Employee Service Centre

North Lanarkshire Council

mySelf

Employee Guidance - Time & Attendance

Developed By:

Job Title	Name	Date	Version Approved
Workforce Systems Development Lead	Mark Lennon	May 2020	
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Reviewed & Approved By:

Job Title	Name	Date	Version Approved
Workforce Systems Development Lead	Mark Lennon	May 2020	0.1

Version Control

Version	Date Completed	Author	Description
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Document Owner(s):

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Contents

Overview

This guide will explain to you how to record and book flexi as we move away from Etarmis.

We hope that you find this process useful, but if you have any issues or difficulties when trying to make a claim, please contact the Employee Service Centre People Helpdesk, who will be able to support you. They can be contacted by Telephone: 01698 403151 or email ESC-HelpDeskTeam@northlan.gov.uk.

![Employee Service Centre logo]

1. Logging in

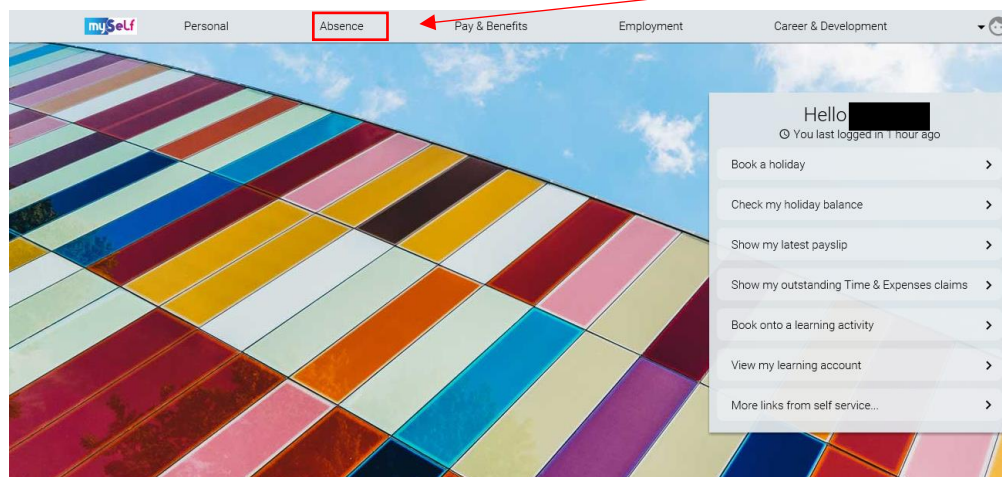Go to www.northlanarkshire.gov.uk/myself and log in.
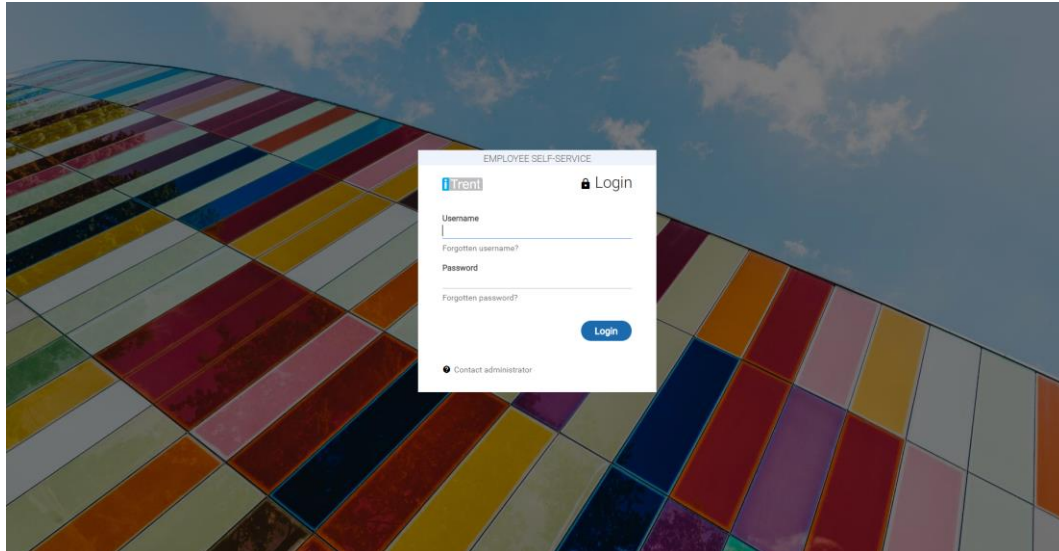
Your username is your employee reference number.

2. Flexi

2.1 Recording flexi

You need to record your times worked for flexi. To do this click on the Absence tab

Flexitime : Balance -07:30 hour(s)   Flexitime balances   🔍 ➕ Add flexitime

You need to record (clock in/out) your times when you start and finish your shift as well as going for lunch. To do this click on [➕ Add flexitime] and Record. For example clock in at 8.45am, (08:45) clock out at 12.00 (12:00), clock in at 12.55 (12:55) and clock out at 4.45pm (16:45).

