the employee to end their sickness absence upon return to work, however, the manager has a responsibility to ensure the information provided is correct.

6.1 Add Sickness Absence

Sickness absence should be recorded in whole days only. Where an employee has went home ill, this should be recorded via "Home Ill" via Other Absence details in line with the Supporting Attendance Policy which can be found on www.mynl.co.uk or by clicking on the

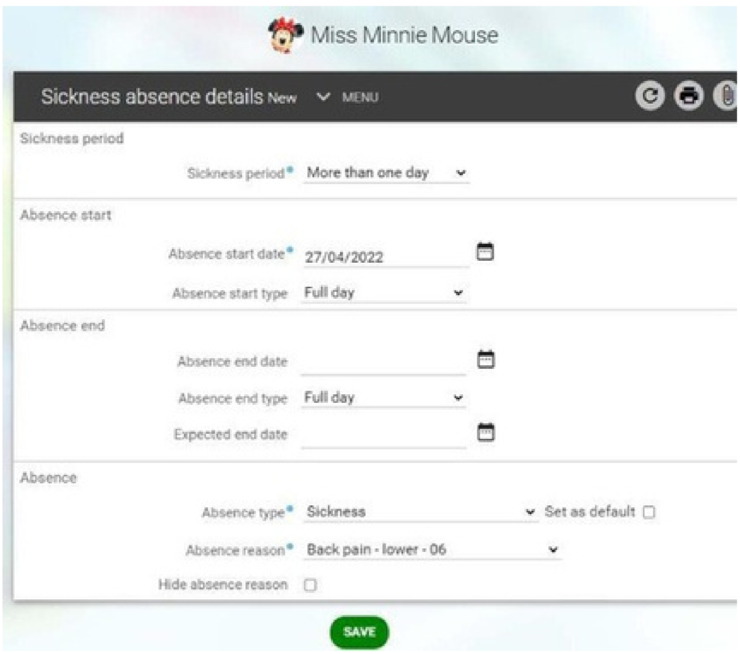
link on the menu in myTeam .

If the employee is still unwell the following day, this is the first date of their sickness absence, you should then follow the process below to add a new sickness absence.

To add a new sickness absence, click on the "Employee Sickness Absence" link from the employee record:

Insert the absence start date, the expected end date (if known), the absence type and then select the absence reason from the drop-down list.

It is important that you select the correct absence reason in the drop-down list as this information is used for management reporting purposes.



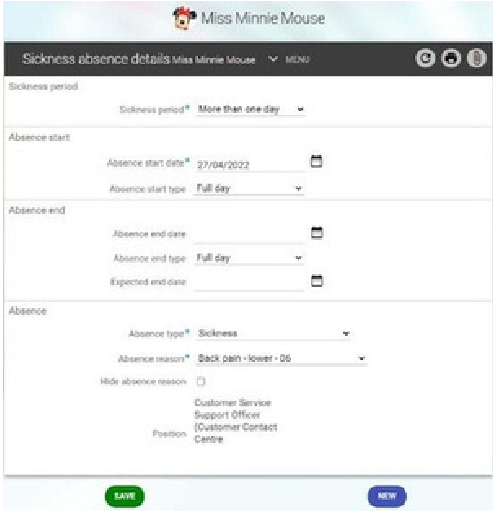
Select 

. This will create the new sickness absence.

6.2 Viewing Sickness Absence

Select "View Sickness absence details"

This will allow you to view the sickness absence details:



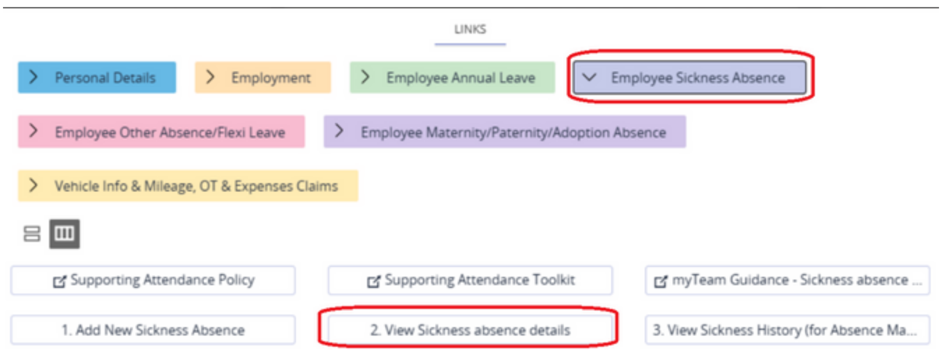
6.2.1 Changing a Sickness Absence Reason

There may be situations where an employee may report absence from work for one reason but during the course of absence, the reason for the absence changes i.e. from mental health to back pain.

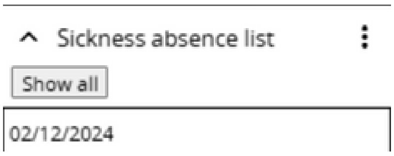
If you need to change the reason for absence, open the employee sickness record and update the absence reason and press save. This will then override the previous reason.

To ensure accurate recording of sickness absence history, you will also need to record the original reason for the absence. You will record this via the UDF Categories > Absence Reason Change. Enter the absence reason into the available field and record the period that this was the reason for absence.

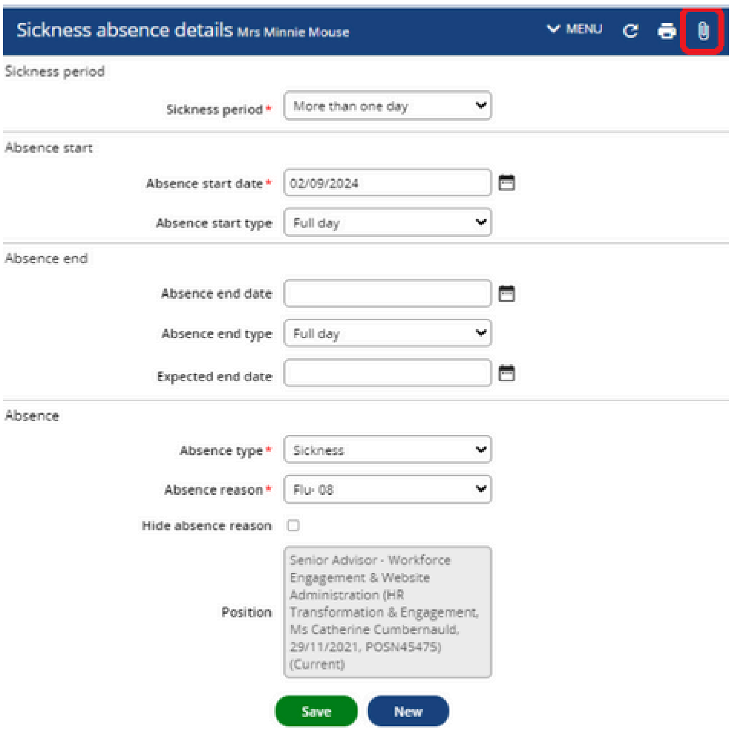
In the employee info area in myTeam, select 'Employee Sickness Absence' and then choose 'View Sickness absence details' as shown below.



