

# Employee Guidance – Temporary Teacher Payments Processing via mySelf

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**Version Control**

Version	Date Completed	Author	Description
0.1		Rhiannon Chisholm	Initial guidance
0.2		Rhiannon Chisholm	Updates
0.3		Rhiannon Chisholm	FAQ No. 11 added
0.4		Nichola Millen	References to Central Area removed

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## Overview

This guide will provide guidance on how to request your payments for you temporary teaching post via mySelf.

It will be your responsibility to process your payments. These claims will be approved by the selected authorising manager.

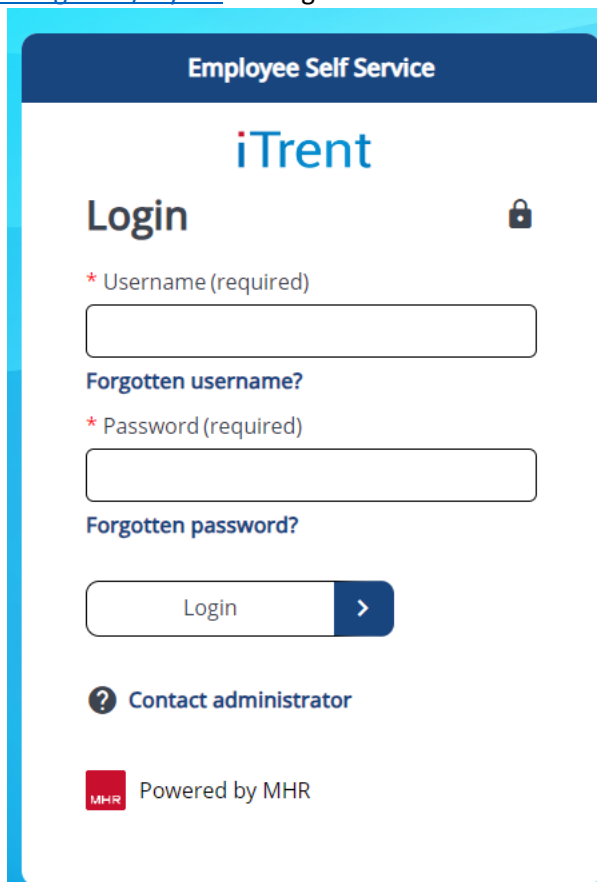
We hope that you find this process useful. If you have any issues or difficulties when trying to process your payments, please contact the Employee Service Centre People Helpdesk, who will be able to support you. They can be contacted by Telephone on 01698 403151 or by email [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk).

Before following this process guide, please note the following:

- Please ensure you process your claims as soon as you possibly can. Good practise would be to submit claims weekly to ensure they are paid in the next payrun.
- Claims cannot be processed if they are more than 90 days after the date you are processing payment for.
- Pay schedules with opening and closing dates for managers (myTeam) are crucial for this process – please make yourself familiar with them to help ensure the manager can authorise on time. These schedules can be found [here](#).
- FAQs can be found in this document (Page 8). Please refer to them. Further support is also available, please get in touch if required.
- Reason for the claim – it is important to know the reason for your claim, please link in with your authorising manager within the establishment before processing any claims. Your claim could be rejected if this reasoning is incorrect.

## 1. Logging in

Go to [www.northlanarkshire.gov.uk/myself](http://www.northlanarkshire.gov.uk/myself) and log in:

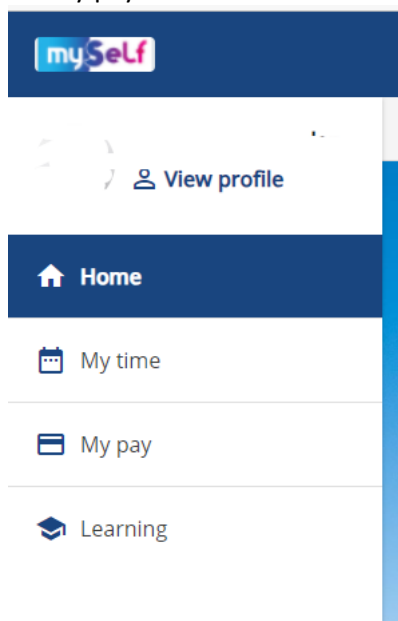


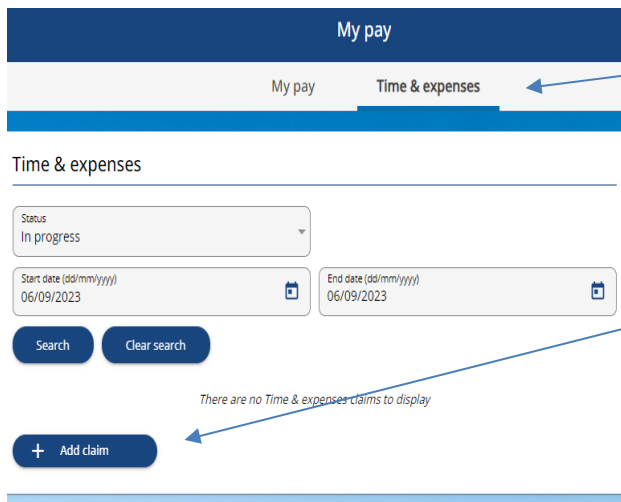
The screenshot shows the 'Employee Self Service' login page. At the top, it says 'Employee Self Service' in a dark blue header. Below that is the 'iTrent' logo. The main heading is 'Login' with a lock icon. There are two input fields: one for 'Username (required)' and one for 'Password (required)'. Below the username field is a link for 'Forgotten username?'. Below the password field is a link for 'Forgotten password?'. There is a 'Login' button with a right-pointing arrow. At the bottom, there is a link for 'Contact administrator' with a question mark icon, and a logo for 'Powered by MHR'.

Your username is your employee reference number.

## 2. Pay & Benefits

Once you have logged in, please select 'My pay':





Within 'My Pay', click on 'Time & expenses'

and scroll down to

select 'Add Claim':

### 3. Creating your claim entry


Within 'Time & Expenses', you will now create your claim entry:

**\* Music Instructors / Skills Academy please refer to Section 10 \***

**Start Date:** insert the date you are claiming your payment for.

**Job Title:** Select your job title. If you have more than one position then you should choose 'Supply Teacher' here.

Time & expenses claim entry: New

Start date (required)  
 

Job title (required)

Claim template (required)

**Claim Template:** within the drop down you will have 2 options:

NLC - Temp Teachers Payment (North) - New  
 NLC - Temp Teachers Payment (South) - New

New

Please select the area which is relevant to the establishment you have worked within.

Not sure what area each establishment falls under? Please refer to FAQs (Section 9) Question 10.

Once the fields have been input above, please select 'New'.

Within the next screen, please ensure you read the guidance before submitting your claims:  
(extract below from the claim entry which will be viewed on mySelf)

**All temporary teaching hours/days you have worked should be claimed through the payroll system using this claim form as follows:**

**IMPORTANT:** If you have worked in more than one school you must complete a separate claim form for each school. You must always select 'Supply Teacher' as the position you are claiming against.

**1. Element** - Select from the drop down menu, the type of time being claimed:

If you are a Supply Teacher and do not have an additional permanent position, you will have two options:  
For a full day(s) work you should select 'Days Pay' or for a specific number of hours worked, you should select 'Basic Pay'.

If you are a Supply Teacher and have a permanent job, you must choose 'Add Basic Other'. Permanent Teachers MUST NEVER select the option 'Basic Pay' or 'Days Pay'.

**2. Date** - Select the start date that the hours/days were worked using the calendar below.

**3. End Date** - This should only be entered if it is different from the start date e.g. claiming for more than one 'days pay'.

**4. Cost Code** - Select the school that you have worked in by clicking on the magnifying glass. Remember that claims for different schools must be made on separate claim forms.



**5. Reason Code** - Select the reason for hours/days claim as provided when you were asked to work in the school.

**6. Number of Days/Hours** - Enter the number of hours or days worked. e.g. type 1.5 for one and a half hours/days worked.

**7.** Once completed please review your information before clicking 'Submit'. You will then be taken to the next page to allow you to select the school where you worked, in 'Authorising Group'. Finally, enter your mySelf password and click on 'Submit'.

## 4. Processing your claim

Below is an example of an entry before submission

Element	Date	End Date (if different from Start Date dd/mm/yyyy)	Cost Code (click on the magnifying glass below)	Reason Code	Number of Days / Hours
Days Pay	▼ 08/12/2020		Auchinloch PS 	26 - Primary - Long Term Absence	▼ 3.00

**1. Element**

<b>Temporary Teacher</b> (Elements to be used below)	<b>Permanent Employee - Working additional Days/Hours</b> (Elements to be used below)
Days Pay	Add Basic Other (hours)
Basic Pay (hours)	

**2. Date**

Insert date you are claiming your payments, i.e. the date you worked in the establishment.

