



Additional guidance including COVID-19 records



Version Control

Version	Author	Date Completed	Description
0.1	Nichola Millen	05/06/20	Initial guide
0.2	Nichola Millen & Amiee McGarrell	13/07/20	Amendment to Future State T&C and general guidance
0.3	M Lennon, N Millen & A McGarrell	28/07/2020	Revision to T&C
0.4	Amiee McGarrell	31/07/2020	Additional info added re: PC asset number
0.5	Kirsty Moffat	07/12/2021	updated screen shots
0.6	Amy Dale	23/03/2022	Review of document. Updated screenshots and ensured information matched current system. Removal of asset number information as this is no longer used.
0.7	Dylan Tollan	22/05/2024	Updated Contact Information.

Developed By:

Job Title	Name	Date
0.1	Workforce Systems Development Team	June/July 2020

Reviewed & Approved By:

Job Title	Name	Date	Version Approved
Workforce Systems Development Lead	Mark Lennon	June/July 2020	0.1/0.2/0.3

Document Owner

Document Owner	Name	Contact Details
		<p>If you need further support - For staff live on myNL Portal - Please raise a People Helpdesk General Enquiry request form.</p> <p>For staff not yet live - Please email ESC-HelpDeskTeam@northlan.gov.uk</p>

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Overview

This is additional guidance in relation to the standard myTeam guidance, to highlight additional areas within myTeam for you to be able to view some key areas where information has been or has still to be recorded for your employees during the COVID-19 period and beyond.

This includes:

- Link to myNL where lots of information is available and updated regularly
- Employee information if they have been tested for COVID-19
- The current location of the employee's work status due to COVID-19
- Additional information recorded to help establish tools necessary for employees working from home

myTeam Main Menu

Log into myTeam as normal

https://ce0076li.webitrent.com/ce0076li_web/wrd/run/etadm001gf.open

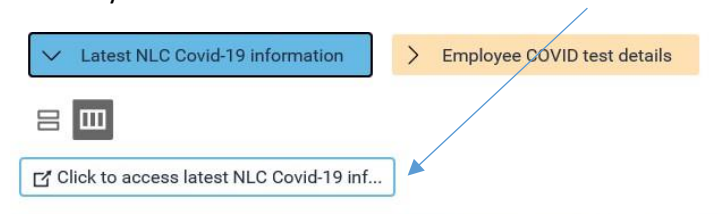


Then click on 'Click here to view all COVID-19 information'

Covid-19

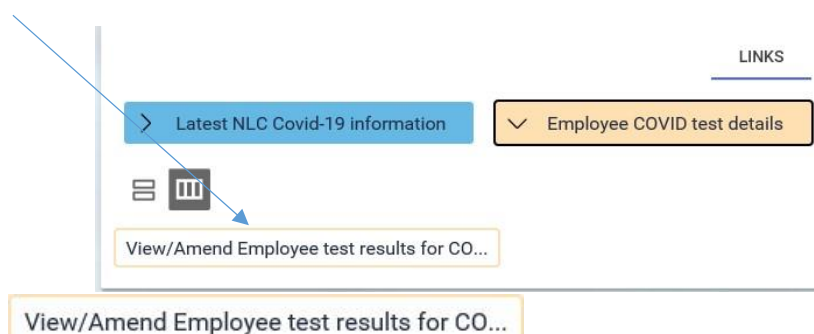
Link to updated information on Coronavirus

myNL is updated regularly with NLC and NHS guidance to managers regarding coronavirus. To access this information, you can click on this link (<https://www.mynl.co.uk>) or click on the tab 'Latest NLC COVID-19 information' in myTeam then the box as shown below:



Employee COVID test details

To view/add your employee's covid-19 test results, click on the tab 'Employee COVID test details' then the box as shown below:



By selecting and then entering the employee's details

white Surname

you will be able to enter the test results for an employee if they have had a test carried out.