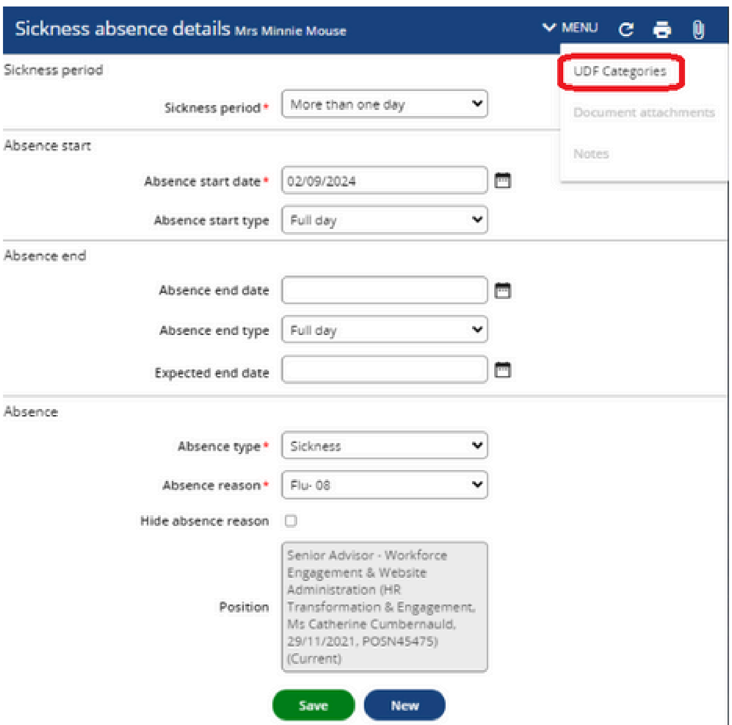
Select the relevant date for the absence requiring the reason change.



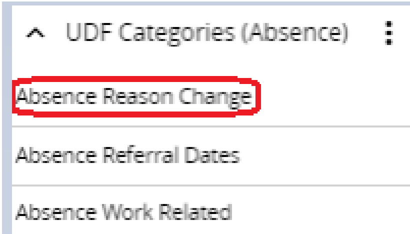
Click on the attachment symbol as highlighted below.



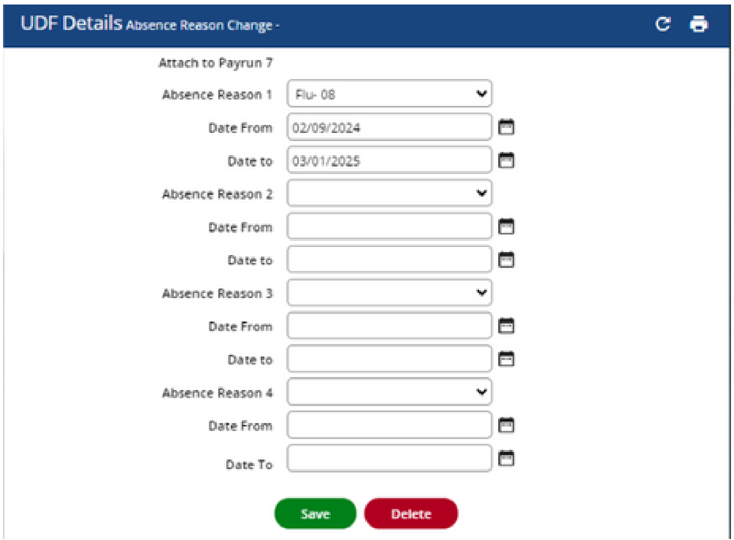
Select UDF Categories from the drop-down options



Select UDF Categories from the drop-down options



Then enter the original absence reason and the date the original absence reason commenced and the date it ended. Then select save and the absence will now be accurately recorded .



You would follow this process for each time the absence reason for an employee changes during an open period of sickness absence.

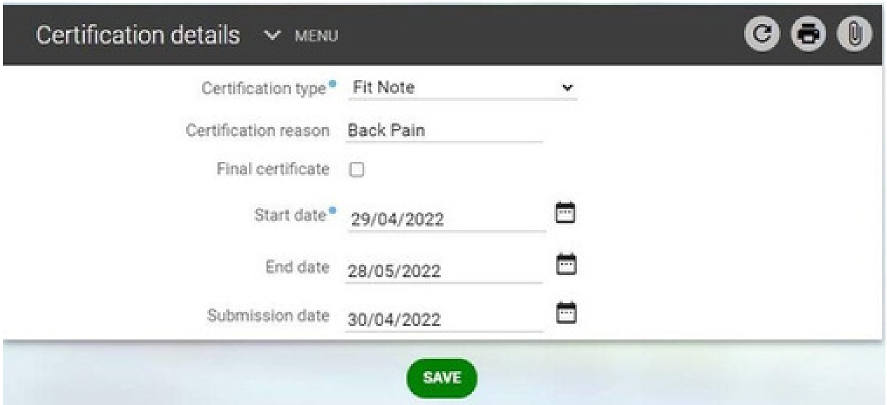
Should you require any further assistance, you can raise a case on the myNL Portal using the People Helpdesk General Enquiry Form.

Where you are not yet live on the Portal ,you can still email the People Helpdesk using this link.

6.3 Adding a Medical Certificate

Select "Add New Medical Certificate"

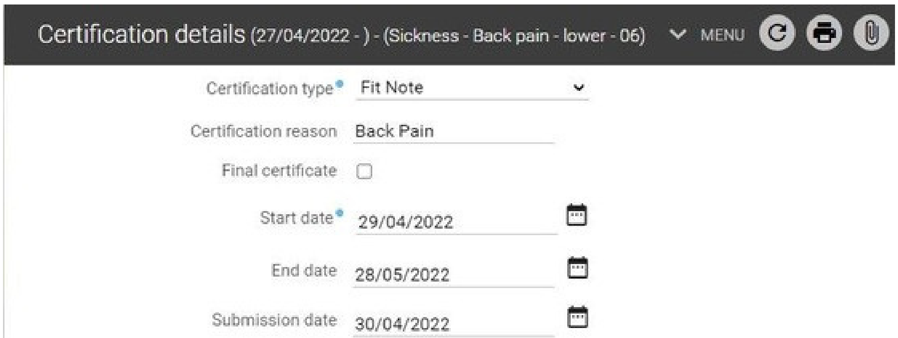
Select the sickness absence which you wish to add medical certificate details for from the left-hand side and the following screen will appear:



From the drop-down list, select the appropriate certification type and complete the other fields based on the information provided on the fit note. Select Save. There is no requirement to upload the certificate.