**3. End Date (if different from Start Date)**

Insert end date (if app) *this is a free text box, please use the format dd/mm/yyyy*

**4. Code Code**

Please click on the magnifying glass which will allow you to search for the establishment you are claiming payment from. Once found, click on the school to add it to the claim form.

Example:

**Cost code description search** ✕

Abronhill|  x 🔍 Results 1 Record

Description	Cost code	Active
Abronhill PS	E1073	Yes

**5. Reason Code**

It is important you clarify with your Head/Depute or Principal Teacher the reason code for the payment due. REASON CODES WILL VARY FROM SCHOOL TO SCHOOL. If the wrong reason code is selected, your claim will be rejected, and you will have to resubmit.

NOTE: You can be in one school covering for different reasons which is why you must get clarification.

Options available (see next page):





00 - PLEASE SELECT AN OPTION
19 - SECONDARY - LONG TERM ABSENCE (25 or more days)
21 - SECONDARY - SHORT TERM ABSENCE (<25 days)
23 - SPECIAL - SHORT TERM ABSENCE (<10 days)
24 - SPECIAL - LONG TERM ABSENCE (10 or more days)
26 - PRIMARY - LONG TERM ABSENCE (15 or more days)
27 - PRIMARY - SHORT TERM ABSENCE (<15 days)
28 - MAT LEAVE SUPPORT DAYS - 10 max.
31 - MATERNITY LEAVE
32 - ADOPTION LEAVE
33 - STRINGER COVER COSTS - SCHOOL
34 - STRINGER COVER - HQ
35 - LEAVE OF ABSENCE (UNPAID)
36 - LEAVE OF ABSENCE (PAID)
41 - SECONDMENT WITHIN NLC
42 - SECONDMENT OUTWITH NLC
52 - STAFF TRAINING - TEACHERS
56 - CONTINUING PROFESSIONAL DEV
62 - CURR.DEVELOP./IN-SERVICE
64 - SCHOOL BASED MISCELLANEOUS
74 - TRADE UNION DUTIES
76 - JURY DUTY
79 - SAC CANCAN
81 - ROLL-ENTITLEMENT POSTS
83 - NON-ROLL RELATED POSTS/PEF
84 - MUSIC INSTRUCTORS
85 - SAC LITERACY
86 - SAC NUMERACY
88 - SAC MENTORS
99 - COVID 19

## 6. Numbers of Days/Hours

Insert the completed days or hours – whichever is applicable.

Once complete, please select **'Submit'**



## 5. Submitting your claim for authorisation

Once you have completed your claim and selected 'Submit', you will be required to complete the following to ensure your claim is processed to the correct authoriser:

### Time & expenses claim submission:

Claim template  
NLC - Temp Teachers Payment (North) - New

Job title  
Supply Teacher (Primary)

Time and expenses claim reference  
TEMPTCHNORCF00008938

Payroll  
0411MO

Start date  
07/09/2023

Comments  
By submitting this form you are certifying that;  
• The days/hours claimed were for Temporary Teaching work for North Lanarkshire Council on the specified dates.

Authorising group

AS - E&F - Coatbridge High School

Authorising role

Coatbridge HS Authoriser - Multiple people

Password

+ Receipt attachments

Submit

**\* Music Instructors / Skills Academy please refer to Section 10 \***

**Authorising Group:** Please select from the drop down the establishment you are claiming your payments from. *If the establishment is not there, please ensure you have selected the correct form (North or South).*

**Authorising Role:** Please select from the drop down the authoriser for the establishment.

*'Multiple People' – your claim will go to all authorising signatories within the establishment.*

**Password:** Please insert your mySelf password, then select 'Submit'.

## 6. After submission

Once your claim has been submitted for authorisation, it will be stored within 'Time & Expenses'. You will also be able to view the status of your claim:

Claim name ↑	Start date	Reference	Cut off date	Status
NLC - Temp Teachers Payment...	07 Sep 2023	TEMPTCHNORCF00008938		Awaiting authorisation <a href="#">Summary</a>

### Status of claims

- Awaiting authorisation
- Authorised
- Rejected
- Provisional – your claim has not been submitted to your authoriser. Please open the claim and complete for approval.

