



Additional guidance including COVID-19 records



**Employee  
Service Centre**

**LIVE  
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WORK  
INVEST  
VISIT**

## Version Control

Version	Author	Date Completed	Description
0.1	Nichola Millen	05/06/20	Initial guide
0.2	Nichola Millen & Amiee McGarrell	13/07/20	Amendment to Future State T&C and general guidance
0.3	M Lennon, N Millen & A McGarrell	28/07/2020	Revision to T&C
0.4	Amiee McGarrell	31/07/2020	Additional info added re: PC asset number
0.5	Kirsty Moffat	07/12/2021	updated screen shots
0.6	Amy Dale	23/03/2022	Review of document. Updated screenshots and ensured information matched current system. Removal of asset number information as this is no longer used.

## Developed By:

Job Title	Name	Date
0.1	Workforce Systems Development Team	June/July 2020

## Reviewed & Approved By:

Job Title	Name	Date	Version Approved
Workforce Systems Development Lead	Mark Lennon	June/July 2020	0.1/0.2/0.3

## Document Owner

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## Overview

This is additional guidance in relation to the standard myTeam guidance, to highlight additional areas within myTeam for you to be able to view some key areas where information has been or has still to be recorded for your employees during the COVID-19 period and beyond.

This includes:

- Link to myNL where lots of information is available and updated regularly
- Employee information if they have been tested for COVID-19
- The current location of the employee's work status due to COVID-19
- Additional information recorded to help establish tools necessary for employees working from home

## myTeam Main Menu

Log into myTeam as normal

[https://ce0076li.webitrent.com/ce0076li\\_web/wrd/run/etadm001gf.open](https://ce0076li.webitrent.com/ce0076li_web/wrd/run/etadm001gf.open)

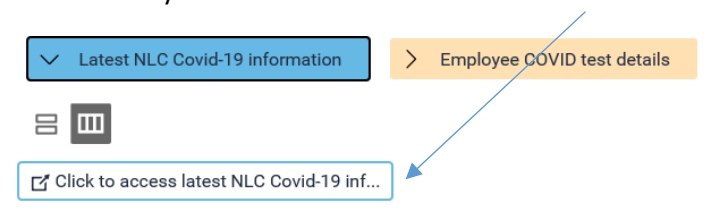


Then click on 'Click here to view all COVID-19 information'

## Covid-19

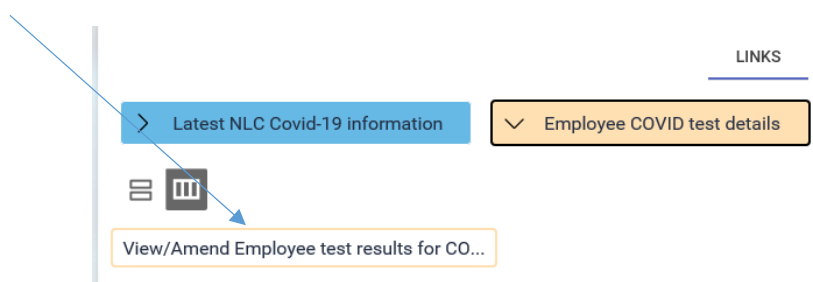
Link to updated information on Coronavirus

**myNL** is updated regularly with NLC and NHS guidance to managers regarding coronavirus. To access this information, you can click on this link (<https://www.mynl.co.uk>) or click on the tab '**Latest NLC COVID-19 information**' in myTeam then the box as shown below:



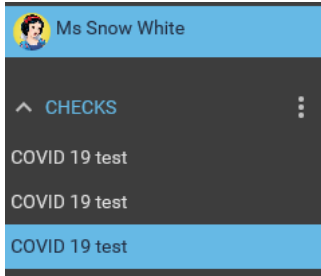
## Employee COVID test details

To view/add your employee's covid-19 test results, click on the tab '**Employee COVID test details**' then the box as shown below:




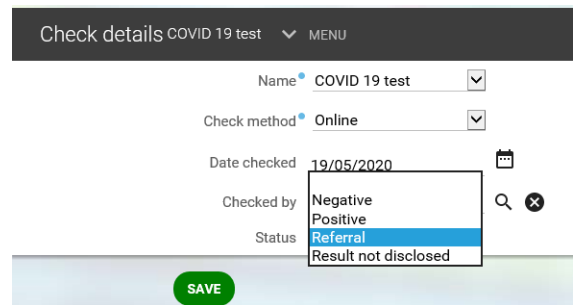
View/Amend Employee test results for CO...


