

FLU VACCINATION REFUND

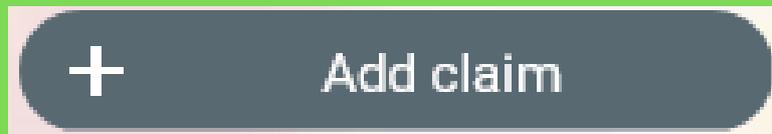
How to process your Flu Vaccination refund via mySelf.



1 Log into your mySelf account



Select the Pay & Benefits (top tab) and scroll down to bottom and select



2 Please enter your claim date in the start date field and select the claim template as shown below

Time & Expenses claim entry: New

Start date 

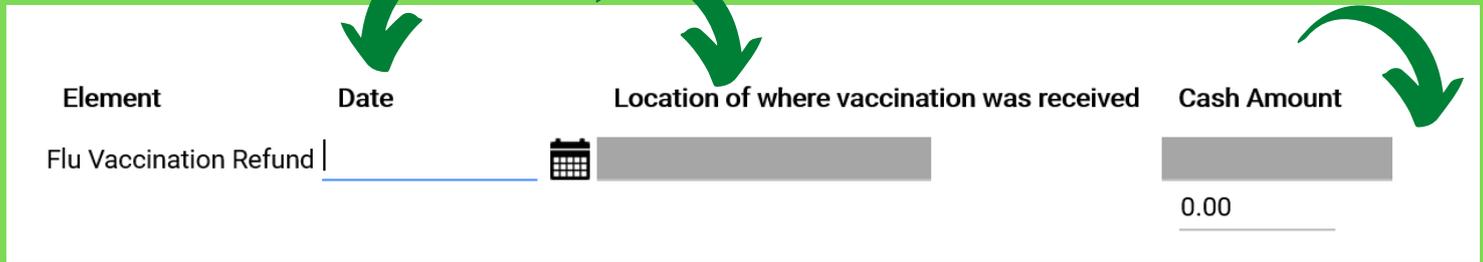
Job title 

Claim template 



3

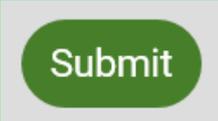
Within the claim form, you must complete the following boxes and then 

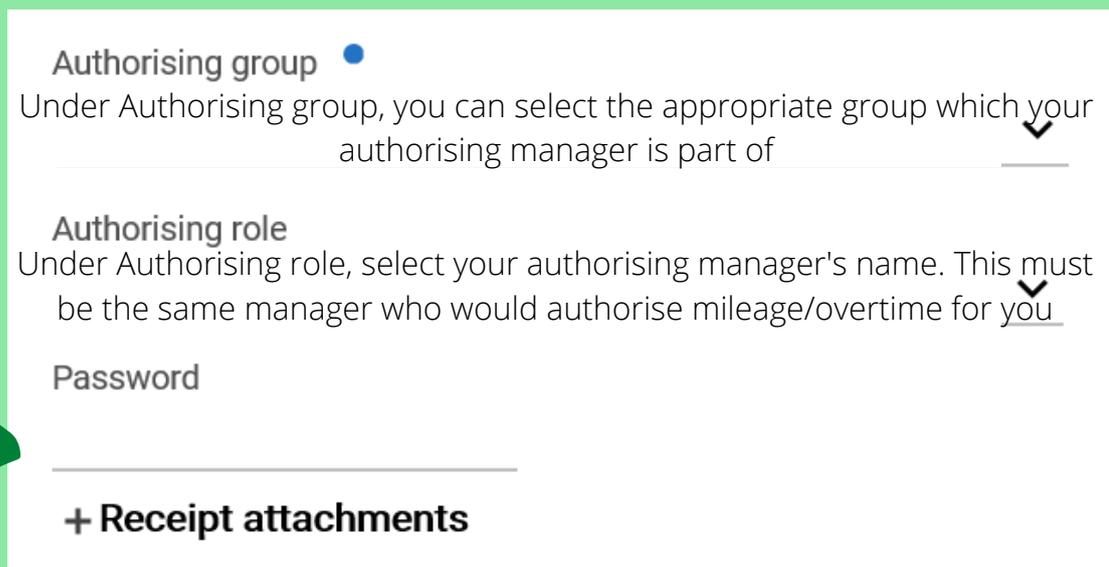


Element	Date	Location of where vaccination was received	Cash Amount
Flu Vaccination Refund	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>

Please note: Your refund is subject to a tax deduction which will be calculated by the Payroll & Pensions team.

4

After selecting  you will need to select the relevant information from the drop downs



Authorising group
Under Authorising group, you can select the appropriate group which your authorising manager is part of

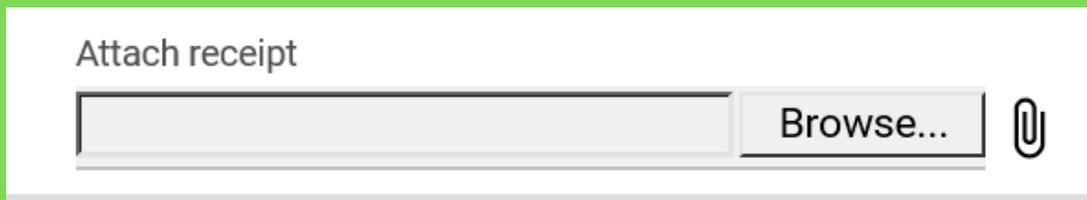
Authorising role
Under Authorising role, select your authorising manager's name. This must be the same manager who would authorise mileage/overtime for you

Password

+ Receipt attachments

You should also input your mySelf password here

5 You **must** attach the receipt of your flu vaccination along with your claim by selecting the following



Click browse to search for the file.

You can also attach more than one document if needed by selecting the paperclip and choosing the attachment

6 You will then **Submit** your claim.

You will receive an email confirming your claim has been submitted.

This email will also be sent to your authorising manager for approval. Once your claim has been approved, you will receive an approval email.

For further guidance please click [here](#) and refer to section 14-17.

If you need any further support, please call the ESC People Helpdesk on 01698 403151 or email esc-helpdeskteam@northlan.gov.uk