



**Employee
Service Centre**

**North Lanarkshire
Council**



Employee Guidance – Claiming Overtime

Facility Support Service – Janitorial only

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1	August 2020	Fiona Farrell	V1
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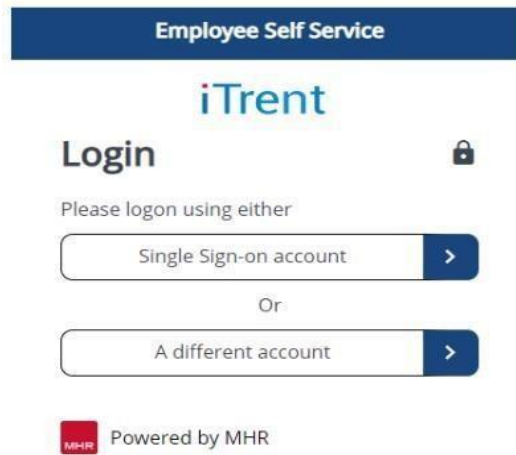
Overview

This guide will explain to you how to claim overtime via mySelf.

We hope that you find this guide useful. If you have an issues or difficulties when processing claims via **mySelf**, please contact the Employee Service Centre People Help Desk Team who will be able to support you. They can be contacted by Telephone: 01698 403151 or email ESC-HelpDeskTeam@northlan.gov.uk.

1. Logging in

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



The screenshot shows the 'Employee Self Service' header in a dark blue bar. Below it is the 'iTrent' logo. The main heading is 'Login' with a lock icon. The text 'Please logon using either' is followed by two buttons: 'Single Sign-on account' and 'A different account', both with right-pointing arrows. Below the buttons is the text 'Or'. At the bottom left is a red 'MHR' logo and the text 'Powered by MHR'.

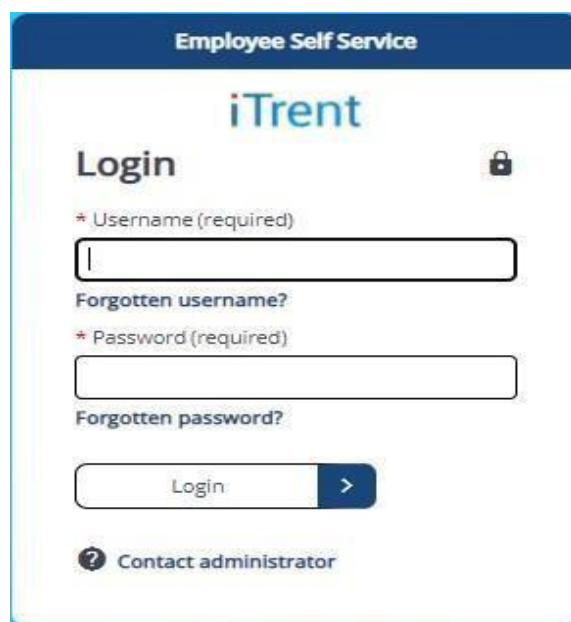
You will see 2 buttons – **Single Sign-on** and **A Different Account**

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.