By selecting  Surname  and then entering the employee's details you will be able to enter the test results for an employee if they have had a test carried out.



- Name** – Select COVID 19 test
- Check method** – Online
- Date Checked** – Date test was undertaken or referred if no result given
- Checked by**- Leave blank and once saved your name will appear
- Status** –Choose from Negative, Positive, Referral or Result not disclosed

You can then expand the information using this icon  to the right of the information which will expand and show more detail or you can click on any of the entries to see more details. For example;

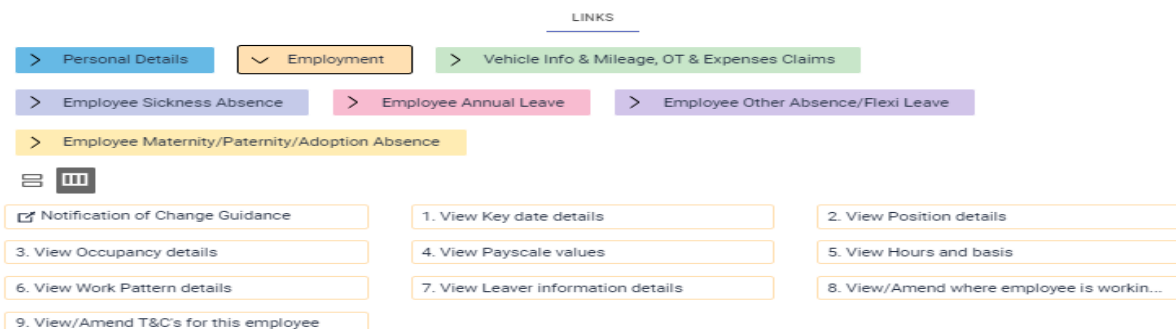


Once all the information is entered select .

Other relevant information referring to PVG and SSSC can also be viewed on this screen but should not be amended at this time.

## Where employee is working from

The information contained here is in addition to the employee's place of work and is aimed to show where they are currently, such as working from home or stood down. You will have access to add/amend this information.







## T&C's for this employee

By clicking on  in the same area of  as above and selecting the employee and their position you will be able to view other relevant information such as the employee having equipment to work from home. There are seven terms and conditions set up against employees which are explained below:

Terms and Condition	Possible Outcome	Explanation
IT equipment required	Yes No	Employee requires IT equipment to carry out position
Position can be undertaken from home	Yes No	The position can be worked from home by employee
Access to Corporate Network required	Yes No	Access to NLC network is required
Risk Assessment for Home Working completed	Yes No	Risk assessment has been carried out to allow position to be carried out
PC Based Equipment provided for home working	No Pending Yes- Laptop & Monitor Yes- Laptop & Monitor & Keyboard/Mouse Yes- Laptop & Multiple Monitors Yes- Laptop & Multiple Monitors & Keyboard/Mouse Yes- Laptop only	Equipment is required in employee's home to allow home working
Mobile phone provided	Yes – Mobile Phone No- Mobile Phone	Equipment is required in employee's home to allow home working
Furniture provided for home working	No Yes- Chair Yes- Chair & Footrest Yes- Chair & Sit/Stand Desk Yes- Chair & Sit/Stand Desk & Footrest Yes- Sit/Stand Desk Yes- Sit/Stand Desk & Footrest	Equipment is required in employee's home to allow home working



This allows you to see at a glance what is required for staff. You can change these outcomes or add a new one by selecting [View/Amend T&C's for this employee](#) and the employee whose record you wish to amend. You can click on an existing T&C which is already there and change or select 'New' and add a new one:

If the employee has received equipment you can select **New** and then choose each of the following from the **T&C Item**: 'Furniture provided for Home Working', 'Mobile phone provided' and 'PC based equipment provided for home working'. In **Choice**, please select the correct option for each T&C, all options are shown below. Enter the date received and select **SAVE**.

