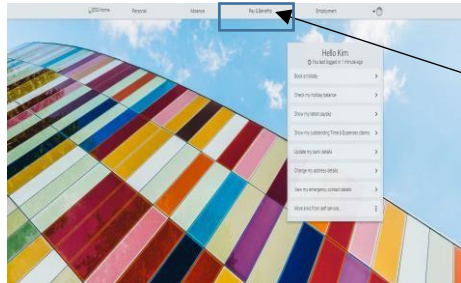


Buy and Bank Employee Guidance

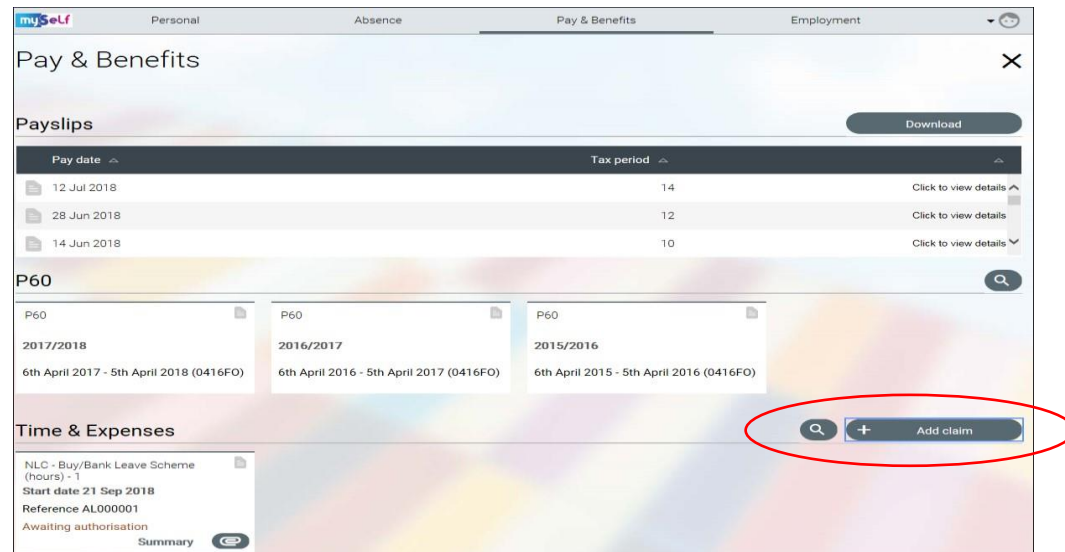
All employee applications will be made through the mySelf portal.

- 1. Log into myself** - Go to www.northlanarkshire.gov.uk/myself and log in to myself or use the quick link in Connect.



- 1.2.** To make an application for Buy or Bank Leave, click on the Pay & Benefits Tab at the top of the page.

- 1.3.** Scroll down to **Time & Expenses** section in the Pay & Benefits page and select 'Add claim'



2. Updating the Time and expenses card

To do this, select: the date you are making your application, your applicable job title, and the template as detailed below.


Time and expenses ✕

Time & Expenses claim entry: New

Start date •
| 

Job title •
Please choose ▼

Claim template •
Please choose ▼

Start Date: This will be the date that you are making your Buy & Bank application. Click on the calendar icon  and select the date.

Job Title: This will list the jobs you hold within the organisation. Select the position you wish to make the application against.

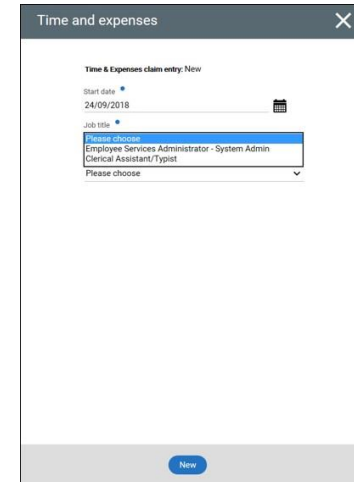
Claim template: Here you should select:
NLC - Buy/Bank Leave Scheme (Hours)v2