If you do not clock out for lunch, the system will automatically deduct 30 minutes from your balance provided you have worked 6 hours in a working day.

Clock in:

By clicking 'clock-in' the current day and time will be recorded.

You can also manually enter the date and time if required.

You need to select the relevant position (if you have more than one)

Then [Save]

Clocking out:

Click on the ticket for current day within Absence:

Employee Service Centre

Flexitime details ✕

Type •
Record

Start date (dd/mm/yyyy) •
05/10/2020 📅

Start time (hh:mm) •
08:50

🕐 Clock out

End date (dd/mm/yyyy)
📅

End time (hh:mm)

Position •
⌄

Save   Cancel   Delete

By clicking 'clock-out' the current day and time will be recorded.

You can also manually enter the date and time if required.

You need to select the relevant position (if you have more than one)

Then   Save

You can view you recordings by selecting the magnifying glass in the middle

Flexitime balances   🔍   ➕   Add flexitime

You can search all dates by leaving the start and end dates blank. Or search specific dates by entering the ones you wish to search. Then click   Search

Flexitime search ✕

ⓘ If neither Start date nor End date are entered then all records will be retrieved
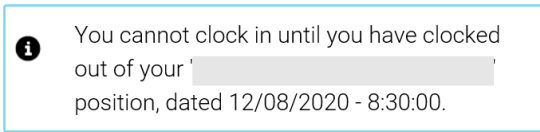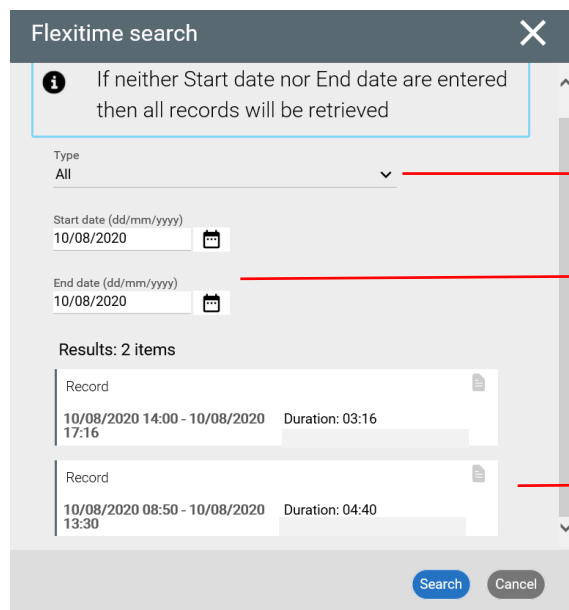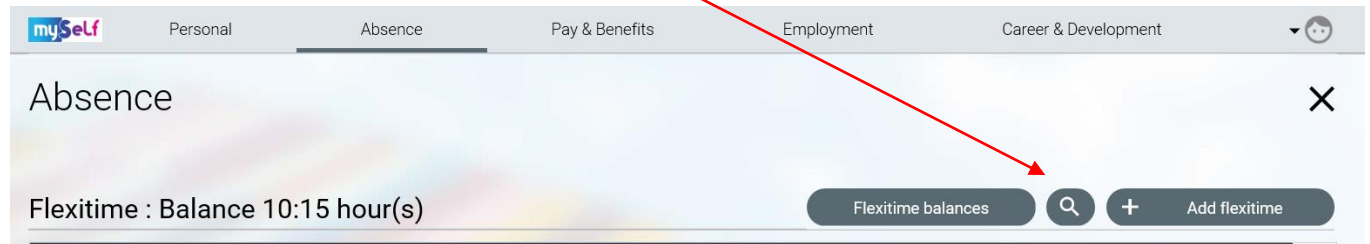
Type
All   ⌄

Start date (dd/mm/yyyy)
📅

End date (dd/mm/yyyy)
📅

2.2 How to amend your flexi if you have forgot to clock out:

If you receive the below error message, you have forgot to clock out, please follow these steps to amend the record:
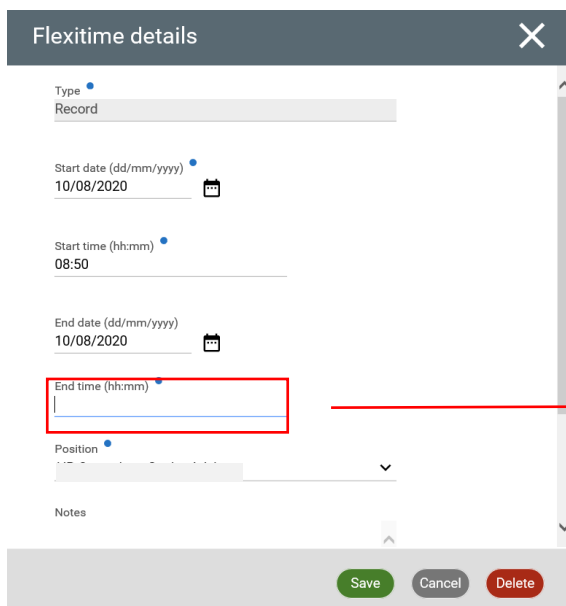
> ℹ You cannot clock in until you have clocked out of your '⬛⬛⬛⬛⬛⬛⬛⬛' position, dated 12/08/2020 - 8:30:00.

