
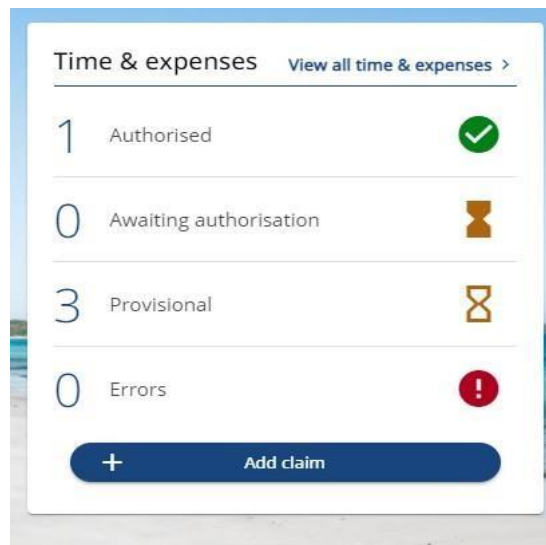


## Quick 7-step guide to making a claim on mySelf for Extra Curriculum Payments

- 1) Log on to your  account ([www.northlanarkshire.gov.uk/myself](http://www.northlanarkshire.gov.uk/myself)) Remember: your **Username** is your employee reference number.
- 2) From the **“Time & Expenses”** window on your main Dashboard screen
- 3) Select **“Add Claim”**:-



- 4) Input the **Start date** (claim date). Also, add **Job title** & **Claim Template** as shown below:

Time & Expenses claim entry: New

Start date (required)  
 

Job title (required)

Claim template (required)

Then click



5) Populate all the information below on the following page. (Guidance links are available on this page if more information required).

Element	Date	End Date (if different from Start Date dd/mm/yyyy)	School/Prog Cost Code (click on the magnifying glass below)	Reason for Claim	Number of Hours
Extra Curriculum Payment	<input type="text"/>	<input type="text"/>	<input type="text"/>	*Click to select option*	<input type="text"/> + -
Extra Curriculum Payment	<input type="text"/>	<input type="text"/>	<input type="text"/>	*Click to select option*	<input type="text"/> + -
Extra Curriculum Payment	<input type="text"/>	<input type="text"/>	<input type="text"/>	*Click to select option*	<input type="text"/> + -
Extra Curriculum Payment	<input type="text"/>	<input type="text"/>	<input type="text"/>	*Click to select option*	<input type="text"/> + -
Extra Curriculum Payment	<input type="text"/>	<input type="text"/>	<input type="text"/>	*Click to select option*	<input type="text"/> + -
					0.00

**Element Code** – The only element now used is **331 Extra Curriculum Payment**.

**Date** – should be date completed the overtime (DD/MM/YYYY).

**End Date** should be input if different from the Start Date (DD/MM/YYYY)

**School/Prog Cost Code** – Enter the cost code by selecting magnifying glass & choosing the school you worked in. Please ensure any claims for different schools are on separate claims.

**Reason for Claim** is either **Club365, Digital Activity, Easter School, Summer School, Home Tuition, Summer School** or **Supported Study**. Please choose which is applicable to your claim.

**Number of Hours** is total number of hours worked. **(Note: please remember to deduct any breaks)**

**Please Note** :For claims regarding Overtime/Summer School for Headteachers, please claim under **Education – Directorates** for these to go directly to the Education Manager for authorisation.

Once this is all completed, please click 

6) On this new page that appears (screenshot below)

**Time & Expenses claim submission:**

Claim template

NLC - Extra Curriculum Payment - New

Job title

Senior Advisor - Process Re-Engineering

Time and expenses claim reference

EXTRACURRPAY000455

Payroll

0407FW

Start date

22/06/2022

Comments

By submitting this form you are certifying that;

- The hours claimed were for Extra Curriculum work for North Lanarkshire Council on the specified dates.

Authorising group


AS - Club 365 (All Sites) ▼

Authorising role

▼

Password

+ Receipt attachments

- a) select the **Authorising group**, this will be the school you worked in
- b) Then select **Authorising role** and select the Authorising Managers name in the establishment in which you worked.
- c) Please enter your  password

Once completed, select



The manager you selected will now receive a notification to view/authorise your claim as applicable. You can view the status of your dashboard or under **My Pay - Time & Expenses section** on mySelf.

**Please Note :-**

A claim that states 'Provisional' means that the claim has **NOT** been sent to the Authorising Manager. You must click into this claim and submit it to be paid for it.