Your claim will now be sent for authorisation and you will be notified of the outcome when it has been actioned.

Please note, claims cannot be actioned by the authoriser when the payruns are closed. Pay schedules and deadline dates can be found [here](#). It is important to be aware of these dates as it could result in you being underpaid.

*You also have the facility to search for your submitted claims which have been actioned by the authoriser:*

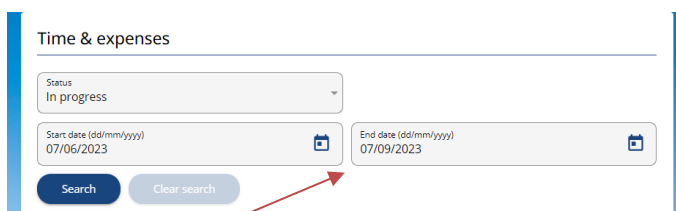
Within 'Time & Expenses', you can change the "Status" from "In progress" to "All"

Insert the start date of the claim.

Insert the start date of your claim.

Insert the end date of your claim (if app).


Click 'Search' to view your claims.



**Top tip!** – not sure about your start date? Leave the 'start' and 'end' date blank and just click 'search'. You will retrieve all claims.

## 7. Amending a submitted claim

If you have submitted your claim for authorisation and it is still awaiting authorisation, you have the facility to amend the claim.

Claim name	Start date	Reference	Cut off date	Status	
NLC - Temp Teachers Payment...	07 Sep 2023	TEMPCHNORCF00008938		Awaiting authorisation	<a href="#">Summary</a> 

Open the claim within your 'Time & Expenses' within 'Pay & Benefits':

Once the claim has opened, click 'Cancel' and insert your password:

[Back to Time & expenses](#)

Cancel Time & expenses claim:

Claim template  
NLC - Temp Teachers Payment (North) - New

Job title  
Supply Teacher (Primary)

Time and expenses claim reference  
TEMPCHNORCF00008938

Payroll  
0411MO

Start date  
07/09/2023

Password

Cancel

Then select 'Cancel'. You will receive the following message, please select 'OK':

Cancelling the timesheet approval process will return the timesheet to a provisional status. Do you want to continue?

OK Cancel

Your claim will now update to provisional which will allow you to edit the claim and resubmit for approval.

**Incorrect claim already been authorised?**

If you have submitted your claim for authorisation and it **has** been authorised, you will not be able to cancel the claim. In this instance, you will need to submit a new claim with correct information listed and also re enter original details ensuring number days/hours claimed is entered as a minus to delete original claim details.

Original Claim – TEMPTEACHCF00000017  
Employee is claiming for 5 days but has selected 'Basic Pay' which will pay 5 hours instead of 'Days Pay'

Element	Date	End Date (if different from Start Date dd/mm/yyyy)	Cost Code (click on the magnifying glass below)	Reason Code	Number of Days / Hours
Basic Pay	26/04/2021	30/04/21	Bargeddie PS	19 - SECONDARY - LONG TERM ABSENCE (25 or more days)	5.00

The new claim to amend the incorrect claim would look like below:

New Claim – TEMPTEACHCF00000018

Number of Days / Hours is entered as **-5.00**

Element	Date	End Date (if different from Start Date dd/mm/yyyy)	Cost Code (click on the magnifying glass below)	Reason Code	Number of Days / Hours
Basic Pay	26/04/2021	30/04/21	Bargeddie PS	19 - SECONDARY - LONG TERM ABSENCE (25 or more days)	-5.00
Days Pay	26/04/2021	30/04/21	Bargeddie PS	19 - SECONDARY - LONG TERM ABSENCE (25 or more days)	5.00

Once complete, please select **'Submit'**



Then follow steps listed at Section 5 to submit claim for authorisation.

## 8. Email Notifications

You will receive email notifications which will keep you up to date with the status of your claim such as if your claim has been approved or rejected.

## 9. FAQs

### 1. I don't have a mySelf account to process my payments?

ESC People Help Desk will be able to set up an account for you. Please contact them by email on [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk) or call 01698 403151.

### 2. How can I check what payments I will be due in my next pay?

An initial email once you have made a claim will confirm what you have claimed for. You can also access your payslips when they are available on mySelf. You will also receive emails confirming what claims have been approved once they have been actioned.

