Employee
Service Centre

North Lanarkshire Council

myTeam

Managers Guidance - Time & Attendance

Employee Service Centre

Developed By:

Job Title	Name	Date	Version Approved
Workforce Systems Development Lead	Mark Lennon	May 2020	
Workforce Systems Development Senior Advisor	Nichola Millen	May 2020	

Reviewed & Approved By:

Job Title	Name	Date	Version Approved
Workforce Systems Development Lead	Mark Lennon	June 2020	0.1
Workforce Systems Development Lead (Acting)	Nichola Millen	May 2022	0.4

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Version	Date Completed	Author	Description
0.1	08/06/2020	Rhiannon Chisholm	Initial guidance
0.2	29/07/2020	Amiee McGarrell	Flexi reporting process update
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Version Control History

Document Name: Time & Attendance (Managers Guidance)

Document Owner(s):

The primary contact for questions regarding this document is:

Job Title	Name	Contact Details
ESC People Helpdesk		Esc-helpdeskteam@northlan.gov.uk

Contents

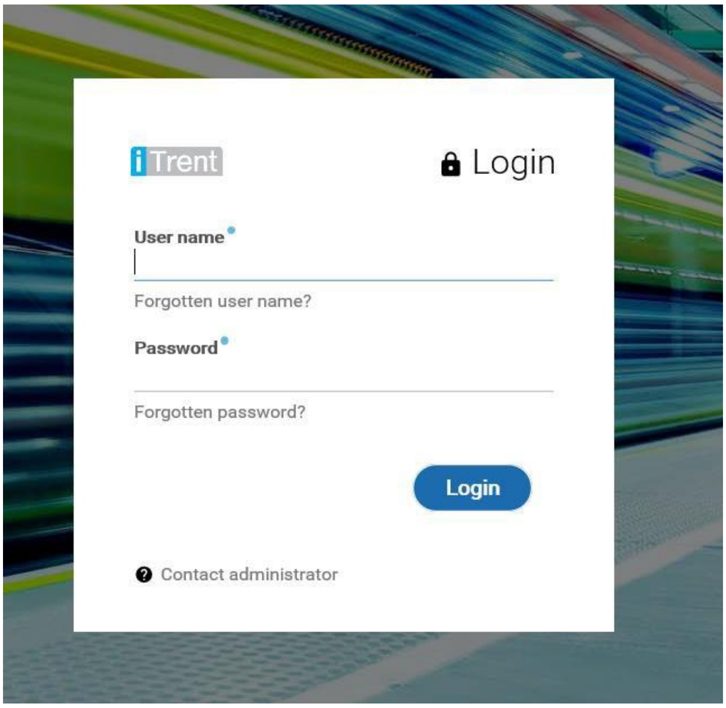
Overview

This guide will explain to you how to view and manage your employee's flexi recording and booking using myTeam.

We hope that you find this guide useful. If you have any issues or difficulties when trying to retrieve information regarding your employee's flexi, 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 https://ce0076li.webitrent.com/ce0076li_web/wrd/run/etadm001gf.open and log in.



