

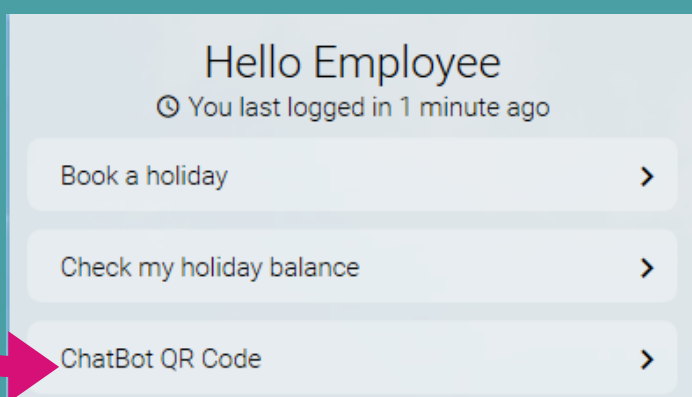
CHATBOT



How to access mySelf and general information from your mobile device.

LOG IN TO mySelf

Select 'ChatBot QR Code'

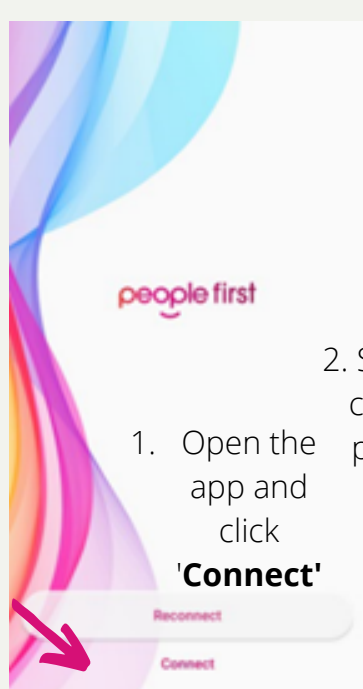


DOWNLOAD 'PEOPLE FIRST' APP

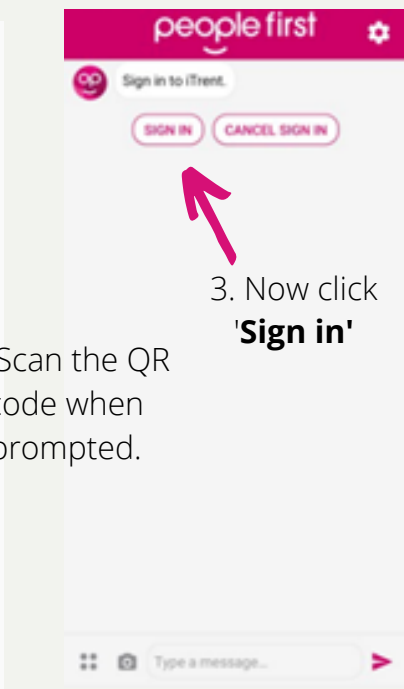
App Store (Apple) / Google Play (Android)



This is the icon that you should download



1. Open the app and click 'Connect'



2. Scan the QR code when prompted.

3. Now click 'Sign in'

Use your mobile device to scan the QR code when instructed

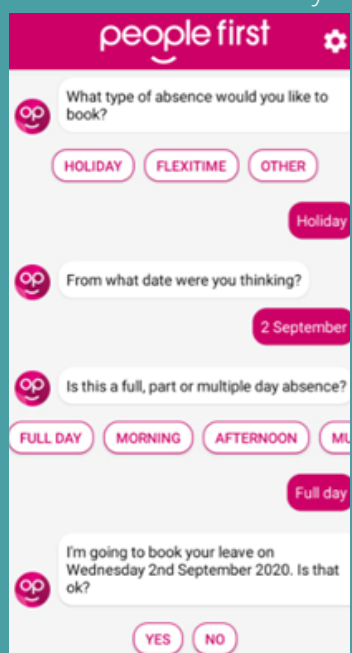


USING CHATBOT

To ensure you receive notifications via Chatbot all employees and managers must type 'Register' and click enter.

ANNUAL LEAVE/OTHER LEAVE

You can view, add or amend annual leave/ other leave and also check your annual leave balance.



To start, type 'Book holiday' and follow each step when prompted.