The screenshot shows a web form titled 'Terms & Conditions'. At the top, it says 'Terms & conditions New' with a dropdown arrow and 'MENU'. Below this, there are three icons: a refresh icon, a print icon, and a user profile icon. The form contains the following fields:

- T&C Item\*: Furniture provided for Home Working (dropdown menu)
- Choice\*: A dropdown menu with 'No' selected.
- Notes: A text area containing 'Yes - Chair', 'Yes - Chair & Footrest', 'Yes - Chair & Sit/Stand Desk', 'Yes - Chair & Sit/Stand Desk & Footrest', 'Yes - Sit/Stand Desk', and 'Yes - Sit/Stand Desk & Footrest'.
- Start date\*: A date input field.
- End date\*: A date input field.

A green 'SAVE' button is located at the bottom center of the form.

The screenshot shows a web form titled 'Terms & Conditions'. At the top, it says 'Terms & conditions New' with a dropdown arrow and 'MENU'. Below this, there are three icons: a refresh icon, a print icon, and a user profile icon. The form contains the following fields:

- T&C Item\*: Mobile phone provided (dropdown menu)
- Choice\*: A dropdown menu with 'No' selected.
- Notes: A text area containing 'Yes'.
- Start date\*: A date input field.
- End date\*: A date input field.

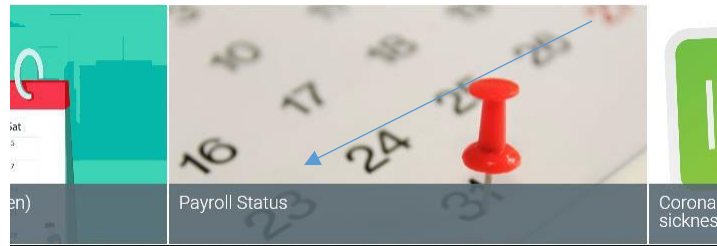
A green 'SAVE' button is located at the bottom center of the form.

The screenshot shows a web form titled 'Terms & Conditions'. At the top, it says 'Terms & conditions New' with a dropdown arrow and 'MENU'. Below this, there are three icons: a refresh icon, a print icon, and a user profile icon. The form contains the following fields:

- Level\*: A dropdown menu.
- T&C Item\*: PC Based Equipment provided for Home Working (dropdown menu)
- Choice\*: A dropdown menu with 'No' selected.
- Notes: A text area containing 'Pending', 'Yes - Laptop & Monitor', 'Yes - Laptop & Monitor & Keyboard/Mouse', 'Yes - Laptop & Multiple Monitors', 'Yes - Laptop & Multiple Monitors & Keyboard/Mouse', and 'Yes - Laptop only'.
- Start date\*: A date input field.
- End date\*: A date input field.

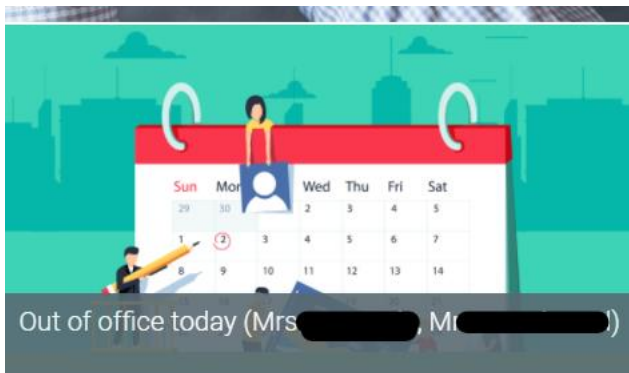
A green 'SAVE' button is located at the bottom center of the form.