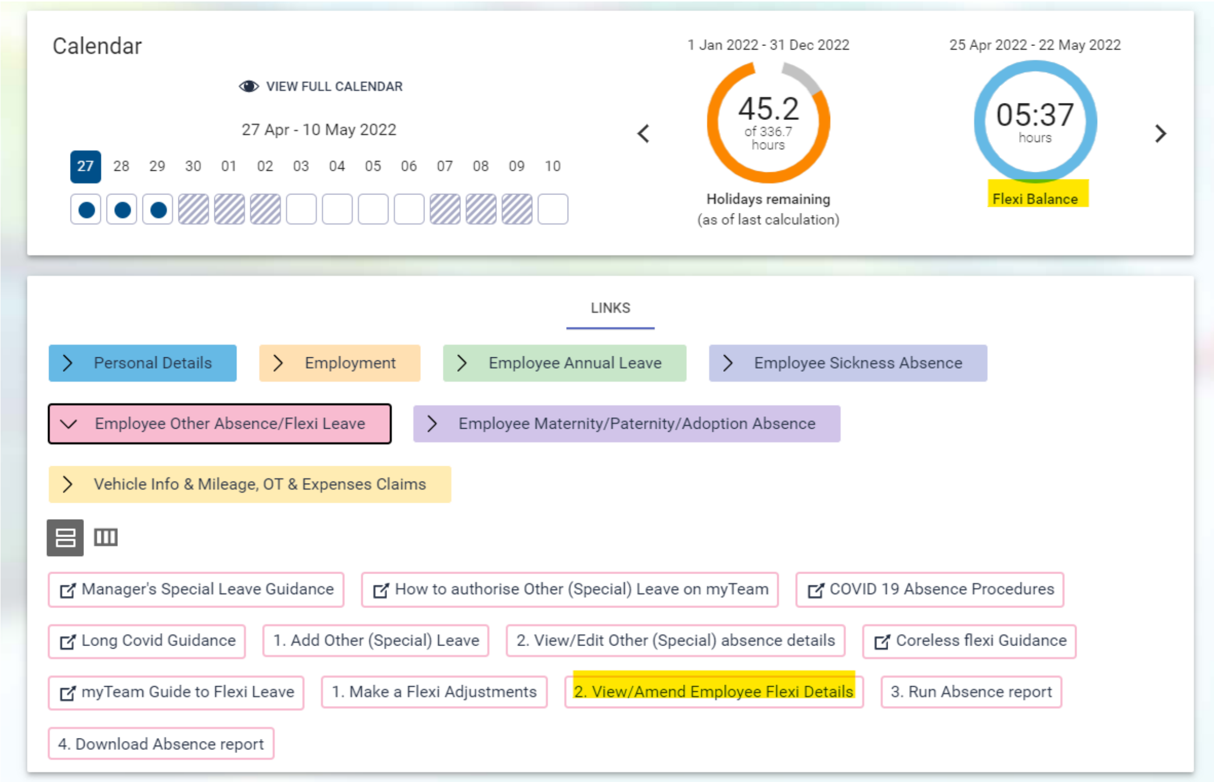
Your employee number is your username. *If you are having difficulty logging into your myTeam account, please click 'Contact administrator' for further guidance.*

Once you have logged in, select the 'People' and select the employees record you wish to view at the left-hand side:

2. Flexi Recording

2.1 Viewing an Employees Flexi Details

It is an employee's responsibility to record their flexi details each day they are working. To view their recorded times, please select the absence tab:



Within the above screen you can also see an overview of the employees flexi balance within that current flexi period.

Flexi – An employee will use the Flexi function when recording their hours worked. If an employee has accrued enough time for a half or full day flexi leave, they will book their flexi leave using the drop down and selecting 'Booked'. This request will be sent to the manager for action.