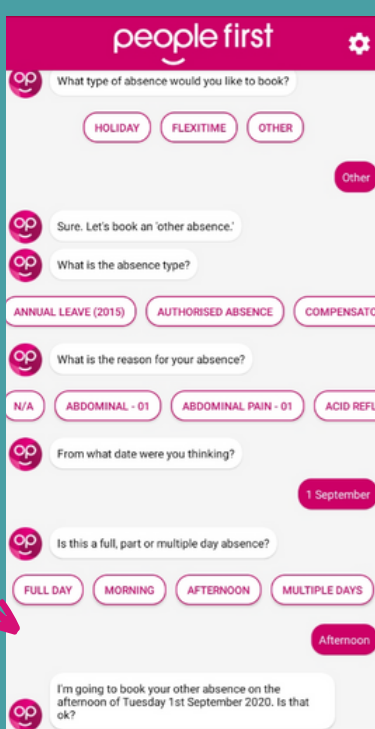
Confirm that all details are correct and select 'Yes'. This will then be sent to your manager for authorisation.*

To start, type 'Book holiday' and follow each step when prompted.

For 'Other Leave' choose the type of leave and select N/A when asked for the reason.

Confirm that all details are correct and select 'Yes'. This will then be sent to your manager for authorisation.*

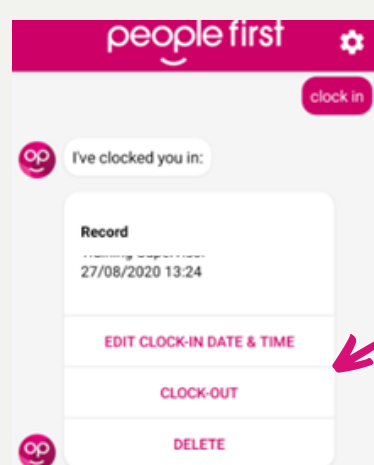
You can also amend any annual leave/other bookings by typing 'amend holiday' and then updating the details you wish to change.



* You will continue to receive an email with the outcome

FLEXI

If you use flexi you can keep track of your bookings on the go, wherever you are working.

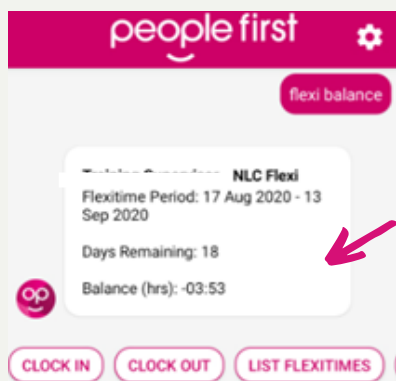
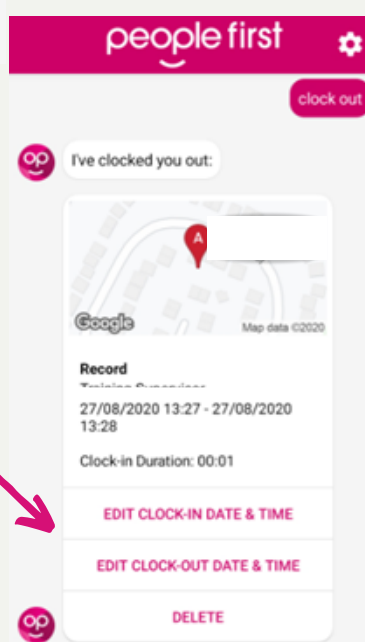


Type 'Clock in' to record your start time. This time can be also amended by selecting 'edit clock-in date/time'.

Type 'Clock out' to record your finish time.

Clocking in and out using Chatbot will also record the geo location on your phone to show where you are working from.

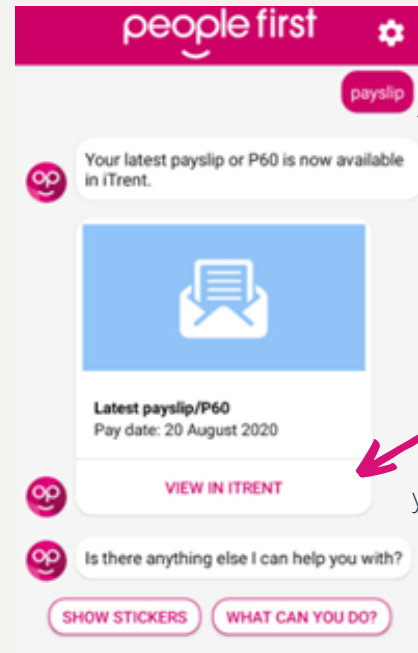
Your bookings for the day can amended by selecting 'edit clock-in/clock-out date/time'.