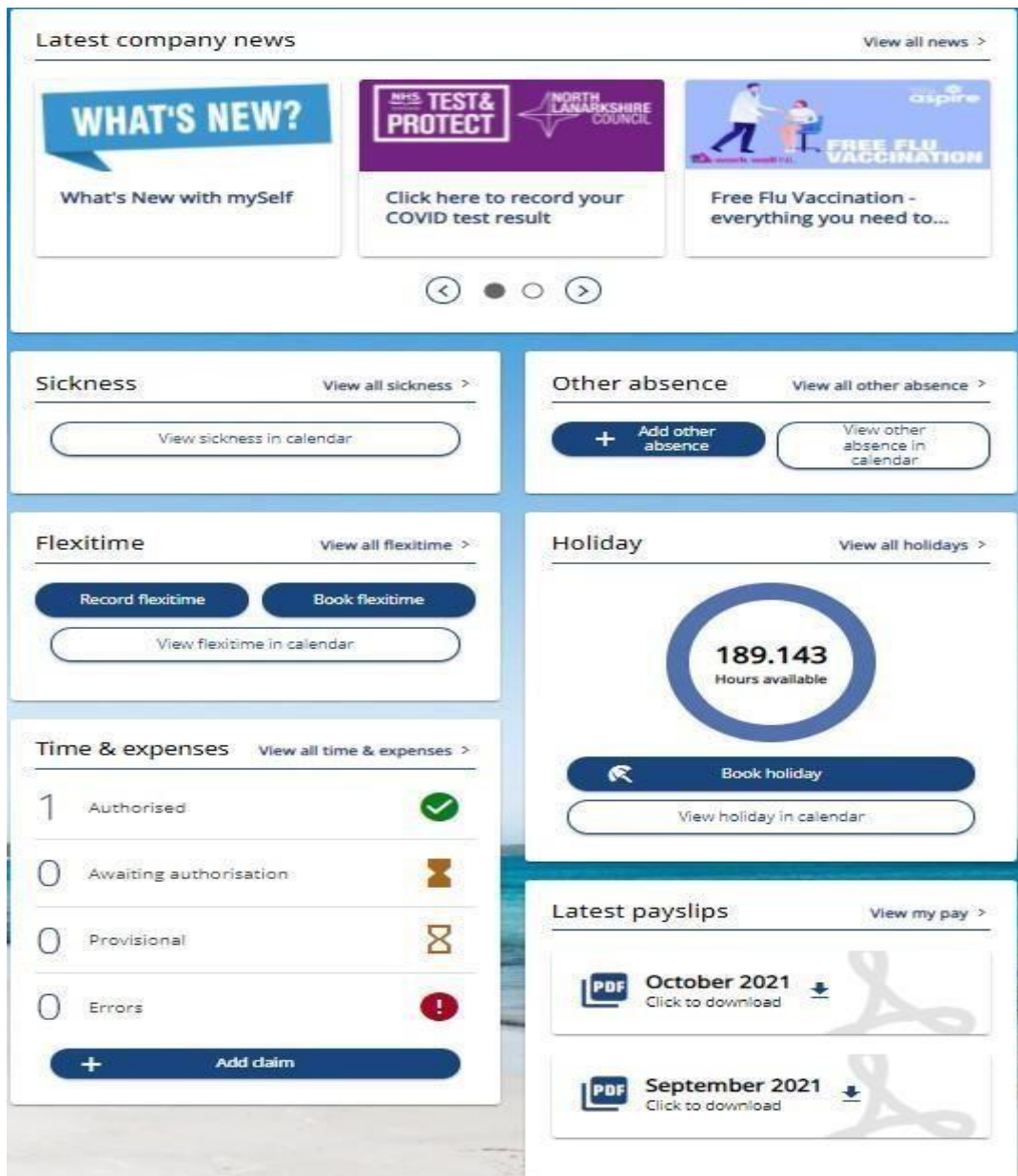


The screenshot shows the 'Employee Self Service' header in a dark blue bar. Below it is the 'iTrent' logo. The main heading is 'Login' with a lock icon. The form contains two required fields: '* Username (required)' and '* Password (required)'. Below the username field is the text 'Forgotten username?' and below the password field is 'Forgotten password?'. At the bottom is a 'Login' button with a right-pointing arrow. Below the button is a question mark icon and the text 'Contact administrator'.

Your employee number is your username.

*If you are having difficulty logging into your mySelf account. Please try the forgotten password option to reset your password, If you are unsure of your username, please use the Forgotten Username option, Please click '**Contact administrator**' for further guidance.*

Once logged in you will see the dashboard below.

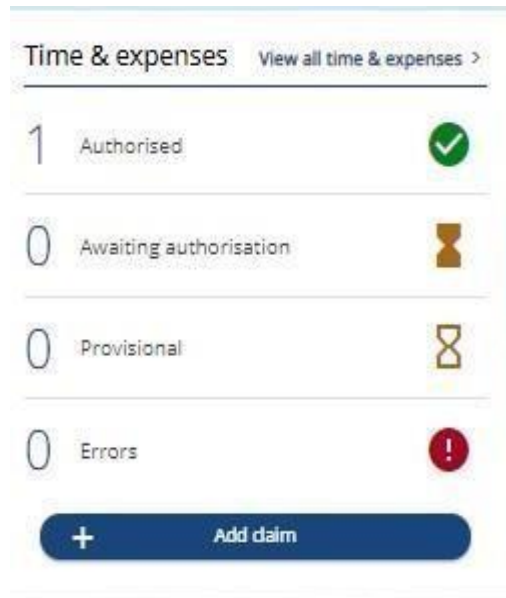


The dashboard is organized into several sections:

- Latest company news:** Features three promotional cards: 'WHAT'S NEW? What's New with mySelf', 'NHS TEST & PROTECT Click here to record your COVID test result', and 'FREE FLU VACCINATION - everything you need to...'. Includes a 'View all news >' link.
- Sickness:** Includes a 'View all sickness >' link and a 'View sickness in calendar' button.
- Other absence:** Includes a 'View all other absence >' link, an '+ Add other absence' button, and a 'View other absence in calendar' button.
- Flexitime:** Includes a 'View all flexitime >' link, 'Record flexitime' and 'Book flexitime' buttons, and a 'View flexitime in calendar' button.
- Holiday:** Displays '189.143 Hours available' in a large circular graphic, a 'Book holiday' button, and a 'View holiday in calendar' button.
- Time & expenses:** Shows a list of claim statuses: 1 Authorised (green checkmark), 0 Awaiting authorisation (hourglass), 0 Provisional (hourglass), and 0 Errors (red exclamation mark). Includes an '+ Add claim' button.
- Latest payslips:** Shows two PDF links for 'October 2021' and 'September 2021', each with a 'Click to download' link and a download icon.

2. Making a Claim

To make a claim, select '**Add claim**' at the bottom of this section;



The screenshot shows a dashboard titled "Time & expenses" with a link "View all time & expenses >". Below the title, there are four rows of status counts and icons:

Status	Count	Icon
Authorised	1	Green checkmark
Awaiting authorisation	0	Hourglass
Provisional	0	Hourglass
Errors	0	Red exclamation mark

At the bottom of the dashboard is a blue button with a white plus sign and the text "Add claim".

The screen below will appear;



The screenshot shows a form titled "Time & Expenses claim entry: New". The form contains the following fields:

- Start date (required)**: A text input field containing "31/01/2022" and a calendar icon.
- Job title (required)**: A dropdown menu with "Facilities Officer" selected and a downward arrow.
- Claim template (required)**: A dropdown menu with "NLC - Overtime Claim Form (FSS Janitorial only) v2" selected and a downward arrow.

Please choose a start date from when the overtime commenced. **(Please note: you cannot claim for any future dated claims)**



Employee Service Centre

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

Please choose the above claim template **NLC – Overtime Claim Form (FSS Janitorial Only)** **(Please note: only the most recent template will be shown)**

Please select 'New' at the bottom of the tile (shown above) to commence the next page

You will then be re-directed to the page below. Please ensure you follow the instructions given on how to process a claim. *Please note, there are direct links to guides on this page on myself highlighted below:*

Time & Expenses claim entry: (New)

Job title: Facilities Officer
Employee: Mr Peter Pan

Page 1 | Page 2

Any Overtime you have incurred (whilst on Council business) should be claimed through the payroll system using this claim form as follows:

1. Select from drop down menu type of overtime being claimed e.g Additional Basic, Time & a Half & Double time etc.
2. Select date overtime was incurred from the calendar below. Please ensure each claim is relating to the actual date the hours were worked. Separate entries must be made for each day overtime was incurred.
3. Enter the reason for overtime claim. Please ensure the reason is detailed for example Vacancy, Sickness or Call out etc.
4. Enter start and finish times for overtime worked.
5. Enter a Cost Code. To ensure your claim can be authorised by the correct authorising manager, please ensure each cost code is entered for each claim. All cost centres must be input with a **capital letter** in order for the system to process payment.
6. Enter the number of hours worked.
7. Once completed click 'Submit' to forward this claim to your Authorised Signatory for approval.

To claim for allowances click on 'Page 2' above.

mySelf overtime guide can be found [HERE](#)

Guide for element codes/reasons for overtime claiming, cost centres and area managers can be found [here](#).

mySelf opening & closing dates and pay schedules can be found [here](#).

If you require further support, please contact ESC People Help Desk Team on 01698 403151 or by [email](#).