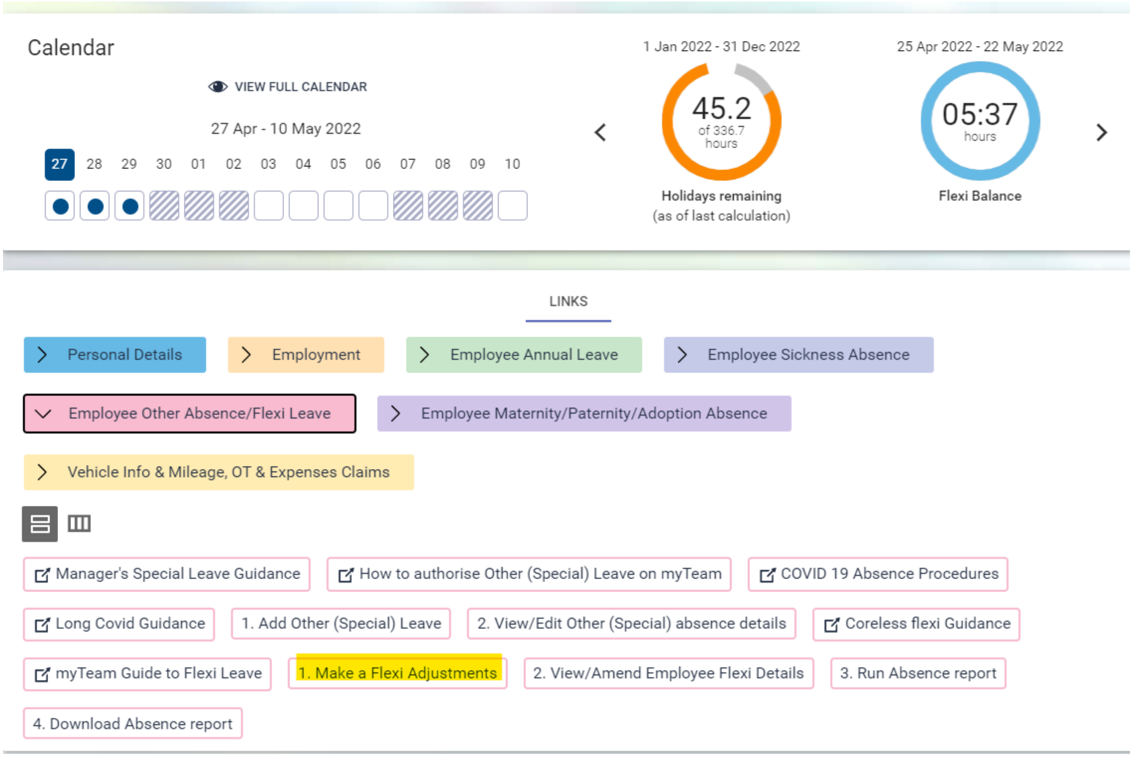
Please note

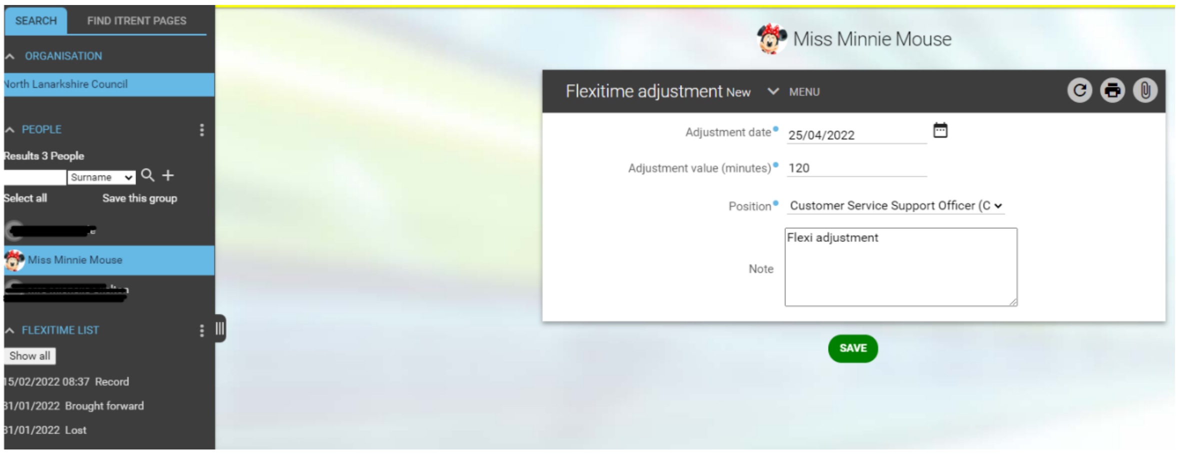
- *Flexi leave (half/full day leave) is only entitled to staff who do not work a smarter working pattern.*
- *An employee can only carry over a maximum of 7 hours into the next flexi period (pro rata'd for part time employees).*
- *30 minutes will be deducted from an employee time worked if they do not clock out for a lunch break and have worked more than 6 hours that day.*

3. Flexi Adjustments

3.1 Creating a flexi adjustment for a reportee

To create a flexi adjustment to an employee's flexi record, please select the absence tab >Make a Flexi Adjustment:





A manager will only have the access to create an adjustment to their reportees record. You also have the option to create a note as to why the adjustment has been made.

An adjustment should be entered as a total number of minutes, for example for an adjustment of 2 hours you should enter 120 minutes.

An adjustment can be made to either credit or deduct time (minus input before the value as shown in description) if necessary.

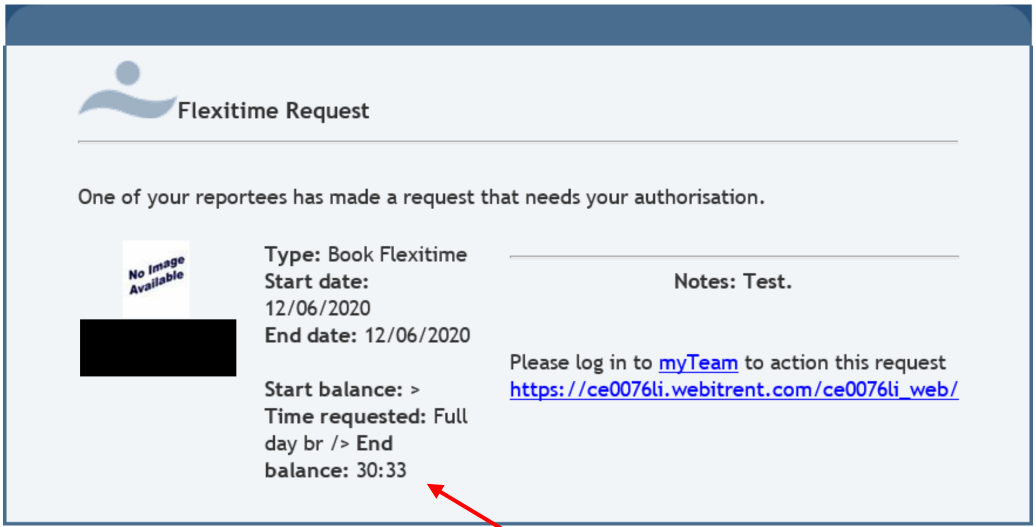
This is also where you will create the one time flexi adjustment of the transfer of the balance from the Etarmis system.