### 3. My claim has been rejected.

You will have received an email alerting you that your claim has been rejected along with the name of the authorising manager who has rejected it. If the manager has provided advice, please open up the claim by clicking on it in mySelf. Then follow the manager's advice on making the necessary amendments. Thereafter, please resubmit, as per Section 5 above.

If the authoriser has not specified a reason for rejection on the email, please contact them for further discussions.

**4. I have missed the deadline for processing payments.**

Please make yourself aware of the pay schedules which can be found [here](#) and link in with the establishment you are awaiting authorisation from to let them know they are still to be processed to ensure they will be in your next available wage.

**5. I have received the following error message when processing a claim:**

You have entered a date in the past that is not allowed (page 1, row 1).

Claims cannot be processed if they are more than 90 days after the date you are processing payment for. Please contact your authoriser within the establishment who will confirm payment to the ESC for processing.

**6. I have received the following error message:**

The claim start date must be within the payroll element attachment period (19000101 - 20201031).

You will receive the above error message if you have selected the wrong element for payment.

<p><b>I hold a permanent position as well as a temporary position and I am attached to payrun 0410.</b></p>	<p>'Add Basic Other' should be used only. This element code is processed in hours. <i>Example, you have worked 5 hours Monday – Friday within the same establishment – please process 25 hours.</i></p>
<p><b>I hold a temporary position only and I am attached to payrun 0411.</b></p>	<p>'Days Pay' &amp; 'Basic Pay' (for hours) should be used only.</p>

**7. Where can I view my payslip?**

You can view your payslip within your [mySelf](#) account under the 'Pay & Benefits' tab > payslips.

**8. I don't think my pay is correct.**

If you have viewed your payslip and believe the payment is incorrect. Please contact the ESC Help Desk by email on [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk) or call on 01698 403151.

**9. When processing my claim, within the 'Job Title' drop down, there is no 'Supply Teacher or Temp Teacher' post?**

Please contact the ESC Help Desk on [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk) or call on 01698 403151.



**10. What area (north/south) does the establishment I am claiming against fall under?**

**North Establishments:**

**North**

Buchanan High School	St Andrews's Primary School Airdrie
Drumpark Primary School	St Andrews's Primary School Cumbernauld
Fallside Secondary School	St Augustine's Primary School
Glencryan School	St Barbara's Primary School
Mavisbank School	St Bartholomew's Primary School
Pentlands School	St Bernard's Primary School
Portland High School	St David's Primary School
Redburn School	St Dominic's Primary School
Willowbank School	St Edward's Primary School
Abronhill Primary School	St Helen's Primary School
All Saints Primary School	St Joseph's Primary School
Baird Memorial Primary School	St Kevin's Primary School
Balmalloch Primary School	St Lucy's Primary School
Banton Primary School	St Margaret's of Scotland Primary School
Bargeddie Primary School	St Mary's Primary School Coatbridge
Calderbank Primary School	St Mary's Primary School Cumbernauld
Carbrain Primary School	St Mary's Primary School Caldercruix
Carnbroe Primary School	St Michael's Primary School
Chapelhall Primary School	St Patrick's Primary School Coatbridge
Chapelside Primary School	St Patricks Primary School Kilsyth
Chryston Primary School	St Serf's Primary School
Clarkston Primary School	St Stephen's Primary School
Condorrat Primary School	St Timothy's Primary School
Corpus Christi Primary School	Stepps Primary School
Cumbernauld Primary School	Tollbrae Primary School
Eastfield Primary School	Townhead Primary School
Gartcosh Primary School	Victoria Primary School
Glenboig Primary School	Westfield Primary School
Glengowan Primary School	Whitelees Primary School
Glenmanor Primary School	Woodlands Primary School
Golfhill Primary School	Airdrie Academy
Greengairs Primary School	Caldervale High School
Greenhill Primary School	Coatbridge High School
Hilltop Primary School	Cumbernauld Academy
Holy Cross Primary School	Greenfaulds High School
Kildrum Primary School	Kilsyth Academy
Kilsyth Primary School	Our Lady's High School Cumbernauld
Kirkshaws Primary School	St Ambrose High School
Langloan Primary School	St Andrew's High School
New Monkland Primary School	St Margaret's High School
Old Monkland Primary School	St Maurice's High School
Our Lady & St Joseph's Primary School	
Plains Primary School	
Ravenswood Primary School	
Riverbank Primary School	
Rochsolloch Primary School	
Shawhead Primary School	
Sideside Primary School	
St Aloysius Primary School	