Once you have read the instructions given – please scroll down the bottom of the page to 'Submit' your overtime claim (example provided below):

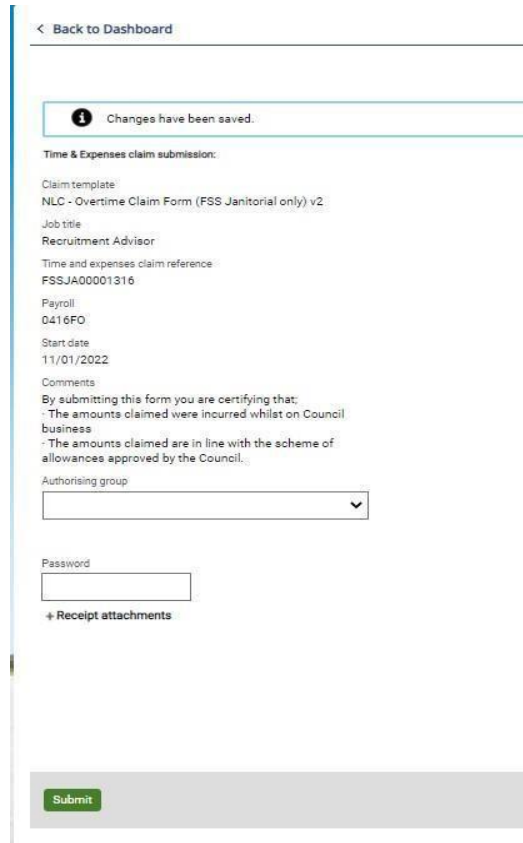
Element	Date	Reason for Claim	Start Time	Finish Time	Cost Code	Number of Hours	
							+ -
							+ -
							+ -
							+ -
							+ -
							+ -
							+ -
							+ -
							+ -
							+ -
						0.00	

Save draft Submit Print

(Please note: remember to subtract any breaks as per example & if you are submitting more than

one overtime claims please use the additional fields provided click on the + sign to add more if required)

Once you have input the required information – please select ‘Submit’. This will bring up the following screen:



The screenshot shows a web form for submitting a Time & Expenses claim. At the top left, there is a link '< Back to Dashboard'. Below this is a green notification box with an information icon and the text 'Changes have been saved.'. The main section is titled 'Time & Expenses claim submission:' and contains the following fields and text:

- Claim template: NLC - Overtime Claim Form (FSS Janitorial only) v2
- Job title: Recruitment Advisor
- Time and expenses claim reference: FSSJA00001316
- Payroll: 0416FD
- Start date: 11/01/2022
- 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: A dropdown menu with a downward arrow.
- Password: A text input field.
- + Receipt attachments: A link to add attachments.

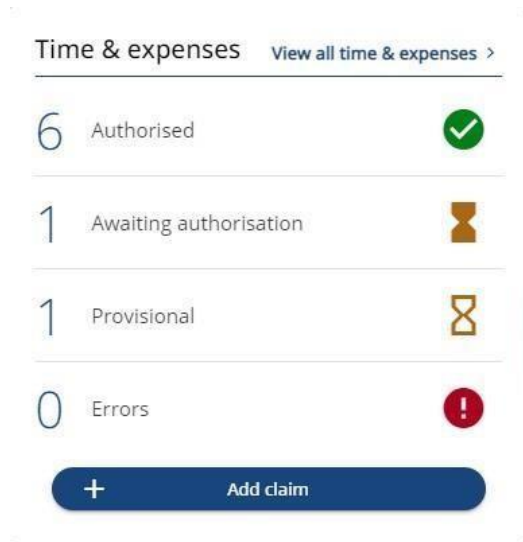
At the bottom of the form is a large grey button labeled 'Submit'.





Under Authorising group, select ‘AS –Enterprise & Communities – Facility Support Services’

Under Authorising role, you should select the name of your Assistant Area Manager who will receive the request.

To confirm your request, you are required to enter your mySelf password to confirm that you are agreeing to the rules and regulations of claiming overtime.

Once you have entered your password, click the **Submit** button, and this will take you back to the dashboard. You will now see that you have '**1 Awaiting authorisation**' in the Time & Expenses box.



Time & expenses		View all time & expenses >
6	Authorised	
1	Awaiting authorisation	
1	Provisional	
0	Errors	

[+](#) Add claim


Please note this process is only for additional worked in your contracted role. Any alternate duty / hourly difference claims should be submitted on 'Alternate Duty Hourly Difference Claim Form'.

3. Email alerts


Your claim will then go to your manager to be authorised. You will receive an email (please see below example) and your manager will also receive an email to notify them you have submitted an overtime claim.

You will also receive an email notification to you know if the has been authorised or rejected.

OVERTIME & ALLOWANCES REQUEST - NEW



Your reportee has submitted a request for overtime/allowances which requires your authorisation.