4. Email Alerts

You will receive the following email alerts to notify you when:

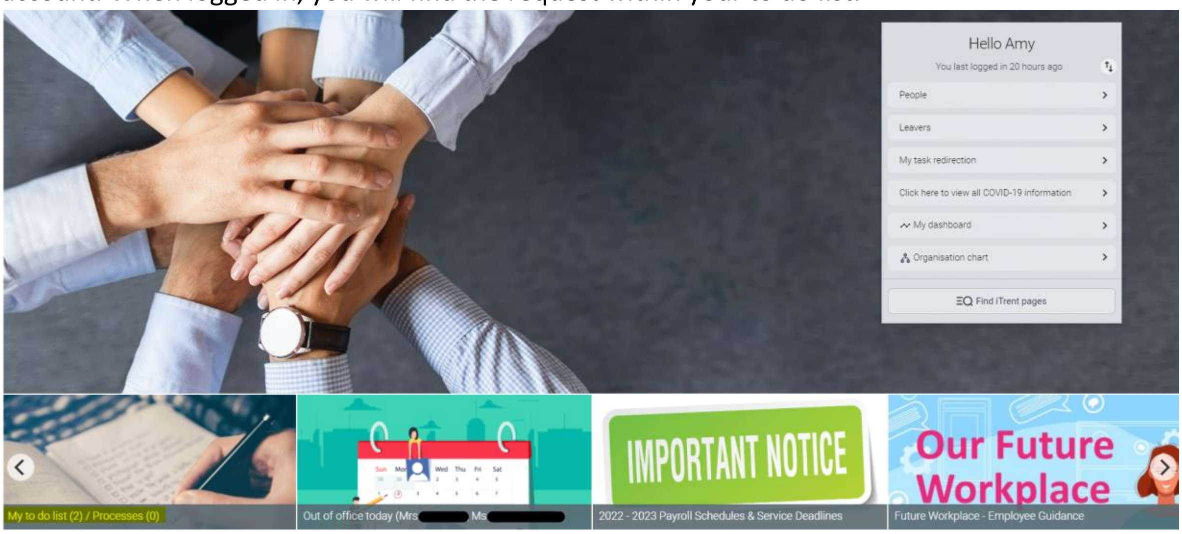
- An employee has requested to use their accrued flexi time. This could be a full day flexi or half day flexi leave.
- An employee has not recorded their workings hours for a day. This will be sent at the end of the week.

An example of a flexi request alert:



You will be able to see at a glance an employee's current balance.

To action the alert, please follow the link within the email which will take you direct to your myTeam account. When logged in, you will find the request within your to do list:



Once you have selected the request within your to do list > select ACTIONS (at the top of the list) > Authorised / Not authorised you will then be given the option to authorise or reject the request. The employee will be notified via email of the outcome.

Employees who have not clocked in/out

Email alerts are also system generated to run on a Friday evening each week, advising the reporting manager of what dates were missed. The system will generate a separate email for each date an employee has not recorded flexi (and who were not on authorised leave).

An example of a missing flexi record alert:

A reportee has not recorded Flexitime

Dear Colleague,

Please note that [redacted] has not recorded their flexitime record on **03/09/2020**. Please liaise with them.

Employee Job Title: [redacted]
Employee Reference Number: [redacted]

Flexi Period Start Date (Checked from):**03/09/2020**
Flexi Period End Date (Checked to): **07/09/2020**

NB: You will receive an email for every separate day which the employee has not updated their flexi record.

If you have received this email in error, please email details to the ESC - People Help Desk or by calling the team on 01698 403151.

Thank you.

You will receive a separate email for each employee that falls into this category (i.e. have not recorded their working times).

This should be discussed with the employee and advise them that they are required to input the missing recordings retrospectively.

5. Reporting

Managers can also now run three distinct flexi reports as and when required for either an individual or for the whole team. These reports are: **Flexi Balances**, **Flexi History** or **Missing Flexi records**.