**Please note** – you will only be able to make changes to this screen when the payroll for the employee is open. If you see a message telling you the employee’s record is locked you will need to try again when it re opens. You can check the status by clicking on the myTeam homepage:



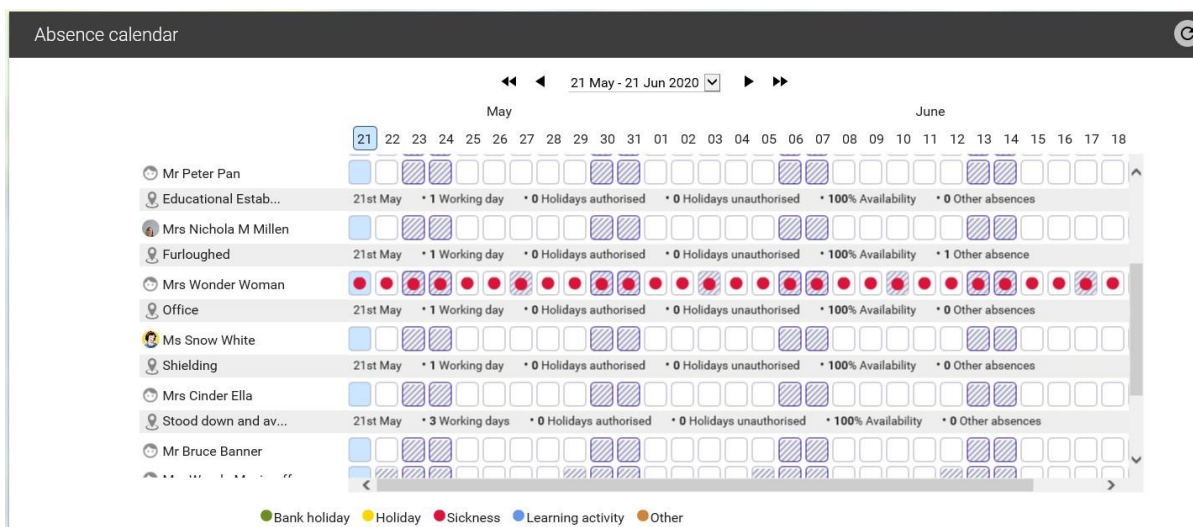
## Other useful screens

If an employee is sick or using any special leave this is visible from the main home page carousel under “Out of office today”:



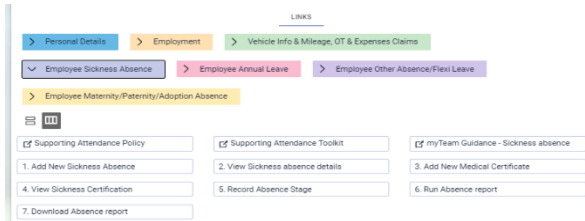
## Absence Calendar

You can view your calendar and see at a glance where your employees are currently working from:



## Sickness Absence

If you have an employee who is currently absent with a covid sickness reason then you can view this information under the standard People > Absence Screen and sickness absence:



The screenshot shows the 'Sickness absence details' form for Ms Snow White. The form is titled 'Sickness absence details Ms Snow White' and includes a 'MENU' button. The form is divided into several sections: 'Sickness period' with a dropdown menu set to 'More than one day'; 'Absence start' with fields for 'Absence start date' (05/05/2020) and 'Absence start type' (Full day); 'Absence end' with fields for 'Absence end date', 'Absence end type' (Full day), and 'Expected end date'; and 'Absence' with fields for 'Absence type' (Sickness) and 'Absence reason' (Coronavirus (Suspected) - 26). There is also a 'Hide absence reason' checkbox.

If you need additional help or guidance, please contact the Employee Service Centre People Helpdesk on 01698 403151 or [esc-helpdeskteam@northlan.gov.uk](mailto:esc-helpdeskteam@northlan.gov.uk)