6.4 View Certification Details

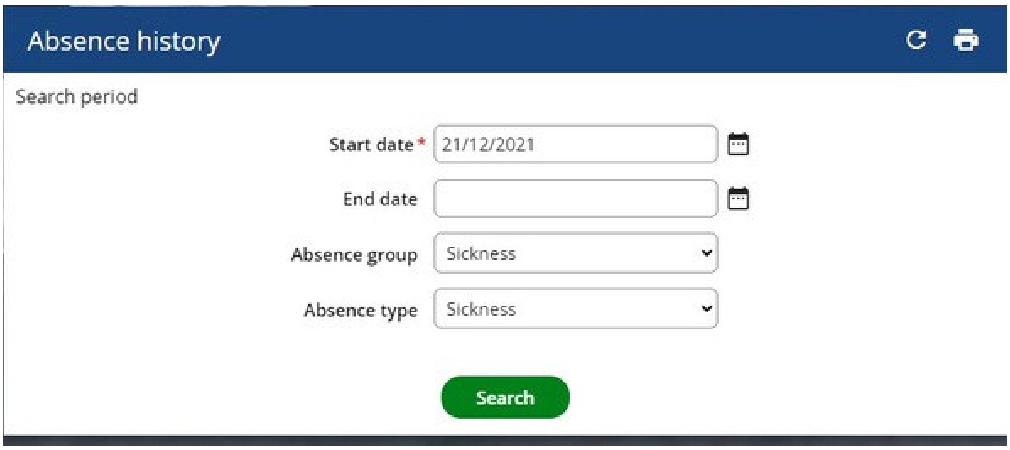
If you wish to view certification details, select "View sickness certification"
This will show you certification details which you have entered:



6.5 Absence History

You can view your employee’s sickness history to a previous date which will be required for. Absence meetings with the employee. To do this, click on Option 3 View Absence History (for Absence Management):

Select the date you want to search from similar to the example below and click ‘Search’:



The details for the employee’s sickness absences within the date range selected will then be shown:


Absence history

Personal ref.	Payroll no.	Person	Start date	End date	Type	Reason	Auth status	Unit	Job title	Working days lost
5018670		Miss Lucy Sweetie	29/08/2022	29/08/2022	Sickness	Bone/Muscle/Joint - 06	Not applicable	Casual Staff	Casual Sports Coach (NLC)	0
5018670		Miss Lucy Sweetie	01/12/2022	16/12/2022	Sickness	Abdominal pain - 01	Not applicable	Casual Staff	Casual Sports Coach (NLC)	0
5018670		Miss Lucy Sweetie	10/04/2023	07/06/2023	Sickness	Eye Injury - 21	Not applicable	Casual Staff	Casual Sports Coach (NLC)	0

6.6 Absence Stages

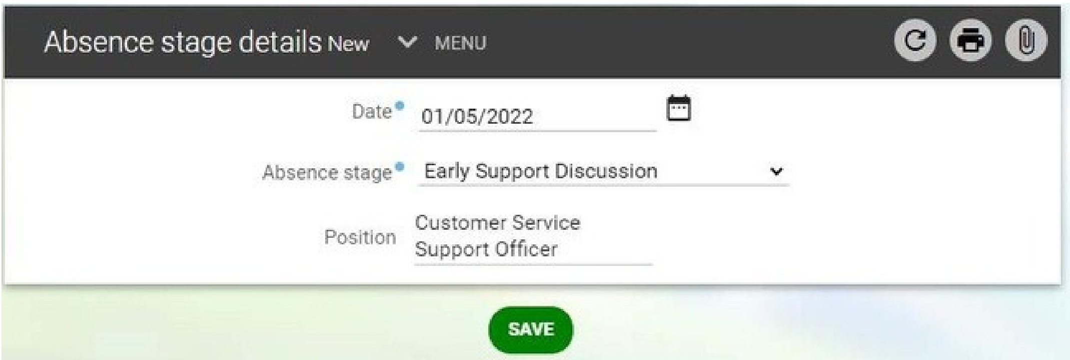
Absence stages are required to be input into the employee sickness record within myTeam. It is the responsibility of the reporting manager to input all absence stages, including:

Absence Review Meeting (Teaching Only)
Attendance Support Meeting
Capability Meeting - Level 1 (Teaching only)
Capability Meeting - Level 2 (teaching only)
Early Support Discussion
Management Discretion Approved
Return to Work (Formal) interview (Teachers Only)
Return to Work Discussion
Stage 1 - Formal Attendance Review Meeting
Stage 2 - Formal Attendance Review Meeting
Stage 3 - Capability Meeting

By recording this information, this allows the council to demonstrate that managers deal with sickness absence in accordance with the councils Supporting Attendance policy.

Select “Record Absence Stage”. This will allow you to record stages within the employee absence, such as early support discussion and return to work discussion.

Input the date of the absence stage which you wish to enter, select the absence stage from the drop-down list and press Save. This will record the absence stage detail.



6.7 Absence Reports

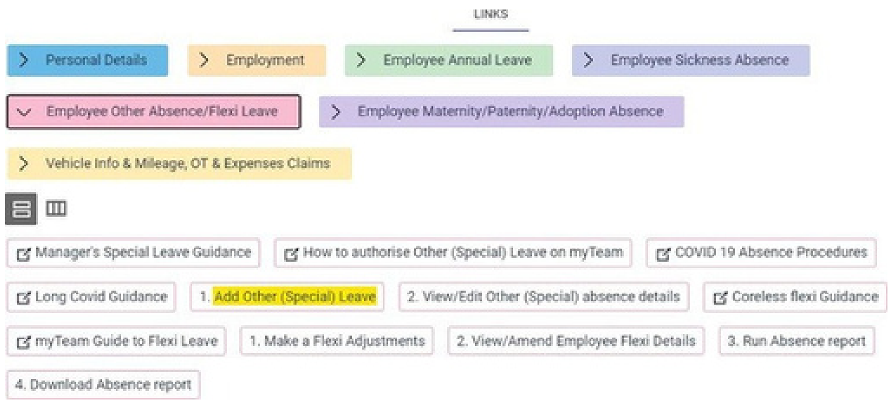
The process for sickness absence reports is the same process as annual leave absence reports. For guidance on this, please see point 5.4 in this guide.

7. Other (Special) Leave/Flexi Leave

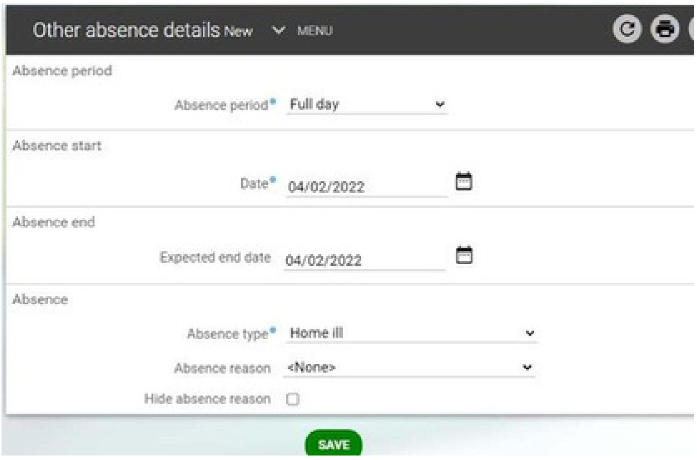
7.1 Add Other Leave

Employees should request Special Leave via mySelf, however, there may be occasions where as the employees reporting manager you are required to enter this on myTeam, for example if an employee goes home ill.

From the employee record, select the "Employee Other Absence/Flexi Leave" link and select "Add Other (Special) Leave"



Select the absence period, the absence start date and the absence type and press "Save".