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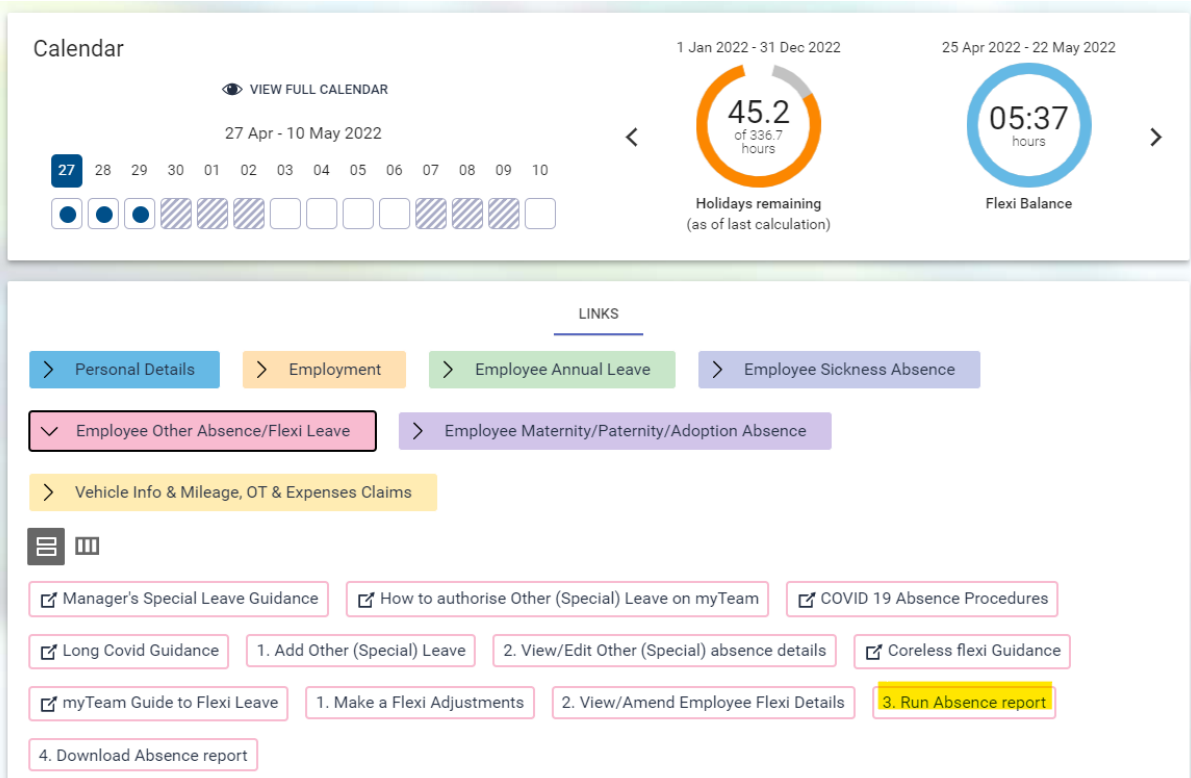
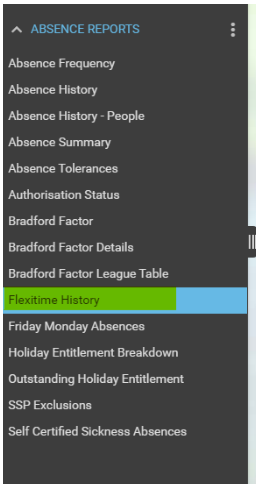
5.1 Running a Flexitime Report

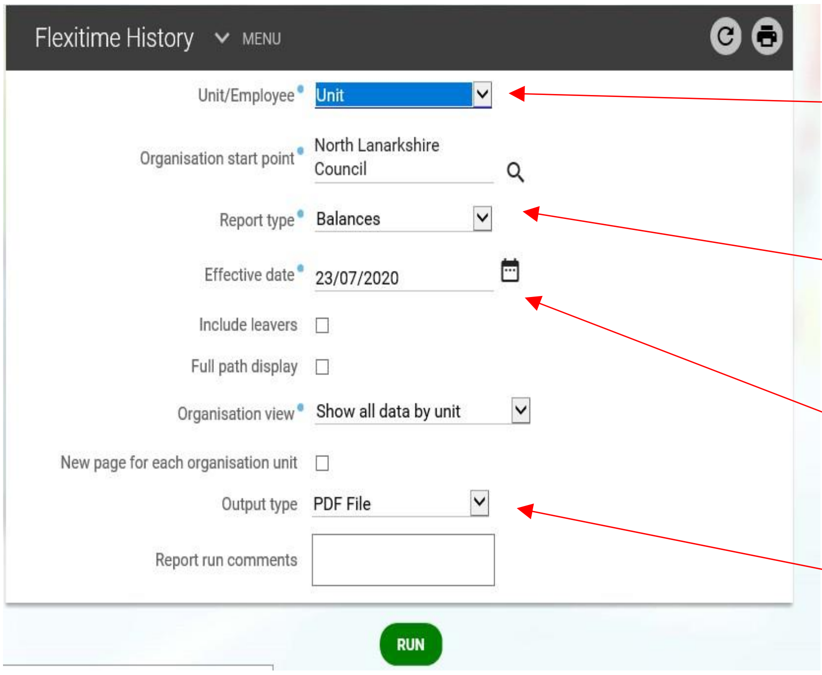
To run a report on an employee’s flexi record, within the employees record, select “Employee Other Absence/Flexi Leave” and then select “Run Absence report”