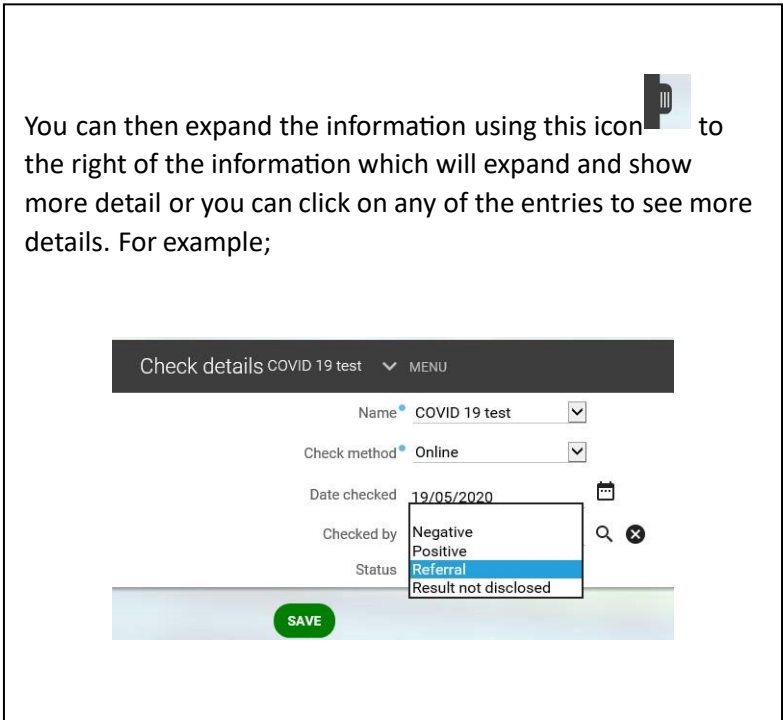
Name – Select COVID 19 test

Check method – Online

Date Checked – Date test was undertaken or referred if no result given

Checked by- Leave blank and once saved your name will appear

Status –Choose from Negative, Positive, Referral or Result not disclosed



Once all the information is entered select

Other relevant information referring to PVG and SSSC can also be viewed on this screen but should not be amended at this time.

Where employee is working from

The information contained here is in addition to the employee’s place of work and is aimed to show where they are currently, such as working from home or stood down. You will have access to add/amend this information.



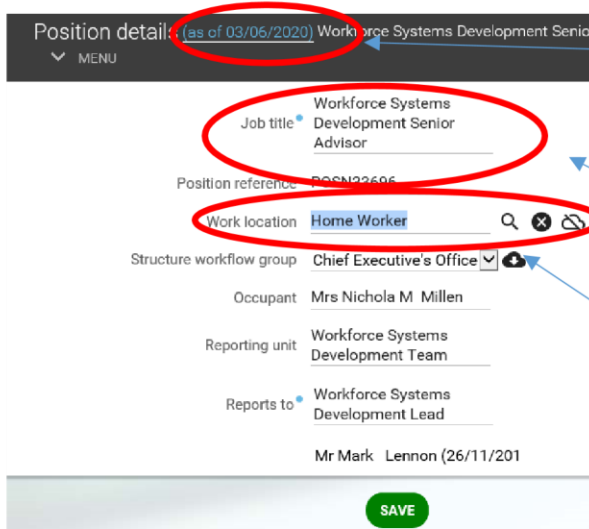
To view this information from the home screen, click on **People** to find and select the employee you wish to view then click on Employment. This is not the same as the actual location such as the name of the school the employee is working from.

Click on View/amend where employee is working f... then select the relevant position from under their name.



You will then be asked to enter a date which will always default to the current day's date. If you change the date then this is the effective date of any new information that you enter or view as an employee may have changed status.

You will be shown Position Details relating to the selected employee and the selected position (job).

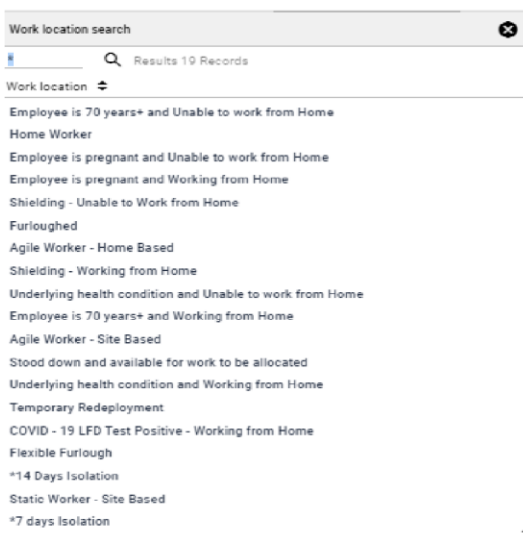


Relevant fields

Date – can be amended by clicking on it. This is the effective date of the reason you are entering.

