



North Lanarkshire Council

Employee Guidance – Claiming Casual Shifts



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Senior Process Reengineering Advisor	Adriana Rybarczyk	March 2024	3

Version Control

Version	Date Completed	Author	Description
0.1	22 June 2022	Adriana Rybarczyk	V1
0.2	22/05/2023	Christopher Tollan	V2
0.3	28/02/2024	Kirsty Moffat	V3 – refreshed version, additional information on element codes within the claim forms.

Version Control History

Document Name: Employee Guidance – Claiming Casual Shift

Document Owner(s):

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Overview

This Guidance Note will explain to you how to submit claims to be authorised, amend, or delete your casual claims via mySelf.

If you have any issues or difficulties when trying to make a claim, you can contact us for support in the following ways:-

For staff live on myNL Portal - Please raise a [People Helpdesk General Enquiry](#) request form.

For staff not yet live - Please email ESC-HelpDeskTeam@northlan.gov.uk

1. Logging In

Go to www.northlanarkshire.gov.uk/myself and log in.

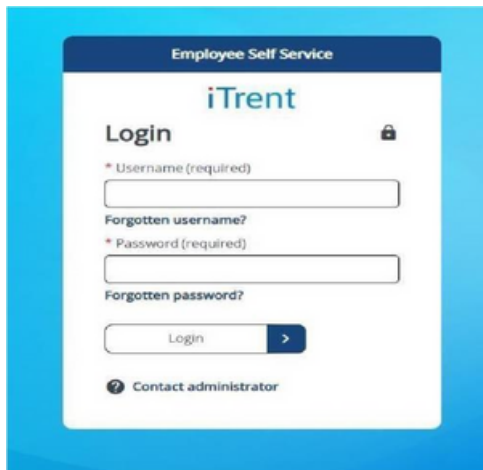
You will see 2 buttons – **Single Sign-on** and **A Different Account**

Single Sign-on

Only use single sign on if you have been instructed to do so. (For single sign-on users, login information can be found [here](#))

A different account

If you have not been instructed to use single sign-on, click on ‘A different account’ button to progress to the login screen.

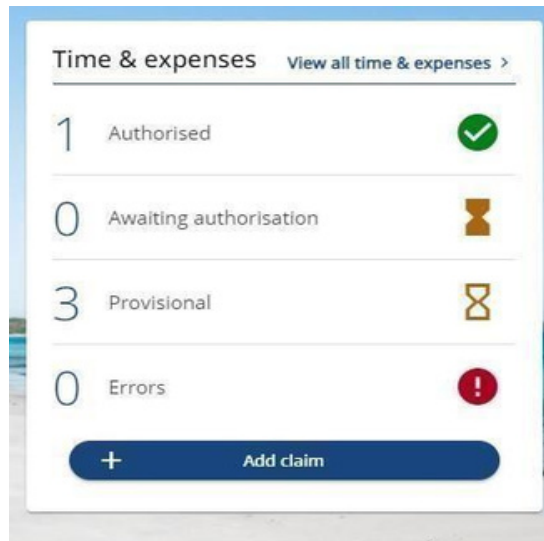


Your username is your employee number. If you do not know your password, please use the “forgotten password” function. If this fails and you have a MyNL Portal login details, please contact us by raising a case or live chat on myNL Portal via mobile app or by website or by clicking here - [MyNL Portal](#).

If you do not, please contact us at myselfassist@northlan.gov.uk


2. Processing a Claim

From the **“Time & Expenses”** window on your main Dashboard screen, select **“Add Claim”**:-



The below screen/fields will appear for completion as per below guidance: -

Time & expenses claim entry: New

Start date (required)
 

Job title (required)

Claim template (required)

Start date – This is the day start date of your claim i.e., the date you are starting the claim.

(Important - No future dated claims should be submitted, i.e. overtime worked must be fully completed prior to a claim being processed for authorisation)

Job title – Please choose the relevant job in which you completed the overtime (if you have more than one contracted position)

(Important – if you are employed in more than one post, please ensure you select the correct post from the drop-down list available, as this will affect your rate of pay).