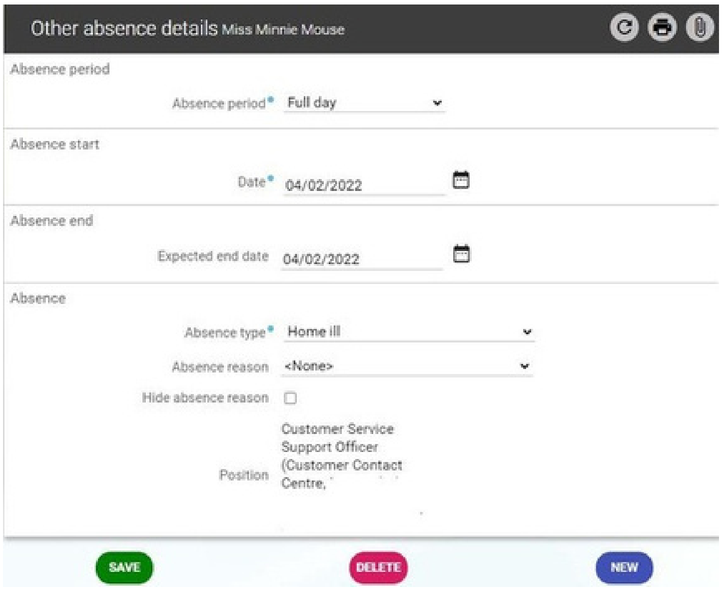


7.2 View Other Absence Details

Select “View/Edit Other (Special) absence details.

Select the relevant absence date from the left-hand side:

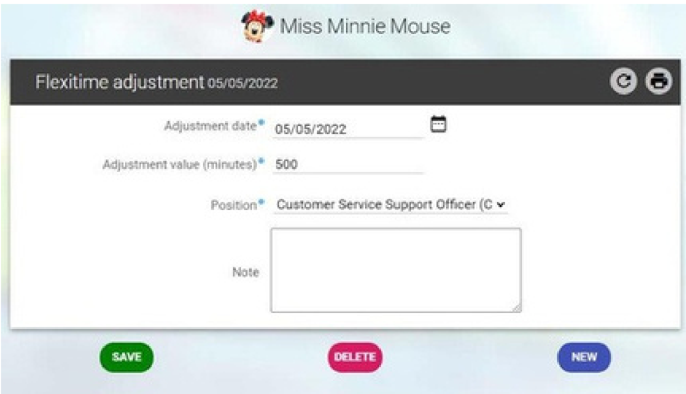
This will show you the absence details, and you will be able to view and edit this.



7.3 Making a Flexi Adjustment

Select “Make a Flexi Adjustments”

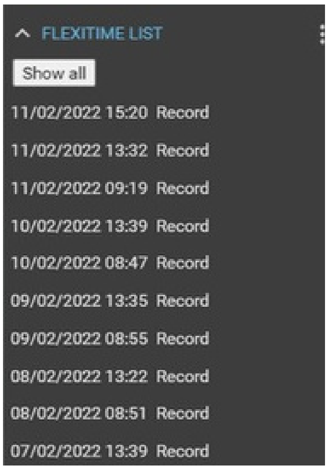
Input the adjustment date, adjustment value (minutes) and any notes which relate to this action. Press Save.



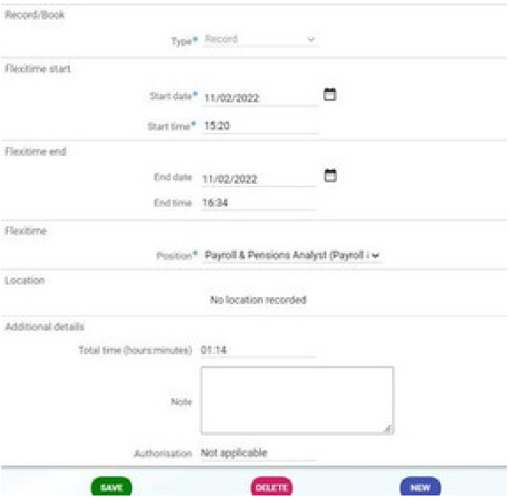
7.4 View/Amend Flexi Details

Select "View/Amend Employee Flexi Details"

From the left-hand side of the screen, select which flexi entry you wish to view:



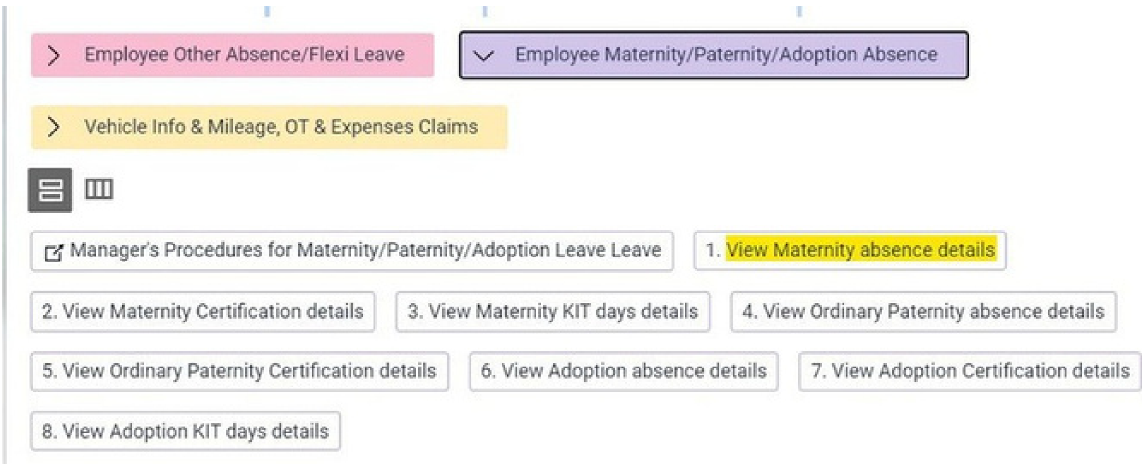
You will then see the following information where you can amend/delete if required.



8. Maternity/Paternity/Adoption Absence

8.1 Maternity Absence Details

From the employee record, select the "Employee Maternity/Paternity/Adoption Absence" link and select "View Maternity absence details"



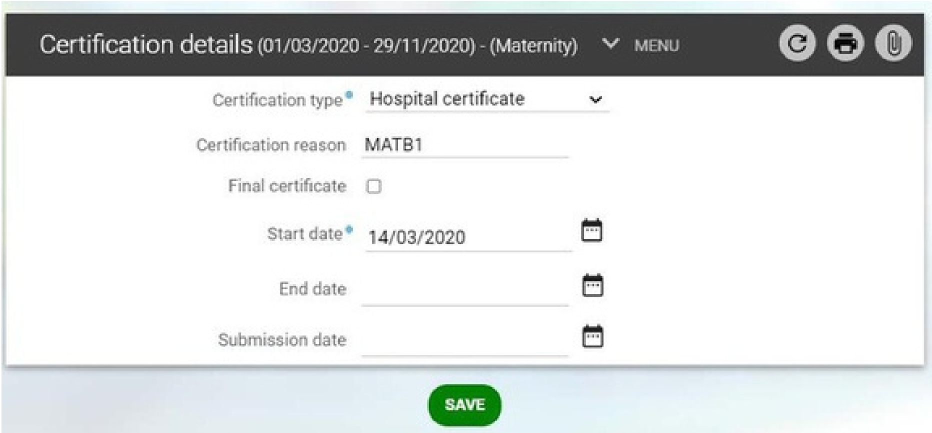
Select the maternity absence details you wish to view at the left-hand side of the screen and you will then be able to view the maternity absence details:

The information on this screen is read only and you will not be able to update or edit this.