Mr Peter Pan

Reference: FSSJA00001317
 Start date: 31/01/2022
 Position: Facilities Officer
 (Position) - Occupant(s) Mr Peter Pan
 Payroll: 0416FO

Element	Type	Time/Units/Miles	Cash amount
Additional Basic	Units	1	12.80
Total			12.80

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

You can log in to [myTeam](#) and access the To Do list to action this claim.

NB: Requests can only be actioned by the applicable manager whilst the payroll is open. If you cannot action the request at this time, the payroll may be closed. For details of when the payroll is open/closed, [click here](#).

Further support: If you've authorised in error, please ask the employee to employee to delete the request and re enter. You can also contact the ESC - People Help Desk Team by [email](#). Thank you.

LIVE
LEARN
WORK
INVEST
VISIT

let
claim

4. Amending / Cancelling Claims

You can amend/cancel a claim already submitted providing the claim has not been authorised. If it is not authorised, it will appear as **'Awaiting Authorisation'** as shown previously.

To do this, click on **'View all time & expenses'** on the **'Time & Expenses'** tab on the front screen. This claim can be cancelled and resubmitted with the amended information if applicable. Click the claim to be to **cancelled/amended**.



Time & Expenses

✓ In progress
Authorised

Start date (dd/mm/yyyy)

11/12/2021

End date (dd/mm/yyyy)

11/01/2022

Search

Claim name	Start date	Reference	Cut off date	Status
NLC - Overtime Claim Form (FSS Janitorial only) v2	11 Jan 2022	FSSJA00001316		Awaiting authorisation

Summary

+ Add claim

The claim form will now be visible. Scroll to the bottom to select **'Cancel'**. This will change your claim back to a Provisional status and allow you to make amendments and re-submit the correct information.

Time and expenses

Page 1 | Page 2

Any Overtime you have incurred (whilst on Council business) should be claimed through the payroll system using this claim form as follows:

1. Select from drop down menu type of overtime being claimed e.g Additional Basic, Time & a Half & Double time etc.
2. Select date overtime was incurred from the calendar below. Please ensure each claim is relating to the actual date the hours were worked. Separate entries must be made for each day overtime was incurred.
3. Enter the reason for overtime claim. Please ensure the reason is detailed for example 'Vacancy', 'Sickness or 'Call out' etc.
4. Enter start and finish times for overtime worked.
5. Enter a Cost Code. To ensure your claim can be authorised by the correct authorising manager, please ensure each cost code is entered for each claim. All cost centres must be input with a **capital letter** in order for the system to process payment.
6. Enter the number of hours worked.
7. Once completed click 'Submit' to forward this claim to your Authorised Signatory for approval.

To claim for allowances click on 'Page 2' above.

mySelf overtime guide can be found [here](#)


Guide for element codes/reasons for overtime claiming, cost centres and area managers can be found [here](#).

mySelf opening & closing dates and pay schedules can be found [here](#).

If you require further support, please contact ESC People Help Desk Team on 01698 403151 or by [email](#).

Thank you.

Direct links to



Element	Date	Reason for Claim	Start Time	Finish Time	Cost Code	Number of Hours	
Overtime Plain	11/01/2022	Covering Hub	15:30	17:00	C1294	1.50	+ -
							+ -
							+ -
							+ -
							+ -
							+ -
							+ -
							+ -
							+ -
							+ -
							+ -
							+ -

1.50

Cancel Print

[Back to Time & Expenses](#)

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

Cancel time & expenses claim:

Claim template
 NLC - Overtime Claim Form (FSS Janitorial only)
 v2
 Job title
 Recruitment Advisor
 Time and expenses claim reference
 FSSJA00001316
 Payroll
 0418FO
 Start date
 11/01/2022