Select the magnifying glass within the absence tab:

| mySelf | Personal | Absence | Pay & Benefits | Employment | Career & Development | ▾ 😊 |

Absence   ✕

Flexitime : Balance 10:15 hour(s)   [Flexitime balances] [🔍] [+ Add flexitime]

Flexitime search   ✕

ℹ If neither Start date nor End date are entered then all records will be retrieved

Type
All ⌄

Start date (dd/mm/yyyy)
10/08/2020 📅

End date (dd/mm/yyyy)
10/08/2020 📅

Results: 2 items

Record   📄
10/08/2020 14:00 - 10/08/2020 17:16   Duration: 03:16

Record   📄
10/08/2020 08:50 - 10/08/2020 13:30   Duration: 04:40

[Search] [Cancel]

> Ensure the drop down within this field is selected to 'All'.

> Input the start and end date for the missing recording. If you are unsure of the date you can leave the fields blank. This will bring up all recordings.

> Your ticket will appear, please select the ticket that is to be amended.

Flexitime details   ✕

Type •
Record

Start date (dd/mm/yyyy) •
10/08/2020 📅

Start time (hh:mm) •
08:50

End date (dd/mm/yyyy) •
10/08/2020 📅

End time (hh:mm) •
[ ]

Position •
⬛⬛⬛⬛⬛⬛⬛⬛ ⌄

Notes

[Save] [Cancel] [Delete]

> You can see within the example the employee has forgot to clock out (there is no end time.
>
> Insert the missing time and select save.
>
> Your record and balance will now be amended.

You must update a missing flexi recording in order to clock in the next day.

2.3 Flexi Balance

The flexi period is four weeks and the dates can be found by clicking [Flexitime balances]

Flexitime period 27 Apr 2020 - 24 May 2020
Days remaining 13
Balance (hrs) -07:30

You can carry forward a maximum of 7 hours per flexi period (pro rata'd for part time employees) but cannot be in a negative of any more than more -3 hours.

The example above shows a balance of -7 hours and 30 minutes.

2.3 Booking flexi

If you wish to use flexi time that you have accumulated this should now be requested via mySelf as booking flexi.

To book flexi you select [+ Add flexitime] and change the type to **Book**

Enter the date you wish to request

Enter if this is a half day or full day

You need to select the relevant position (if you have more than one).Then [Save]

For anything less than a full/half day such as coreless this will automatically be picked up with your clocking in/out times.

An email will now be sent to your line manager with details of your request who will be able to authorise or reject your claim using myTeam. You will also receive an email confirming your request has been submitted and will receive a second email informing you of the outcome.

You will no longer be required to request the flexi leave via 'Other Absence'.

3. Deleting a Flexi Request

If you flexi request has been approved by your manager, you will have the option to delete (if applicable) by clicking on the authorised request and selecting the button.

Your request will now be deleted.

4. Email Notifications

You will receive the following email alerts when you have created a booking request for flexi leave and also when you have not recorded your working times for a certain day.