Type 'Flexi balance' to view your current balance and also how many days are remaining in the flexi period.

PAYSLIPS/P60S

You can view your payslips and P60s on your mySelf account.



Type **'Payslip'** to view a list of all payslips available.

Or, type **'P60'** to view a list of all P60s available.

Click on **'View in iTrent'**.

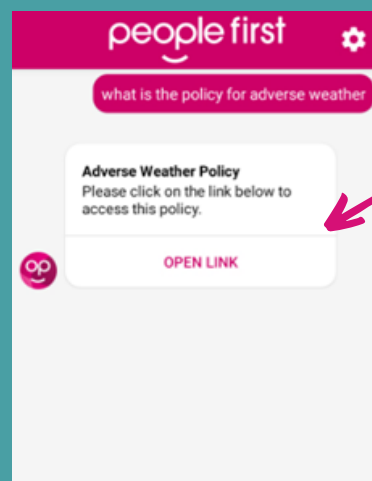
This will take you to the mySelf login page, enter your login details (employee number and password).



Click to view the details, this will then download and open the document as a PDF.

GENERAL INFORMATION

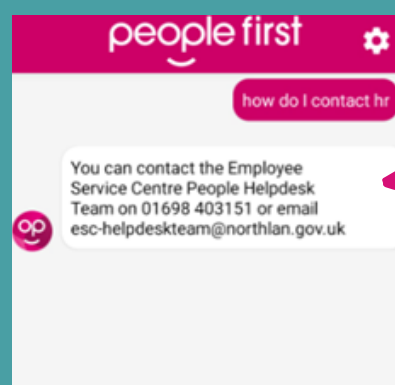
You can view guidance on NLC policies or ask for some additional support.



To find out more information and to view an NLC policy, type the name of the policy you are looking for.

Click **'Open Link'**.


You will be redirected to the appropriate page on MyNL as shown here.



You can also find out the correct contact details for the People Helpdesk.

If you have forgotten your login details for your mySelf account, you can type **'unable to access self service'**. This will redirect you to the appropriate user guide found on MyNL.

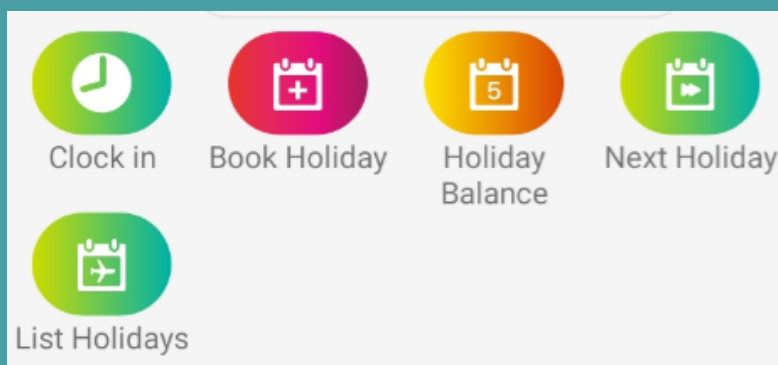
ADDITIONAL FEATURES

By clicking on the  icon at the bottom of your screen, this will show a 'sticker' shortcut menu as shown below. You can click on the appropriate sticker to start the process you would like to carry out.

Clock in/clock out to record your working times.

Book your annual leave/other leave here.

Check your annual leave balance and entitlement here.



All current booked annual leave records will be listed here.

View your next scheduled annual leave booking here.



Please note, at any time if you would like to cancel an action and start a new process, type 'cancel' and send. This will allow you to start a new process



Future developments will include claiming mileage and overtime via Chatbot

If you need any further support, please call the ESC People Helpdesk on 01698 403151 or email esc-helpdeskteam@northlan.gov.uk