From the list provided on the left-hand side, select ‘Flexitime History’



To run a report on all employees that report to you on MyTeam or an individual employee, follow the steps shown below:



Unit = all employees that report to you

Employee= individual report (employee name or number for individual employees required)

Select the report you would like to run:

Balances, History or *Missing flexi records

Select the effective date.

Please note, some reports will ask you for an effective date to and from.

Select the output type.

PDF File or CSV File (Excel)

Balances – show all your reportee(s) current flexi balance

History – show all your reportee(s) flexi history

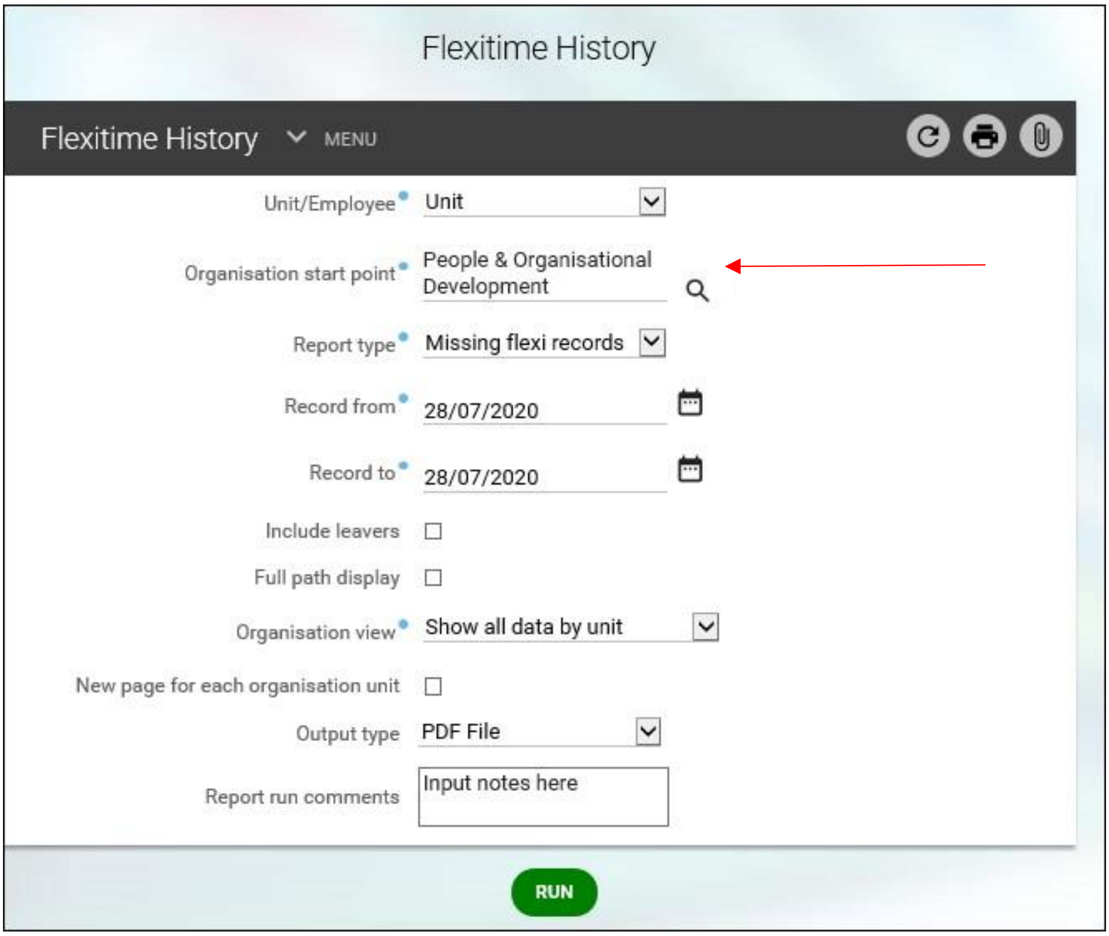
Missing Flexi Records – show each work day date that your reportee(s) has not recorded flexi.