## South Establishments

### South

Bothwellpark High School  
Clydeview School  
Firpark Primary School  
Firpark Secondary School  
Aitkenhead Primary School  
Alexander Peden Primary School  
Allanton Primary School  
Berryhill Primary School  
Calderbridge Primary School  
Cathedral Primary School  
Christ The King Primary School  
Cleland Primary School  
Dykehead Primary School  
Glencairn Primary School  
Holy Family Primary School  
Holytown Primary School  
Keir Hardie Primary School  
Kirk O' Shotts Primary School  
Knowetop Primary School  
Ladywell Primary School  
Lawmuir Primary School  
Logans Primary School  
Morningside Primary School  
Muirhouse Primary School  
Netherton Primary School  
New Stevenson Primary School  
Newarthill Primary School  
Newmains Primary School  
Noble Primary School  
Orchard Primary School  
Our Lady & St Francis' Primary School  
Sacred Heart Primary School  
St Aidan's Primary School  
St Bernadette's Primary School  
St Brendan's Primary School  
St Brigid's Primary School  
St Gerard's Primary School  
St Ignatius' Primary School  
St John Paul II Primary School  
St Mary's Primary School Cleland  
St Patrick's Primary School Shotts  
St Patrick's Primary School New Stevenson  
St Teresa's Primary School  
St Thomas' Primary School  
Stane Primary School  
Tannochside Primary School  
Thornlie Primary School  
Wishaw Academy Primary School  
Bellshill Academy

Braidhurst High School  
Brannock High School  
Calderhead High School  
Cardinal Newmain High School  
Clyde Valley High School  
Coltness High School  
Dalziel High School  
Our Lady's High School Motherwell  
St Aidan's High School  
Taylor High School



**11. I have gained a permanent teaching position and have been provided with a new employee number. Can I still process my payments due for my temporary post?**

You will use your previous temporary teacher employee number to log in and process payments via mySelf up to your start date within your permanent teaching position.

Your temporary teaching employee number will only be available for 3 months after the end date therefore, it is important you process your remaining payments up to your transfer date as soon as possible.

You will not be required to process any payment within your permanent post, the hours for your permanent post will be contractually paid to you monthly via payroll.

## FURTHER SUPPORT

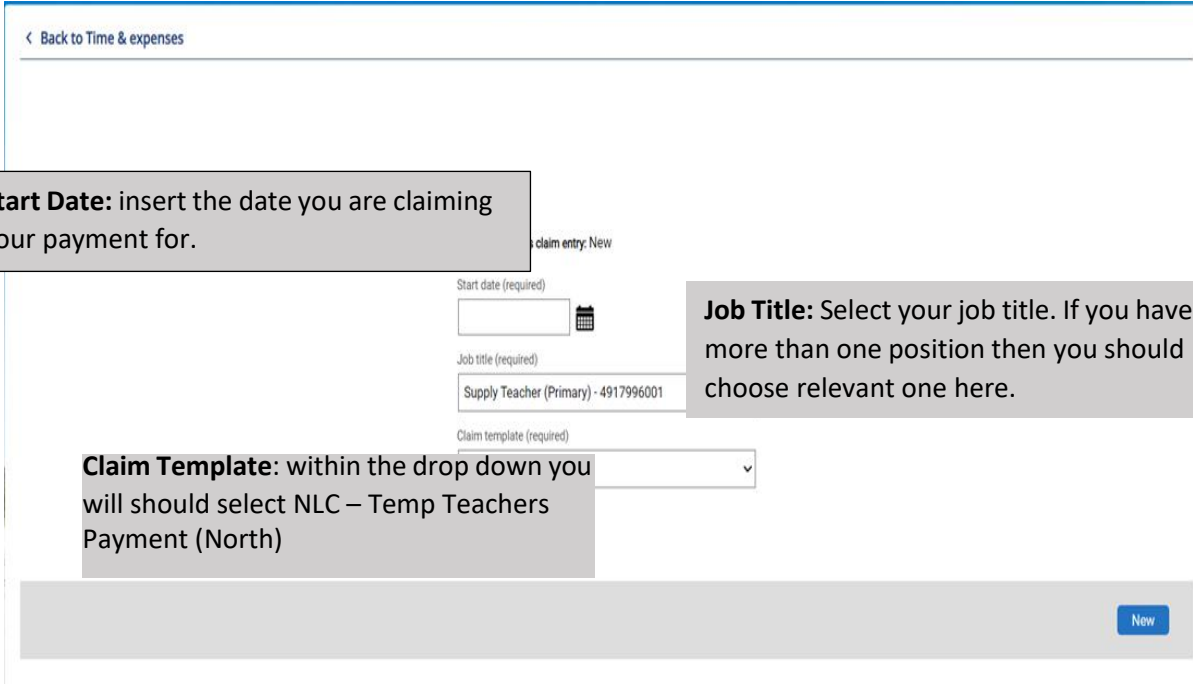
If you feel you still require further support, please liaise with your manager or alternatively, you can contact the ESC Help Desk by email on [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk) or call on 01698 403151.