Position title and reference number - Ensure you have selected the correct position as employee may have more than one to be recorded

Work Location - Current covid status. The available options you have to enter are:



To enter one of these reasons or change the existing one to one of these you should click on the magnifying glass next to Work Location

Work location 🔍 ✖ 🗑

Then enter an asterisk (*) to show all reasons. You should then select the relevant reason for that employee and position. Finally select SAVE

If an employee has been asked to isolate for 7 or 14 days due to coronavirus then this is the area where you would enter this information.

Please note – you will **only** be able to make changes to this screen when the payroll for the employee is open. If you see a message telling you the employee's record is locked you will need to try again when it re opens. You can check the status by clicking on the myTeam homepage:



T&C's for this employee

By clicking on [View/Amend T&C's for this employee](#) in the same area of [Employment](#) as above and selecting the employee and their position you will be able to view other relevant information such as the employee having equipment to work from home. There are seven terms and conditions set up against employees which are explained below:

Terms and Condition	Possible Outcome	Explanation
IT equipment required	Yes No	Employee requires IT equipment to carry out position
Position can be undertaken from home	Yes No	The position can be worked from home by employee
Access to Corporate Network required	Yes No	Access to NLC network is required
Risk Assessment for Home Working completed	Yes No	Risk assessment has been carried out to allow position to be carried out
PC Based Equipment provided for home working	No Pending Yes- Laptop & Monitor Yes- Laptop & Monitor & Keyboard/Mouse Yes- Laptop & Multiple Monitors Yes- Laptop & Multiple Monitors & Keyboard/Mouse Yes- Laptop only	Equipment is required in employee's home to allow home working
Mobile phone provided	Yes – Mobile Phone No-Mobile Phone	Equipment is required in employee's home to allow home working

Furniture provided for home working	No Yes- Chair Yes- Chair & Footrest Yes- Chair & Sit/Stand Desk Yes- Chair & Sit/Stand Desk & Footrest Yes- Sit/Stand Desk Yes- Sit/Stand Desk & Footrest	Equipment is required in employee's home to allow home working
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This allows you to see at a glance what is required for staff. You can change these outcomes or add a new one by selecting [View/Amend T&C's for this employee](#) and the employee whose record you wish to amend. You can click on an existing T&C which is already there and change or select 'New' and add a new one:

If the employee has received equipment you can select **New** and then choose each of the following from the **T&C Item**: 'Furniture provided for Home Working', 'Mobile phone provided' and 'PC based equipment provided for home working'. In **Choice**, please select the correct option for each T&C, all options are shown below. Enter the date received and select [SAVE](#).

The screenshot shows a web form titled 'Terms & Conditions'. At the top, it says 'Terms & conditions New' with a dropdown menu and a 'MENU' button. The main form area has a 'T&C Item*' dropdown menu set to 'Furniture provided for Home Working'. Below this is a 'Choice*' dropdown menu with a list of options: 'No', 'Yes - Chair', 'Yes - Chair & Footrest', 'Yes - Chair & Sit/Stand Desk', 'Yes - Chair & Sit/Stand Desk & Footrest', 'Yes - Sit/Stand Desk', and 'Yes - Sit/Stand Desk & Footrest'. There are also 'Notes', 'Start date*', and 'End date*' fields. A green 'SAVE' button is at the bottom.

The screenshot shows a web form titled 'Terms & Conditions'. At the top, it says 'Terms & conditions New' with a dropdown menu and a 'MENU' button. The main form area has a 'T&C Item*' dropdown menu set to 'Mobile phone provided'. Below this is a 'Choice*' dropdown menu with a list of options: 'No' and 'Yes'. There are also 'Notes', 'Start date*', and 'End date*' fields. A green 'SAVE' button is at the bottom.