All 3 reports will return information based on the dates you select the date fields.

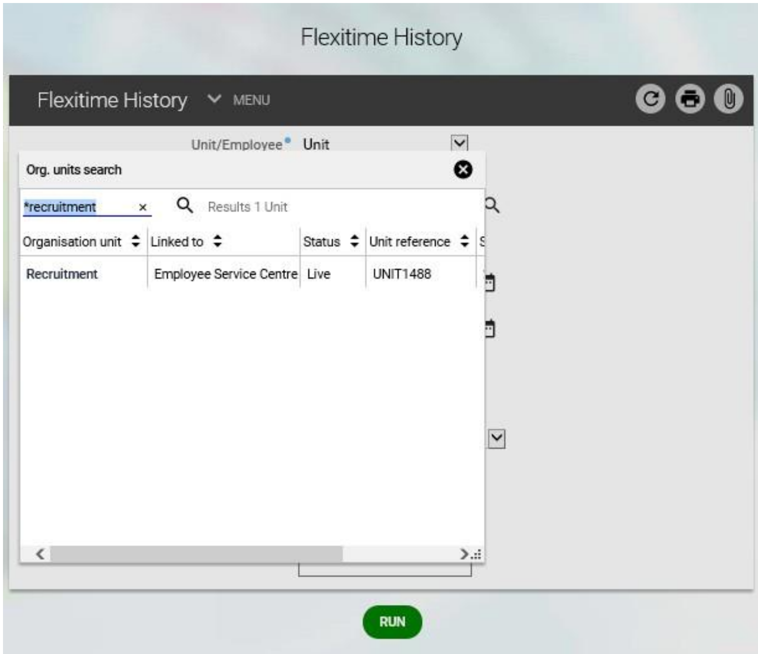
New Page for each organisation unit – if ticked, this will ensure that units/employees have a separate page for each individual.

*Please note, for the Missing Flexi Records report, when in '**Unit**' you must do a search for the appropriate 'Organisation Start Point', i.e. search for your specific unit that you/your reportees work in. (See the example on the next page).

This level of search is only required for missing flexi records report. Balance and history reports do not require this level of searching.

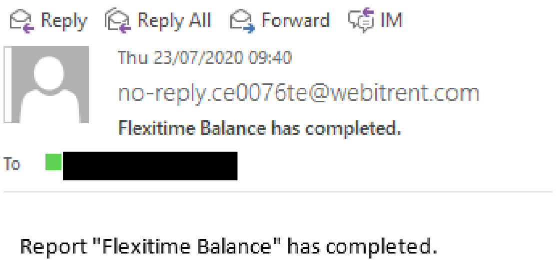


For example, if you were the manager of the Recruitment Team, click 🔍 at 'Organisation start point' and then in the search bar type ***Recruitment** and then select the unit that you are responsible for as shown below.