Claim Template – There are number of claim templates available. All service templates will allow you to claim for casual work, for example: **NLC - Overtime Claim Form (Chief Executives Office) V2**
Select a service template appropriately, based on the service you are employed under.

There are additional casual claim templates for specific areas:

- NLC – Casual Supply 1140 [ELC Key Worker] Claim Form NLC –
- Overtime Claim (Former CLNL) – Casual Employees Only

(Important – please ensure you select the correct template from the dropdown list available. If you select the wrong template, your Manager will not be able to authorise your claim.)

Once all the above fields have been completed, select **“New”** (bottom right-hand side).

You will be directed to the **“Time & Expenses Claim Entry”** screen.

Please ensure you read the guidance/instructions provided on the screen carefully before completing your claim(s). Links are also available on the page on mySelf to provide further support if required.

Scroll down to the bottom of the page, where you will find the below overtime fields for completion, as per guidance/instructions provided on screen: -

Please ensure the Date is the date that you earned the hours.

Important – Any unpaid breaks should not be included in your claim.

Example

Element	Date	Reason for Claim	Start Time	Finish Time	Cost Code	Number of Hours
Casual Work	29/02/2024	Casual Work	13:15	14:15	Cost Code - Do not enter -	1.00

1.00

Please select reason Casual Work from the available drop-down menu.

Once all fields have been completed, select **“Submit”** at the bottom of the screen.

Time & expenses claim submission:

Claim template
NLC - Overtime Claim Form (Chief Executives Office) V2

Job title
Advisor - Process Re-Engineering

Time and expenses claim reference
MILNT00006852

Payroll
0407FW

Start date
28/02/2024

Comments
By submitting this form you are certifying that:
· The amounts claimed were incurred whilst on Council business
· The amounts claimed are in line with the scheme of allowances approved by the Council.

Authorising group

Authorising role

+ Receipt attachments


- Each individual claim form has a list of Authorising groups and managers attached, ensure you know who the authorising manager is for your claim, select which Authorising Group you come under and then choose the Authorising manager.
- If you are unsure where the authorising manager is located, please raise an enquiry, or contact our People Helpdesk Team.
- Some Authorising Groups have Multiple Authorisers. This means your claim will be sent to all Authorising Managers within the group, when your claim is approved it will disappear of managers to do list. This ensures that, should your manager be unavailable the claim can be approved by another Authorised Signatory within your unit.

Prior to finalising your claim for authorisation, please enter your **“mySelf”** password as requested and select **“Submit”**.

Important - By entering your mySelf password, you are confirming all information you have entered is accurate, as well as agreeing to the rules and regulations associated with claiming overtime.


Once submitted, your claim will be sent directly to the designated manager you selected, via e-mail, for authorisation.

OVERTIME & ALLOWANCES REQUEST - NEW



You have submitted an **Overtime** & Allowances claim which has been sent to the manager you have selected for authorisation.

You will be notified of the outcome in due course.



Mr Joe Bloggs


Reference: FSSCC00001472
 Start date: 07/02/2022
 Position: ████████████████████
 (Position) - Occupant(s) Mr Joe Bloggs
 Payroll: 0416FO

Element	Type	Time/Units/Miles	Cash amount
Overtime Plain	Units	2	23.69
Total			23.69

These values are provisional. The final values will be shown on the payslip.


Need further support?: If you've requested this claim in error, please click [here](#) to log back into mySelf, and cancel the applicable claim.

You can also contact the ESC - People Help Desk Team by [email](#). Thank you.



You will also be sent an e-mail confirming your claim has been sent to your Manager for authorisation.

EMPLOYEES OVERTIME & ALLOWANCES REQUEST




Your amended Overtime & Allowances payment request, reference number MILNT00001063, has been **authorised** by your authorised signatory.

Did you know?: you'll find a wealth of employee info on [myNL](#).