8.2Maternity Certification

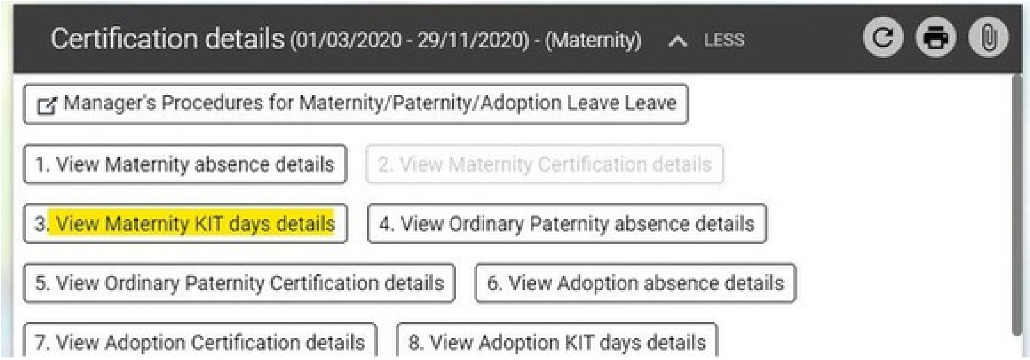
Select “View Maternity Certification details”

This will show you maternity certification details which are held within the system:

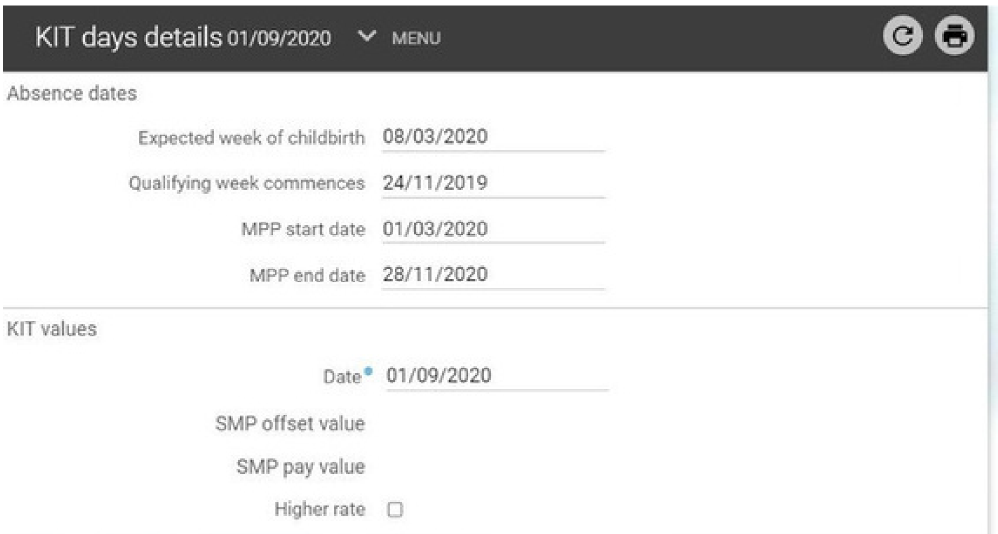


8.3 Maternity KIT Details

Select "View Maternity KIT day details"



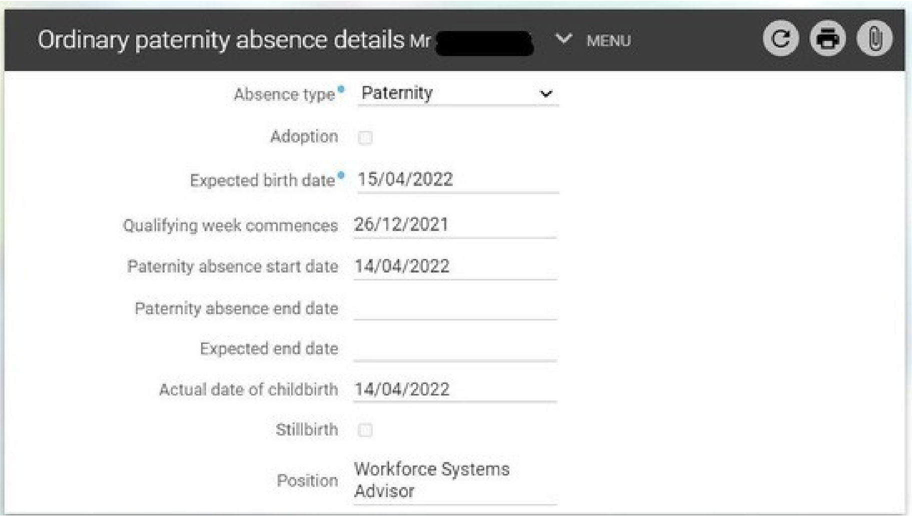
You will then be able to able view the KIT day details for the employee:



8.4 Ordinary Paternity Absence Details

Select "View Ordinary Paternity absence details"

This will allow you to view the ordinary paternity absence details:



8.5 Ordinary Paternity Certification Details

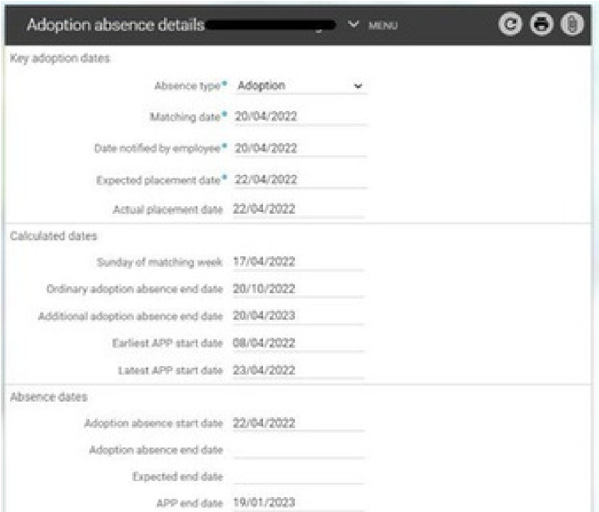
Select "View Ordinary Paternity Certification details"

This will allow you to view the certification details:

8.7 Adoption Absence Details

From the employee record, select the "Employee Maternity/Paternity/Adoption Absence" link and select "View Adoption absence details"

This will allow you to view the adoption leave absence details:

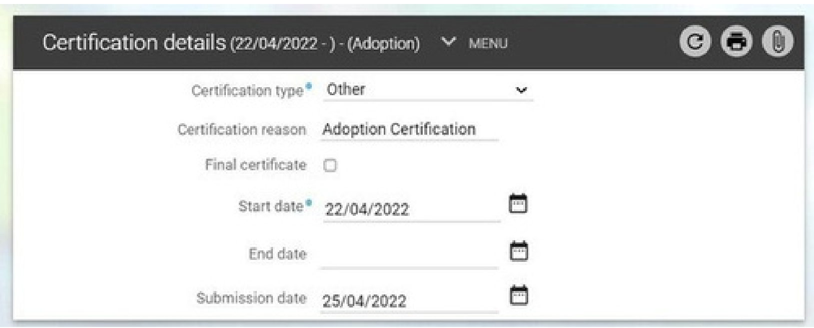


The information on this screen is read only and you will not be able to update or edit this.