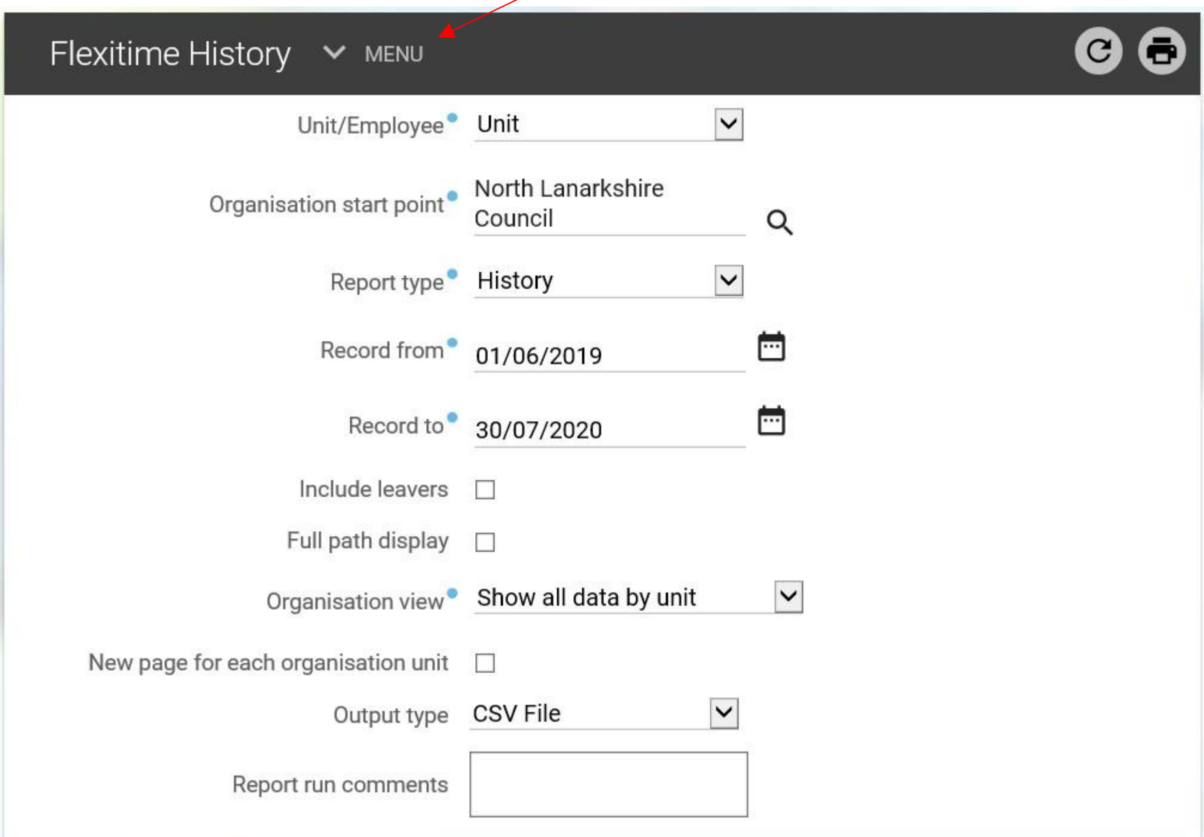
Once you have completed all of the criteria above, select 

You will be notified by email when your report is ready, example of email shown below:

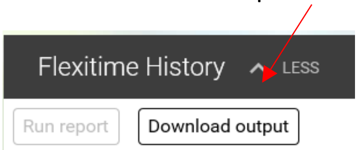


5.2 Viewing your report

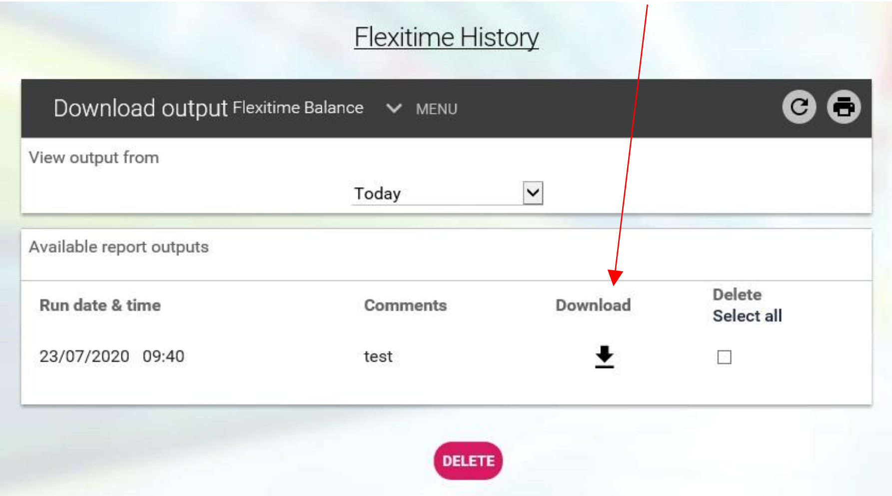
To view your report, at the top of the criteria page, select Menu. (The reports are quick to run however if you're no longer on this page below, please follow step 5.1 above and click *Download output*.)



Select 'Download output'



Click to download and open your report as shown below:



Select 'open'. This will open your report in a new window. You can then save this if required. Example of a report in PDF format is shown below.

Missing Flexi Records

Absences From:	01/06/2020 **To:** 30/07/2020	**Organisation View:**	Full
Employee Name:	[redacted]	**Include Leavers:**	No
Organisation Start Point:	North Lanarkshire Council		

	No Clock In Date
North Lanarkshire Council/....	
[redacted]	22/07/2020
	29/07/2020
	30/07/2020

These reports can be run by managers as frequently as required.

6. Authorisation

It will be the employee's responsibility to record their flexi details for each day they are working – arrival, lunch depart, lunch arrival and depart etc. You will be able to view/amend and delete if required.

You will only be required to approve flexi leave. Requests are found within your to-do-list within myTeam. A direct link will also be contained within your email alerts.