If you need to login in to mySelf again, click [here](#).

You can also contact the ESC - People Help Desk Team by [email](#).

Thank you.

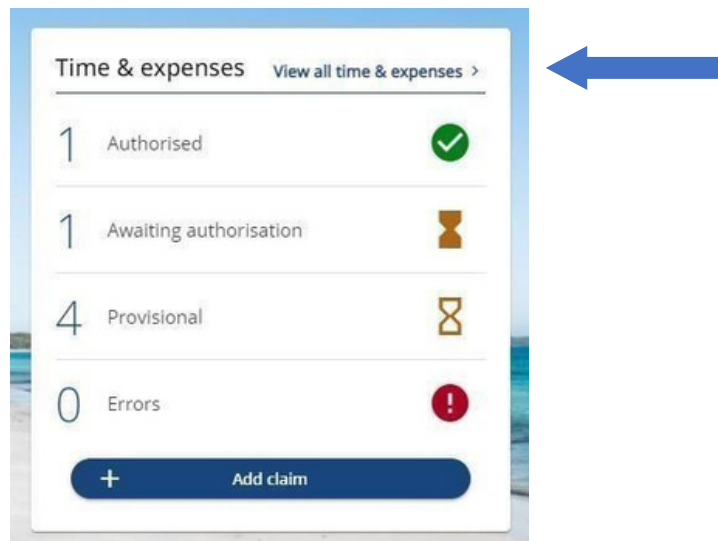


You will then receive an e-mail notification from your Manager to confirm if your claim has been authorised or rejected.

Important – If you any queries regarding your overtime claim, please contact your Manager in the first instance.

Once the claim has been approved or rejected, you will receive an email letting you know this.

3. [Cancelling/Amending a Claim](#)



You can cancel/amend a claim that has already been submitted, providing the claim **has not been authorised by your Manager**. The status of your claim can be viewed in the time & Expenses Window, to view your claim, select **"View all Time & Expenses"** at the top of the window, as indicated above.

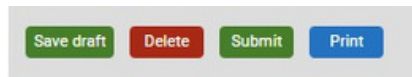
You will be directed to the below screen, which will detail all claims submitted and what **status** they are currently sitting at, if you need to go back further, use the **date search function**. –

If you click on the claim **"Awaiting Authorisation" or "Provisional"**, you will be taken back to the claim screen.

If you have opened the **"Provisional"** claim, you can add or amend the claim form and then either **save draft** or **submit** to be processed.

Please note that if your claim is Provisional this has not been sent to the manager to authorise you need to submit the claim, once submitted it will change from Provisional to Awaiting Authorisation.

If you need to **delete** a claim that is **Awaiting authorisation**, select **delete** then enter your *myself* password to confirm the cancellation.



! By cancelling this claim any linked workflow tasks will also be cancelled.

Cancel time & expenses claim:

Claim template
M.E. - General Claims Form (PSS
Catering/Cleaning only)
Job title
Recruitment Sector Advisor
Time and expenses claim reference
F30C00001458
Payroll
0416FD
Start date
19/01/2022

Password

Cancel

The below screen will appear to confirm you want to cancel the claim. Click **“OK”**:-