8.8 Adoption Certification Details

Select “View Adoption Certification details”

This will allow you to view the certification details:

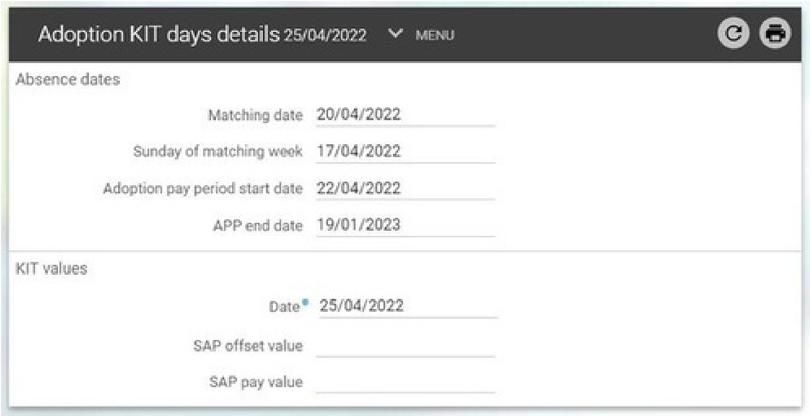


The information on this screen is read only and you will not be able to update or edit this.

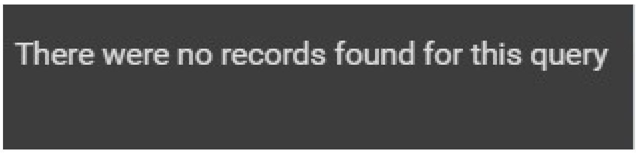
8.9Adoption KIT Day Details

Select “View Adoption KIT day details”

This will allow you to view the KIT Day details:



If there are no KIT Days recorded for the employee, the following message will appear on the left-hand side:

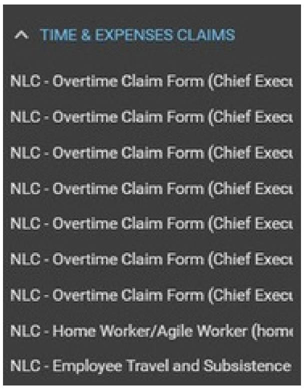


9. Vehicle Info & Mileage, OT & Expense Claims

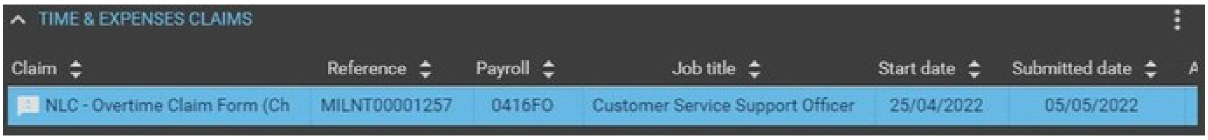
9.1 Mileage, OT & Expense claim details

From the employee record, select the “Vehicle Info & Mileage, OT & Expense Claims” link and select “View Mileage & Expense claim details”

You will then see a list of time & expense claims on the left-hand side:

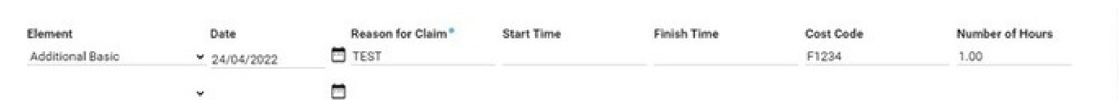


Select which claim which you wish to view:



You will then be able to view the information about the claim at the top of the screen such as employee name, job title, work location, reference for this claim and the payroll which the employee is on:

By scrolling to the bottom of the page, you will be able to view the claim information which the employee has submitted:



This will show you information on the element, date, reason for the claim, start and finish times, cost codes and number of hours.

There is also a "**Page 2**" within the claim form for mileage claims and overtime claims which relate to expenses.

Click on “Page 2”

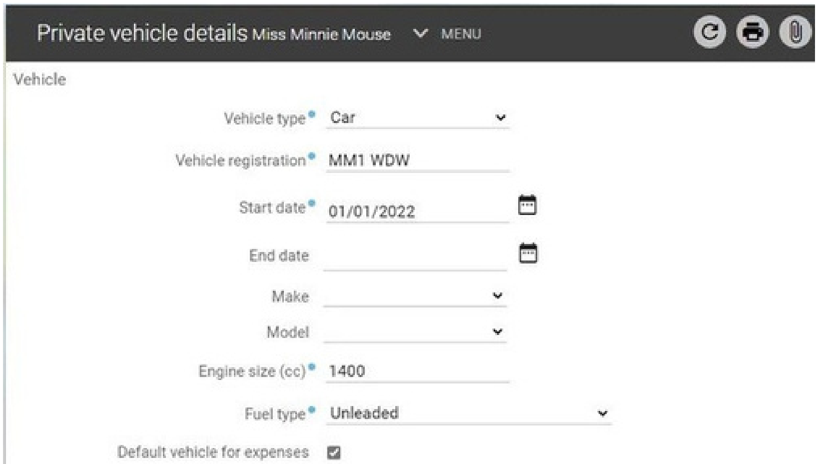
You can then view the expense details if there are any within the claim:

The type of claims which you can view are overtime claims, mileage claims, buy & bank claims, casual worker claims, flu vaccination and home working claims.

9.2 Private Vehicle Details

Select “View Employee private vehicle details”

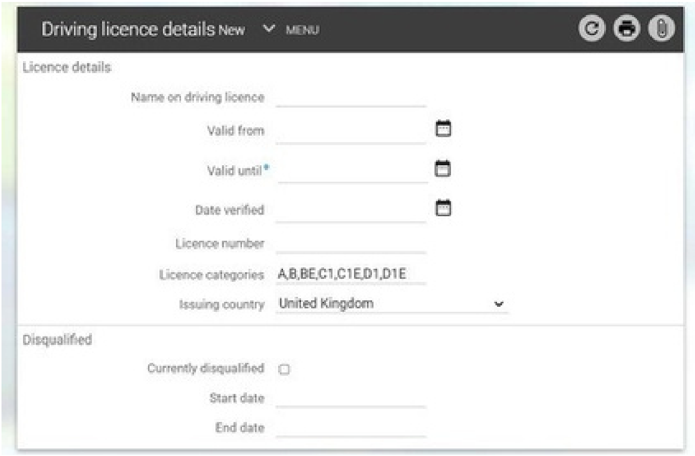
You will then be able to view private vehicle details which has been set up by the employee:



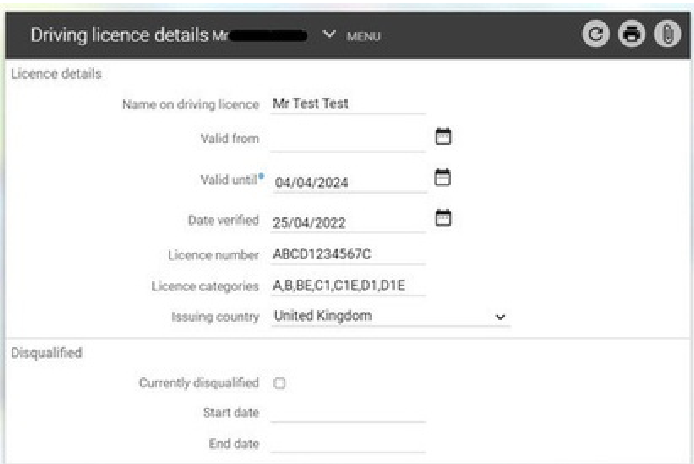
9.3 Driving Licence

Select “View Employee driving licence details”

If there is no driving licence details within the system for the employee, you will be prompted to enter the licence details:



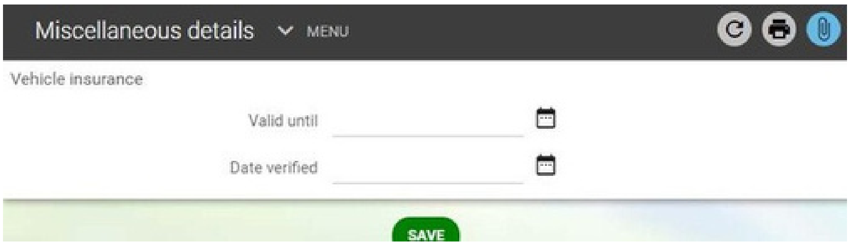
Input the information which you can find on the employees driving licence:



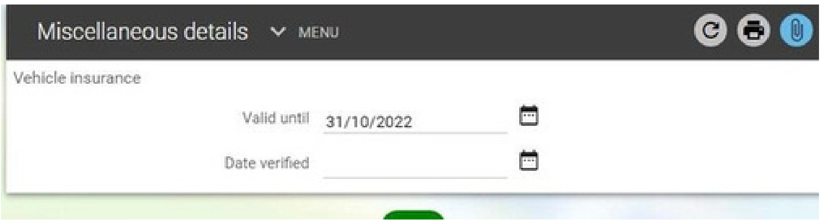
Press Save. This will save the driving licence details.

9.4 Vehicle Insurance Checks

Select “View Employee vehicle insurance checks”



Input the "Valid until" date and press save:



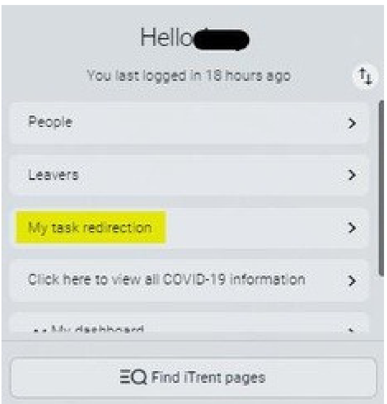
Once the "valid until" date has been entered, you will then be able to input the date which you have verified this. Input the verified date within the "Date verified" column and press save.

10. Tasks Redirection

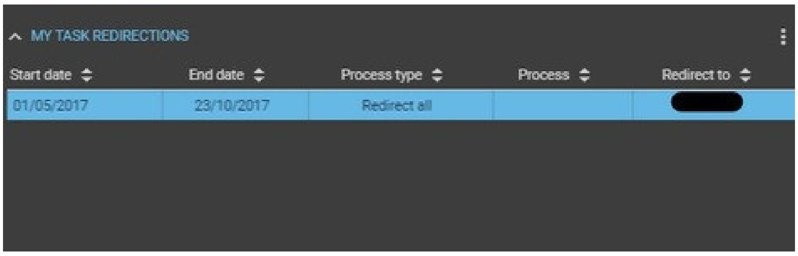
10.1 View/Amend Previous Task Redirection

If you are going to be absent from work, for example on holiday, you can set up a task redirection to another manager. However, it is important that the manager you are going to redirect to has the necessary security access or they will not be able to action the tasks.

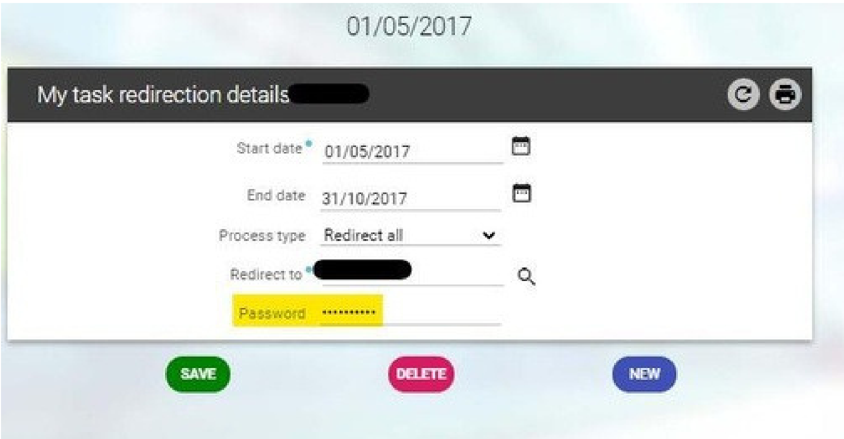
From the main home page, click on "My task redirection":



On the left-hand side of the screen, you will be able to view previous or any current redirections which you have set up:



If you click on this, you will be able to amend the current/previous redirection – you should enter your password into the "Password" box before saving to ensure any changes are saved successfully:

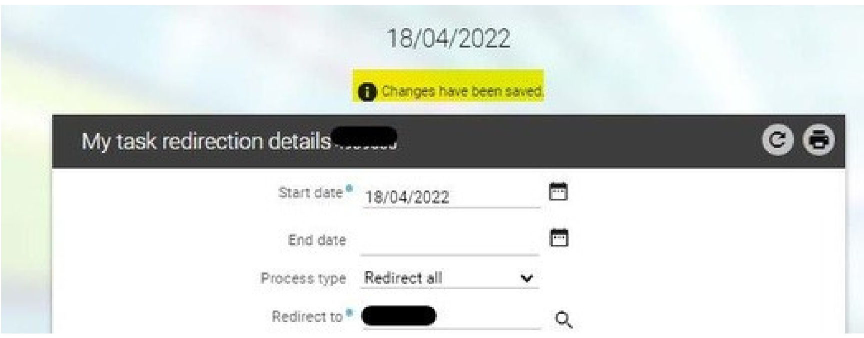


10.2 Add a Redirection

To add a redirection, select "Add/Amend My task redirection details"

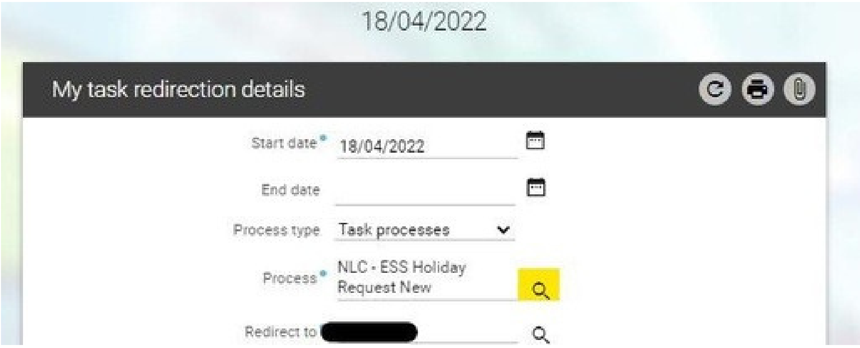
You should then input the required information – the start date, the end date (if known), the process type and who you wish to redirect the tasks too. You will also have to enter your log in password for myTeam for the redirection to save.