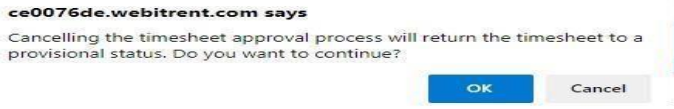
Password



Cancel

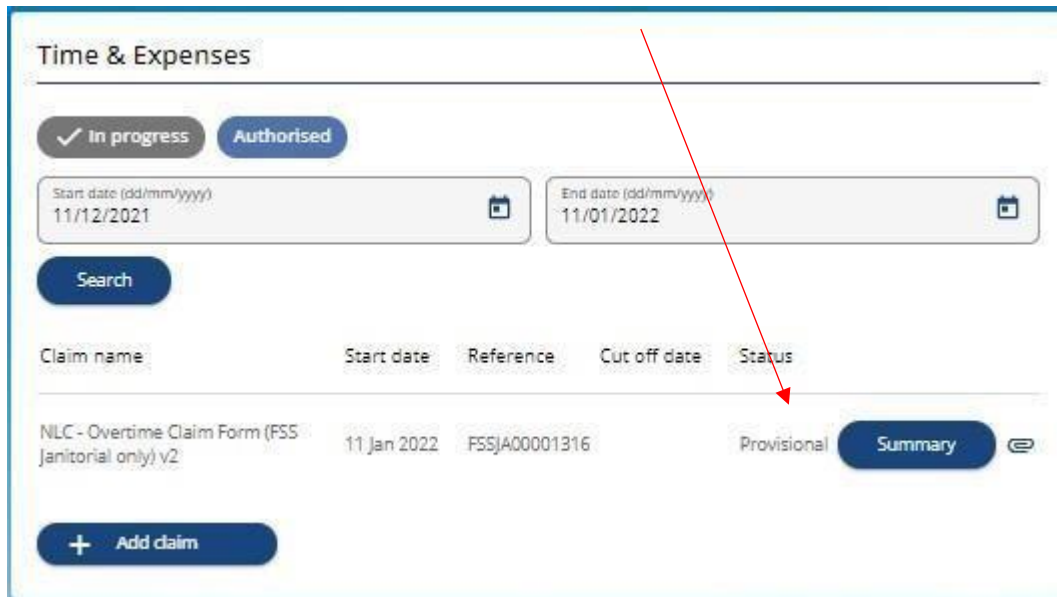
Your MySelf Password

Then select **'Cancel'** at the bottom. You will then be prompted to confirm that you wish to cancel this claim as follows:



If you wish to go ahead and cancel claim and select **'Ok'**

The status of your claim will now have changed to **'Provisional'**



If the claim has not to be resubmitted, no further action will be required.

If an amended claim must be submitted, click on the **'Provisional'** claim to bring up the overtime template to enable you to make the amendments required and submit amended claim.

If you wish to remove an entry select the minus sign at end of line and this will remove details from claim form.



Element	Date	Reason for Claim	Start Time	Finish Time	Cost Code	Number of Hours	
Overtime Plain	11/01/2022	Covering Hub	15:30	17:00	C1294	1.50	+ -
							+ -

5. Reviewing Authorised Claims in myself


Once a claim has been authorised, it will no longer be visible within the **'Time and Expenses'** section.

Time & Expenses

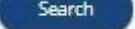
In progress **✓ Authorised**

Start date (dd/mm/yyyy) 13/01/2020  End date (dd/mm/yyyy) 13/01/2022 

Search

Claim name	Start date	Reference	Cut off date	Status
NLC - Home Worker/Agile Worker (home based)	19 Jan 2021	WFHAGH000435		Authorised Summary 

+ Add claim

To view **'Authorised'** claims, click on the  icon and enter the dates you wish to review. You will then be able to view claims within the period selected.

6. Element Codes

The table below details the various element codes to be used.

Element Name	Element Code	Criteria
Additional Basic	320	Single time paid for hours worked below 35 in the current week.



Contaminated Cells	307	£9.22 will be paid for each unit claimed.
Emergency OT Double	059	Double time paid for an emergency call out on a Sunday & if you have worked 37 hours in the current week.

Emergency OT Time & 1/2	058	Time & 1/2 paid for an emergency call out if you have worked over 37 hours in the current week <u>except a Sunday</u> .
Key Holder Double Time	072	Double time paid if you have worked 37 hours in the current week and the duty has been <u>carried out on a Sunday</u> .
Key Holder Plain	070	Single time paid if you have worked less than 37 hours in the current week.
Key Holder Time & 1/2	071	Time & 1/2 paid if you have worked 37 hours in the current week and the duty is completed on any day <u>except a Sunday</u> .
Lets Double	068	Double time paid if you have worked 37 hours in the current week and the Lets has been <u>carried out on a Sunday</u> .
Lets Plain	060	Single time paid for Lets if you have worked less than 37 hours in the current week.
Lets Time & 1/2	063	Time & 1/2 paid if you have worked more than 37 hours in the current week and the let has been carried out any day of the week <u>except on a Sunday</u> .