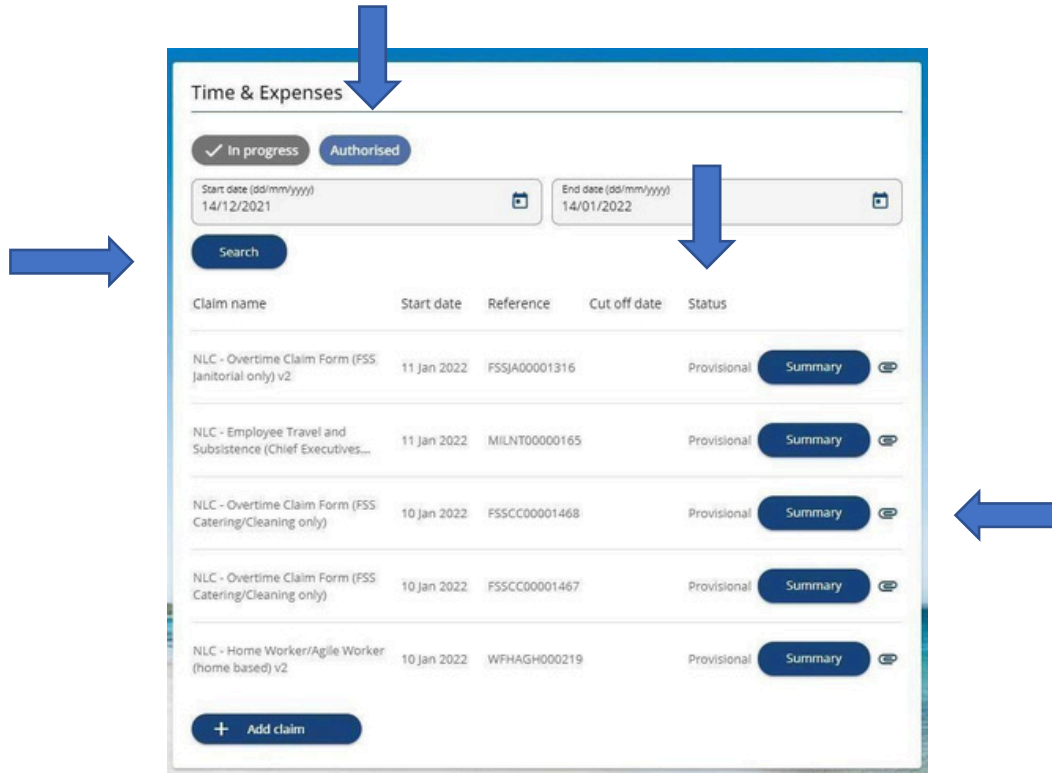


4. Reviewing Authorised Claims

Once a claim has been authorised, it will no longer be visible within the above **“In Progress” “Time and Expenses”** screen.

To view previously authorised claims, click the **“Authorised”** Tab at the top of the screen, as indicated below, some claims may have been Authorised but not paid, this is due to the payrun deadlines, and the claim will be paid in the next available pay. (Please check the payrun deadlines which can be found by searching Pay Deadlines on MYNL Portal or by clicking here - [Pay Deadlines](#)).

This is a best practice procedure to prevent submitting another claim creating a duplicate claim, we run regular Audit checks to identify duplicate claims, if you have submitted duplicate claims then the overpayment will be recovered off your next available pay.



Time & Expenses

In progress
 Authorised

Start date (dd/mm/yyyy) 14/12/2021
 End date (dd/mm/yyyy) 14/01/2022

Claim name	Start date	Reference	Cut off date	Status
NLC - Overtime Claim Form (FSS Janitorial only) v2	11 Jan 2022	FSSJA00001316		Provisional <input type="button" value="Summary"/> <input type="button" value="CP"/>
NLC - Employee Travel and Subsistence (Chief Executives...	11 Jan 2022	MILNT00000165		Provisional <input type="button" value="Summary"/> <input type="button" value="CP"/>
NLC - Overtime Claim Form (FSS Catering/Cleaning only)	10 Jan 2022	FSSCC00001468		Provisional <input type="button" value="Summary"/> <input type="button" value="CP"/>
NLC - Overtime Claim Form (FSS Catering/Cleaning only)	10 Jan 2022	FSSCC00001467		Provisional <input type="button" value="Summary"/> <input type="button" value="CP"/>
NLC - Home Worker/Agile Worker (home based) v2	10 Jan 2022	WFHAGH000219		Provisional <input type="button" value="Summary"/> <input type="button" value="CP"/>

5. Element Codes

The table below details the various Element Codes:-

Element Name	Element Code	Criteria
Casual Worker Payment	384	Hourly rate + Holiday Allowance