You will receive confirmation on the screen that the redirection has saved successfully.

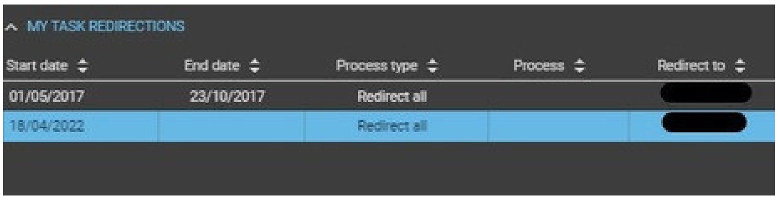


If you wish to redirect all tasks, select “redirect all” within the process type drop down and this is shown in the example above.

However, if you wish to only redirect one process type, for example holidays only, you should change the process type drop down to “Task processes” and then search for the process using the magnifying glass highlighted below:



Press Save and this will save your redirection, you can view this from the left-hand side of the page:



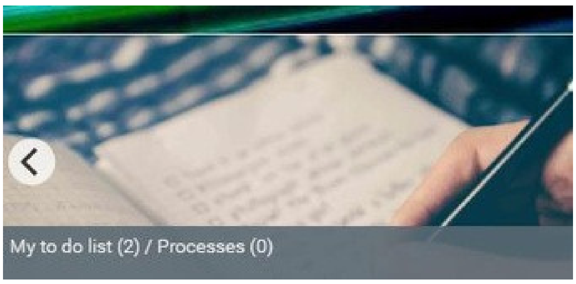
MY TASK REDIRECTIONS

Start date	End date	Process type	Process	Redirect to
01/05/2017	23/10/2017	Redirect all		[redacted]
18/04/2022		Redirect all		[redacted]

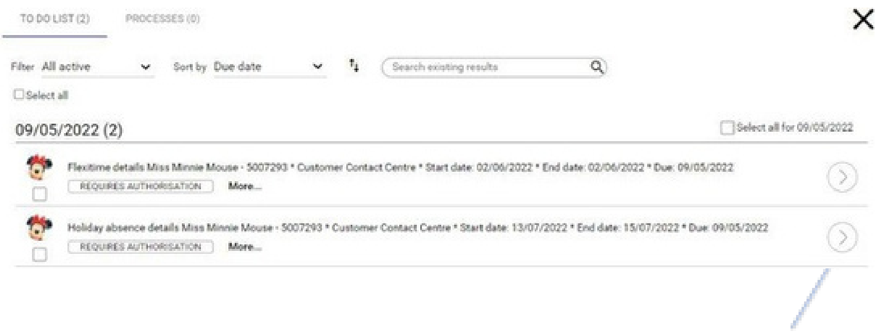
11. To Do List/Processes

11.1 To Do List – Authorising and Rejecting Requests

From the carousel on the myTeam homepage, select “To do list/Processes”

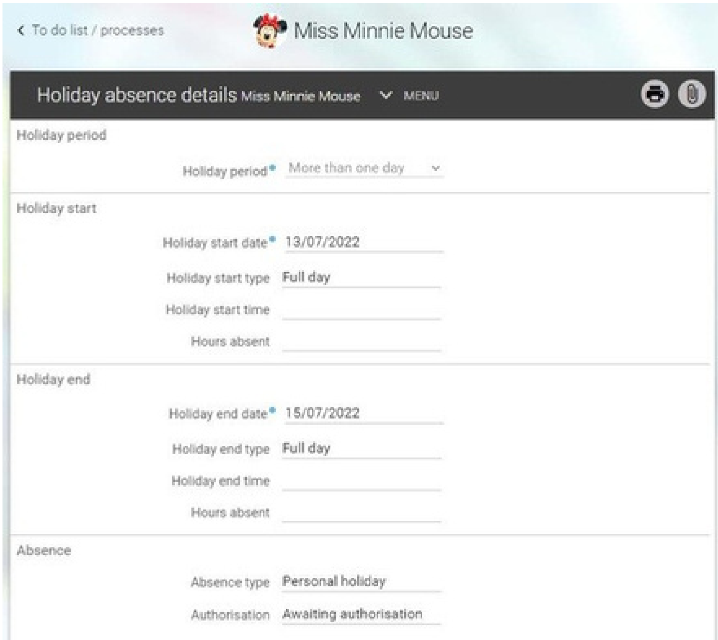


You will then see a list of tasks on your to do list which require to be actioned:

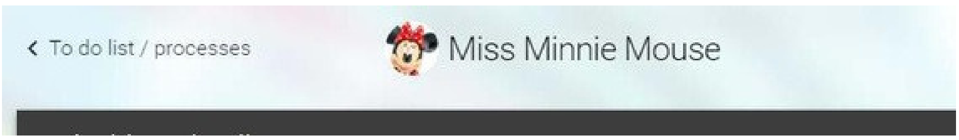


To view the full details of the request, press the arrow button:

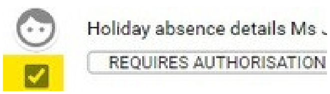
This will give you the full details of the request:



To go back to the to do list to approve or reject, press the "To do list/processes" at the top left-hand side of the screen:



Tick the relevant box within the request as shown below:

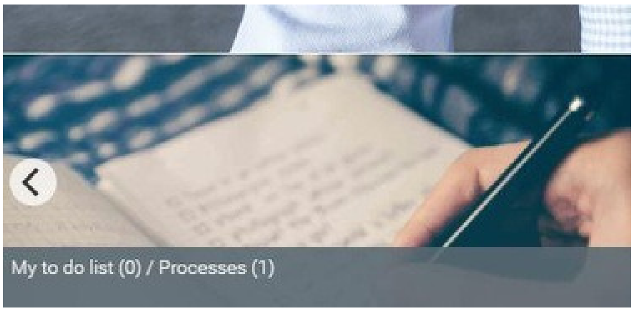


Following ticking this box, an "Action" button will appear, click on the action button and you can then select "Authorised" or "Not Authorised" and this will approve or reject:

11.2 Processes

You can view your process status of actions you take within iTrent, for example running reports.

From the carousel on the myTeam homepage, select “To do list/Processes”



Ensure that you are sitting within the “Processes” tab.

If a process is still running, you will see a “running” status:

Once the process has completed, this will change to “Complete”:

[END OF GUIDANCE]