

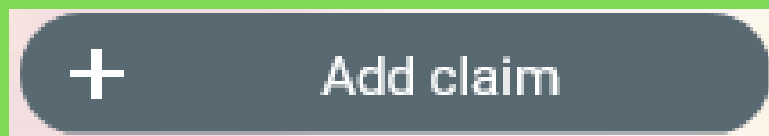
HOME WORKING REFUND

How to process your home working 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 
25/09/2020

Job title 
Workforce Systems Development Senic 

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



3

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

Element	Date	Item(s) bought	Cash Amount
Home Worker Payment	<input type="text"/>	<input type="text"/>	0.00

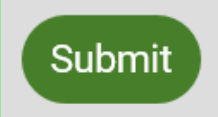
Enter the exact amount that you paid for the item(s) in the cash amount field. Please note, this total cannot be in excess of **£100**.




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

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

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

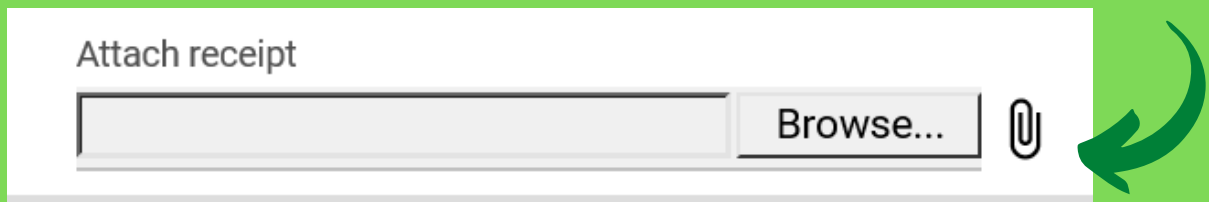
Under Authorising role, select your authorising manager's name. This must be the same manager who would authorise mileage/overtime for you 

Password

You should input your myself password here

+ Receipt attachments

5 You **must** attach the receipt of your equipment purchased 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