Non Core Hours OT	028	15% of hourly rate paid out on overtime hours up to midnight and also hours worked prior to 7am provided 5 hours in current week have been worked outwith core times.
Overtime Double CB (C FAX)	076	Overtime costed to Contractors Budget which pays double time for hours worked over 37 in current week on a <u>Sunday only</u> .
Overtime Plain CB (C FAX)	074	Overtime costed to Contractors Budget which pays single time if you haven't worked over 37 hours in the current week.
Overtime Time & 1/2 CB (C FAX)	075	Overtime costed to Contractors Budget which pays time & 1/2 paid for hours after 37 hours in the current week for any days <u>except on a Sunday</u> .
Overtime Double	015	Double time paid for hours worked over 37 in the current week on a <u>Sunday only</u> .
Overtime Double Repairs (A FAX)	097	Double time paid if the hours have been worked on a Sunday and you have worked over 37 hours in the current week.
Overtime Plain	012	Single time paid for hours between 35 -37 in a current week.
Overtime Plain Repairs (A FAX)	095	Single time paid if you haven't worked over 37 hours in the current week.
Overtime Time & 1/2	003	Time & 1/2 paid for hours after 37 hours in the current week for any days <u>except on a Sunday</u> .

Overtime Time & 1/2 Repairs (A FAX)	096	Time & 1/2 paid for hours after 37 hours in the current week for any days <u>except on a Sunday</u> .
Public Holiday Double Enhancement	027	Used if it has been agreed you will receive treble time for hours worked on a public holiday.
Public Holiday Plain	025	Used if it has been agreed you will receive double time for hours worked on a public holiday.
Call Out Overtime Plain	056	Single time paid for call out if hours worked are between 35-37 in the current week.

7. Reasons for claiming overtime

When processing your claim, a reason must be input for the claim to be processed and paid. Please refer to the reasons below. If the reason for your overtime claim is not in the below list, please input a reason within the field on the claim.

- Covering staff isolation
- Staff rotation/isolation
- Covering Hub
- Training
- Call out Alarm
- Vacancy
- Covering Annual Leave
- Upgrade
- Covering Sickness

8. Cost Centres

When processing your claim, you must ensure a cost centre is selected and it is entered in UPPER CASE. You must select the correct Cost Centre for the premise the overtime has been completed in to allow the claim to be authorised and processed for payment: Area 1

<u>Premise</u>	<u>Cost</u>	<u>Premise</u>	<u>Centre</u>	<u>Cost</u>	<u>Centre</u>
Abronhill Primary School	C1294	Kildrum Primary School		C1292	
Baird Mem Primary School	C1303	Kilsyth Academy		C1328	
Balmalloch Primary School	C1336	Kilsyth Police Station		81935	
Banton Primary School	C1333	Kilsyth Primary School		C1335	
Carbrain Primary School	C1291	Our Ladys High School Cumbernauld		C1308	
Chapelgreen Primary School	C1338	Ravenswood Primary School		C1302	
Condoratt Primary School	C1301	Redburn School		C1309	
Cumbernauld & St Andrews Primary School	C1353	St Helen's Primary School		C1299	
Cumbernauld Academy	C1305	St Lucy's Primary School		C1295	
Cumbernauld Police Station	81934	St Margaret of Scotland		C1304	
Eastfield Primary School	C1314	St Marys Primary School Cumbernauld		C1298	
Glencryan School	C1310	St Maurice's High School		C1330	
Greenfaulds High School	C1307	Westfield Primary School		C1324	
Holy Cross Primary School	C1337	Whitelees Primary School		C1297	
Kildrum Family Learning Centre	C1347	Woodlands Primary School		C1300	

Area 2

<u>Premise</u>	<u>Cost</u>	<u>Centre</u>	<u>Premise</u>	<u>Cost</u>	<u>Centre</u>
Auchinloch Primary School	C1321	Portland High School		C1200	
Carnbroe Primary School	C1180	Sikeside Primary School		C1194	
Chryston Business Park	C1363	St Ambrose/Buchanan High School		C1219	
Chryston High School	C1329	St Augustine Primary School		C1212	
Chryston Primary School	C1316	St Barbara's Primary School		C1318	
Coatbridge Divisonal HQ Police	81928	St Bartholemews Primary School		C1204	
Drumpark/Greenhill Primary School	C1208	St Josephs Primary School		C1322	
Dunbeth Nursery School	C1356	St Mary's Nursery School		C1224	
Gartcosh Primary School	C1317	St Mary's Primary School Coatbridge		C1213	
Glenmanor Primary School	C1320	St Michael's Primary School		C1319	
Inclusion Support Base	C1365	St Patricks Primary School Coatbridge		C1179	
Jigsaw Nursery	C1339	St Stephens Primary School		C1195	
Kirkshaws Primary School	C1214	Stepping Stones Nursery		C1351	
Langloan Primary School	C1207	Townhead Primary School		C1205	
Pentland School	C1222	Willowbank School		C1223	