## 10. Music Instructors / Skills Academies

Please refer to Section 1 & 2 and follow guidance to login to MySelf and access claim templates

Within 'Time & Expenses', you will now create your claim entry:

Once the fields have been input above, please select 'New'.



The screenshot shows a web form for creating a new claim entry. At the top left, there is a link '< Back to Time & expenses'. The form has several fields with callout boxes:

- Start Date:** A callout box states: "insert the date you are claiming your payment for." The field is labeled "Start date (required)" and contains a calendar icon.
- Job Title:** A callout box states: "Select your job title. If you have more than one position then you should choose relevant one here." The field is labeled "Job title (required)" and contains the text "Supply Teacher (Primary) - 4917996001".
- Claim Template:** A callout box states: "within the drop down you will should select NLC – Temp Teachers Payment (North)". The field is labeled "Claim template (required)" and is a dropdown menu.

At the bottom right of the form, there is a blue button labeled "New".

Within the next screen, please ensure you read the guidance before submitting your claims:  
(extract below from the claim entry which will be viewed on mySelf)

All temporary teaching hours/days you have worked should be claimed through the payroll system using this claim form as follows:

**IMPORTANT:** If you have worked in more than one school you must complete a separate claim form for each school. You must always select 'Supply Teacher' as the position you are claiming against.

1. **Element** - Select from the drop down menu, the type of time being claimed:

If you are a Supply Teacher and do not have an additional permanent position, you will have two options: For a full day(s) work you should select 'Days Pay' or for a specific number of hours worked, you should select 'Basic Pay'.

If you are a Supply Teacher and have a permanent job, you must choose 'Add Basic Other'. Permanent Teachers MUST NEVER select the option 'Basic Pay' or 'Days Pay'.

2. **Date** - Select the start date that the hours/days were worked using the calendar below.

3. **End Date** - This should only be entered if it is different from the start date e.g. claiming for more than one 'days pay'.

4. **Cost Code** - Select the school that you have worked in by clicking on the magnifying glass. Remember that claims for different schools must be made on separate claim forms.

5. **Reason Code** - Select the reason for hours/days claim as provided when you were asked to work in the school.

6. **Number of Days/Hours** - Enter the number of hours or days worked. e.g. type 1.5 for one and a half hours/days worked.

7. Once completed please review your information before clicking 'Submit'. You will then be taken to the next page to allow you to select the school where you worked, in 'Authorising Group'. Finally, enter your mySelf password and click on Submit.

Please refer to Section 4 and follow guidance on Pages 7 – 9

Once you have completed your claim and selected 'Submit', you will be required to complete the following to ensure your claim is processed to the correct authoriser:

#### Time & expenses claim submission:

Claim template

NLC - Temp Teachers Payment (North) - New

Job title

Workforce Systems Development Senior Advisor

Time and expenses claim reference

TEMPTCHNORCF00008940

Payroll

0407FW

Start date

08/09/2023

Comments

By submitting this form you are certifying that;  
 • The days/hours claimed were for Temporary Teaching work for North Lanarkshire Council on the specified dates.

Authorising group

AS - E&F - Music Instructors

Authorising role

Music Instructors Authoriser - Multiple people

+ Receipt attachments

#### Authorising Group:

**Music Instructors** - Please select AS-E&F – Music Instructors from the drop down list

**Skills Academy** - Please select AS-E&F – Skills Academy from the drop down list

#### Authorising Role:

**Music Instructors** - Please select Music Instructors Authoriser – Multiple people  
**Skills Academy** - Please select Skills Academy Authoriser – Multiple people

**Password:** Please insert your mySelf password, then select 'Submit'.

Submit

[End of document]