Terms & conditions New

Level*

T&C Item* PC Based Equipment provided for Hi

Choice*

Notes

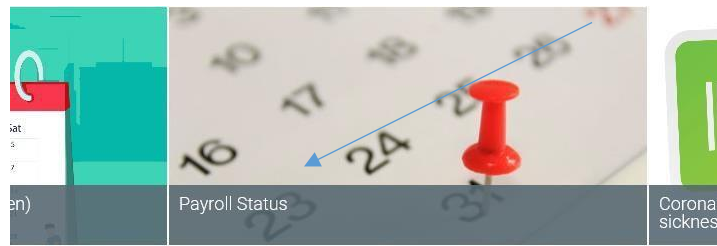
Start date*

End date*

SAVE

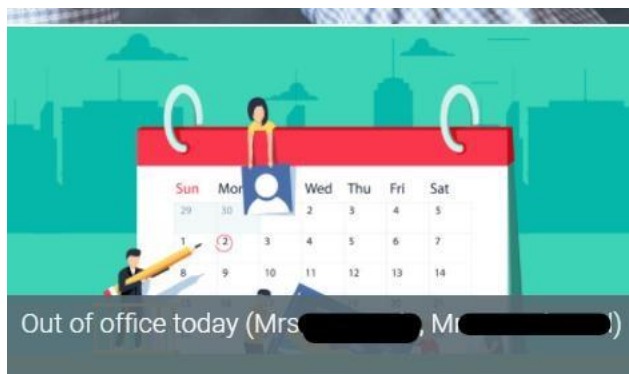
No
Pending
Yes - Laptop & Monitor
Yes - Laptop & Monitor & Keyboard/Mouse
Yes - Laptop & Multiple Monitors
Yes - Laptop & Multiple Monitors & Keyboard/Mouse
Yes - Laptop only

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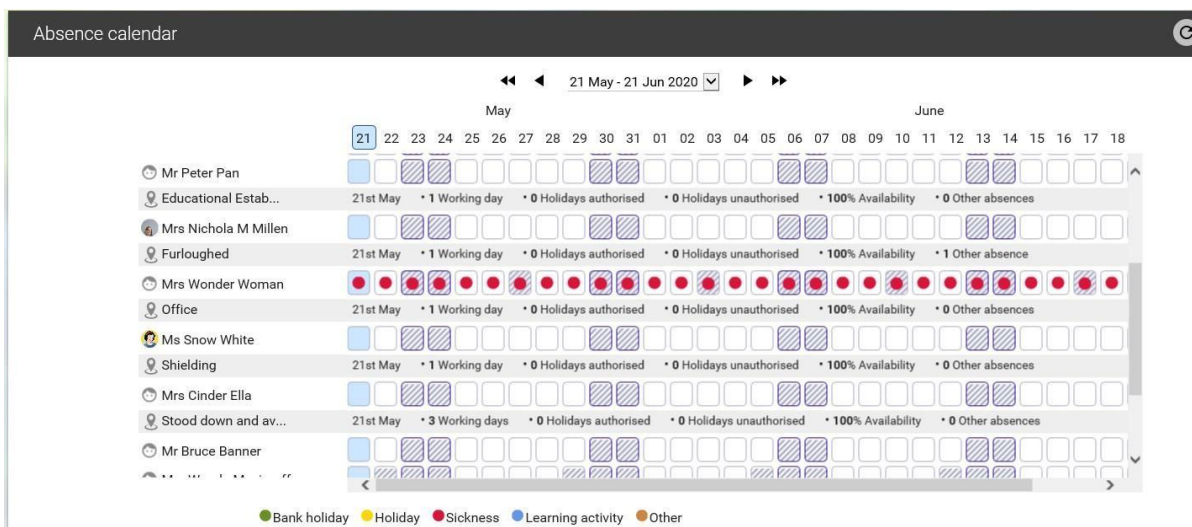
Other useful screens

If an employee is sick or using any special leave this is visible from the main home page carousel under “Out of office today”:



Absence Calendar

You can view your calendar and see at a glance where your employees are currently working from:



Sickness Absence

If you have an employee who is currently absent with a covid sickness reason then you can view this information under the standard People> Absence Screen and sickness absence:



A screenshot of the 'Sickness absence details' form for an employee named 'Ms Snow White'. The form is titled 'Sickness absence details Ms Snow White' and includes a 'MENU' button. The form is divided into several sections: 'Sickness period' with a dropdown menu set to 'More than one day'; 'Absence start' with 'Absence start date' set to '05/05/2020' and 'Absence start type' set to 'Full day'; 'Absence end' with 'Absence end date', 'Absence end type' set to 'Full day', and 'Expected end date' fields; and 'Absence' with 'Absence type' set to 'Sickness' and 'Absence reason' set to 'Coronavirus (Suspected) - 26'. There is also a 'Hide absence reason' checkbox which is currently unchecked.

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