Area 3

<u>Premise</u>	<u>Cost</u>	<u>Premise Centre</u>	<u>Cost Centre</u>
Airdrie Police Station	81933	New Monkland Primary School	C1183
All Saints&Rochsolloch Primary School	C1364	Newarthill Primary School	C1259
Brannock High School	C1264	Our Lady & St Francis Primary School	C1242
Calderbank Primary School	C1193	Petersburn Primary School	C1156
Caldervale High School	C1163	Richard Stewart Nursery	C1348
Chapelside Primary School	C1187	St Andrews Primary School	C1186
Christ the King Primary School	C1239	St Dominics Primary School	C1155
Corpus Christi Primary School	C1192	St Edwards Primary School	C1181
Devonview Nursery School	C1201	St Margarets High School	C1198
Dunrobin Primary School	C1154	St Serfs Primary School	C1189
Golfhill Primary School	C1188	St Teresa's Primary School	C1260
Greengairs Primary School	C1184	Taylor High School	C1246
Holytown Primary School	C1238	Tollbrae Primary School	C1182
Keir Hardie Primary School	C1258	Victoria Primary School	C1185
Mavisbank School	C1199		

Area 4

<u>Premise</u>	<u>Cost</u>	<u>Premise Centre</u>	<u>Cost Centre</u>
Aitkenhead Primary School	C1243	Muir St Primary School	C1252
Bellshill Academy School	C1245	Noble Primary School	C1232
Bellshill Nursery Centre	C1343	Old Monkland Primary School	C1209
Bellshill Police Office	81930	Orbiston Business Centre	C1357
Braidhurst High School	C1262	Orbiston Nursery School	C1247
Cardinal Newman High School	C1244	Sacred Heart Primary School	C1235
Cathedral/Firpark Primary School	C1359	Shawhead Nursery Centre	C1346
Dalziel High School	C1261	Shawhead Primary School	C1225
Enterprise House	C1360	St Bernadettes Primary School	C1254
Fallside School	C1226	St Bernards Primary School	C1216
Holy Family Primary School	C1237	St Gerards Primary School	C1231
Ladywell Primary School	C1248	St Monicas Primary School	C1210
Lawmuir Primary School	C1234	Strathclyde Business Centre Bargeddie	C1361
		Strathclyde Business Centre New Stevenson	
Logan's Primary School	C1253		C1362
Mossend Primary School	C1236	Willowbank Annexe	C1355

<u>Area 5</u>				
<u>Premise</u>	<u>Cost</u>	<u>Premise</u>	<u>Cost Centre</u>	<u>Centre</u>
		Motherwell Police Communications Complex		81936
	C1269			
Ailsa Nursery School	C1174	Muirhouse Primary School		C1270
Alexander Pedan Primary School	C1171	Netherton Primary School		C1284
Allanton Primary School	C1275	Newmains Primary School		C1170
Berryhill Primary School	C1277	Our Ladys High School Motherwell		C1263
Calderbridge Primary School	C1162	Police Station - Shotts		81932
Calderhead High School	C1257	Shotts NC Annexe		C1350
Cleland Primary School	C1274	Shotts Nursery Centre		C1177
Clyde Valley Joint Campus 2016	C1273	St Aidans High School		C1272
Coltness High School	C1288	St Aidans Primary School		C1280
Craigneuk Childrens Centre	C1166	St Brendans Primary School		C1271
Dykehead Primary School	C1266	St Brigids Primary School		C1168
Firpark School	C1268	St Mary's Primary School		C1256
Forgewood Nursey Centre	C1255	St Patrick's Primary School - Shotts		C1175
Glencairn Primary School	C1167	St Thomas Primary School		C1285
Kirk O Shotts Primary School	C1167	Stane Primary School		C1172
Kirk O Shotts Primary School	C1249	Thornlie Primary School		C1286
Knowetop Primary School	C1169	Wishaw Nursery Centre		C1344
Morningside Primary School	81929	Wishaw Police Station		81931
Motherwell Divisional HQ Police				