Below is an example of the email you will receive after booking a request for flexi leave:
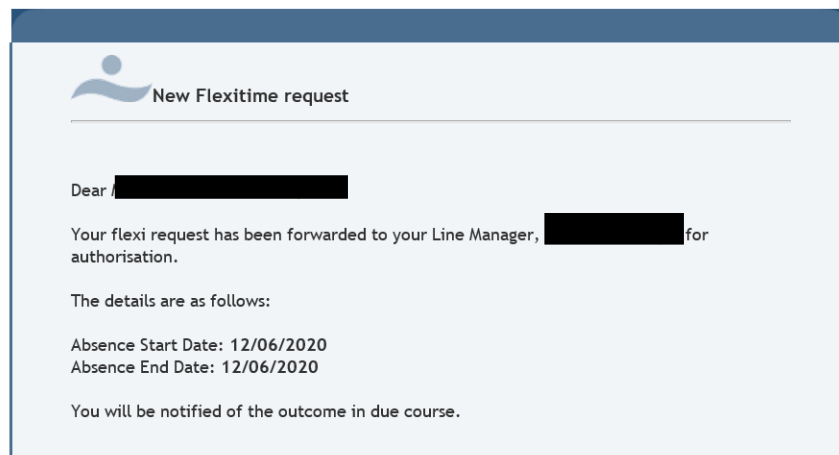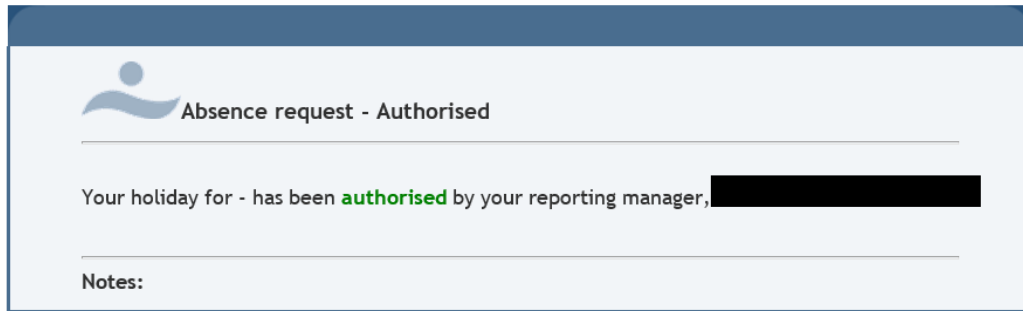

The above request will be emailed to your line manager for action. Once your line manager has actioned the request, you will be notified of the outcome.

Below is an example of the email you will receive if the request has been rejected by your line manager:
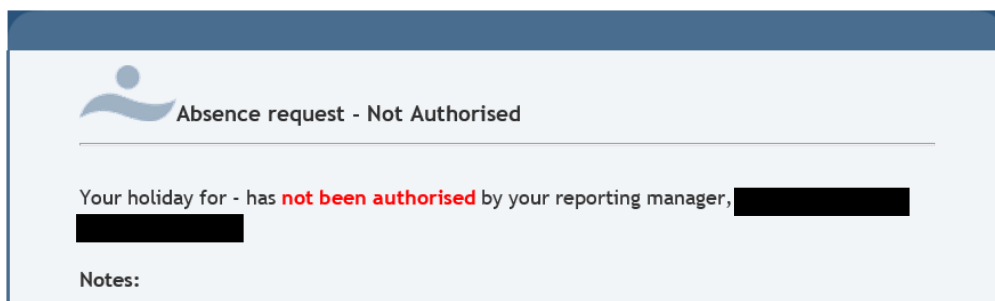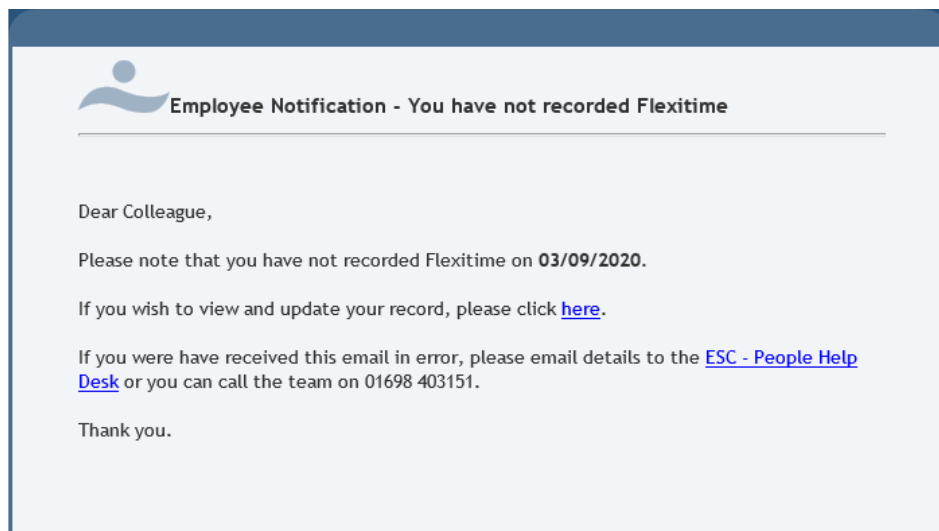
Below is an example of the email you will receive if the request has been approved by your line manager:

An employee must record all clocking in and out times on work-days

Below is an example of the email you will receive if you have not recording your clock-in times for the working day:

Your line manager will also be notified by email of the dates that you have not recorded your times. Once you receive this notification, you must update your flexi recordings to show the times that you worked and ensure your record is accurate. All employees should do this as soon as possible.

5. Reporting

Your manager will have the facility to run reports which will provide them with a history of your flexi recordings and balance. The report will also include any missing recordings (you have forgot to clock in and out). These missed recordings will need to be input by yourself in order for your flexi balance to be accurate.

[end of guidance document]