New

Claim template •
Please choose
NLC - Buy/Bank Leave Scheme (hours) - 2020/2021

3. Choosing the correct job (if you have more than one position in the Council).

IMPORTANT: If you have more than one job, please ensure that you select the appropriate position form within the pick list:



Time and expenses

Time & Expenses claim entry: New

Staff date *
24/09/2018

Job title *
Please choose

Employee Services Administrator - System Admin
Clerical Assistant/Typist

Please choose

New



4.a. Eligibility Criteria for Employee's application process

There are a number of set criteria for an application which the employee must read fully prior to making an application. These are:

- 1) All applications for Buy/Bank/Unpaid Leave must be applied for through the mySelf portal by a date **no later than the deadline which will be communicated to all employees.**
- 2) Banked leave can only be used the following leave year. A reminder also that all previous leave must be used no later than 31st January.
- 3) You must have worked for NLC for 1 complete annual leave year to request Buy & Bank Leave.
- 4) Employees with less than 5 years' service may only Bank a maximum of 4 days (28 days Statutory Minimum).
- 5) You cannot apply for buy/bank/unpaid leave for more HOURS than you work in any post.
- 6) You cannot Bank more hours than you have left remaining within your holiday entitlement for the current leave year.
- 7) Any employee entering in to a salary sacrifice arrangement (i.e. Bought Leave) must continue to pay a minimum of £1 in National Insurance contributions each pay **and** meet National Minimum Wage Criteria.
- 8) You cannot apply to bank leave if you are a **term time** employee.
- 9) Please don't apply to bank any leave which you intend to use in January.

You may apply for all three types of leave in line with the conditions detailed above.

Please note - incomplete or late applications will not be accepted and your application will be subject to the above conditions being met.

There is also a wealth of material available on myNL. For more information, click [here](#).

To further proceed with the application, please follow the instructions below.



4.b. Entering your hours and submitting your application:

Page 1 | Page 2 | Page 3

BUY/BANK/UNPAID LEAVE

Page 1 should be selected to enter the number of hours you wish to bank (if any)

Element	Number Of Hours to Bank	
Annual leave hours to be banked	<input type="text" value="0.00"/>	+ -

You can then move onto Page 2 and/or Page 3 if you wish to buy hours and/or apply for unpaid leave before you Submit. If you do not wish to submit your application at any time, you can click on **Save Draft** and then come back to your claim at a later date.

Page 2 should be selected to enter the number of hours you wish to buy (if any)

Element	Number of hours to buy
Bought Annual Leave (hours)	<input type="text" value="0.00"/>

Page 3 should be selected to enter the number of hours you wish apply for as unpaid leave (if any)

Element	Number of hours of Unpaid Leave
Unpaid Leave (Buy & Bank)	<input type="text" value="0.00"/>

4.c. Email you receive once you have made a claim

Please note that within the body of the email you receive once the claim has been submitted, there may be a cash amount value. **Please disregard this.**

Element	Type	Time/Units/Miles	Cash amount
Banked Annual Leave (hours)	Time	5	0.10
Bought Annual Leave (hours)	Time	10	0.10
Unpaid Leave (B&B)	Time		0.10
Total			0.10

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

5. Saving as Draft

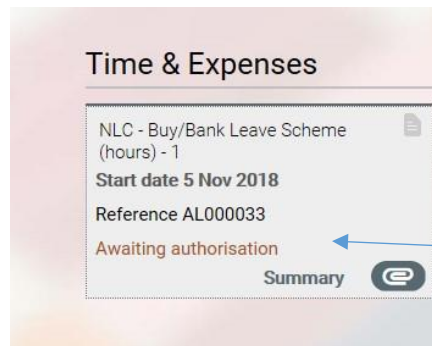
If you choose to save your claim as a draft, then you can view this on the Pay & Benefits screen. This will show as provisional and will stay on this screen until you submit the request.



Clicking on the card will take you back into the claim form. You can add further to your claim information or submit it for authorisation.

You will then receive an email in time from your manager with the outcome of your request.

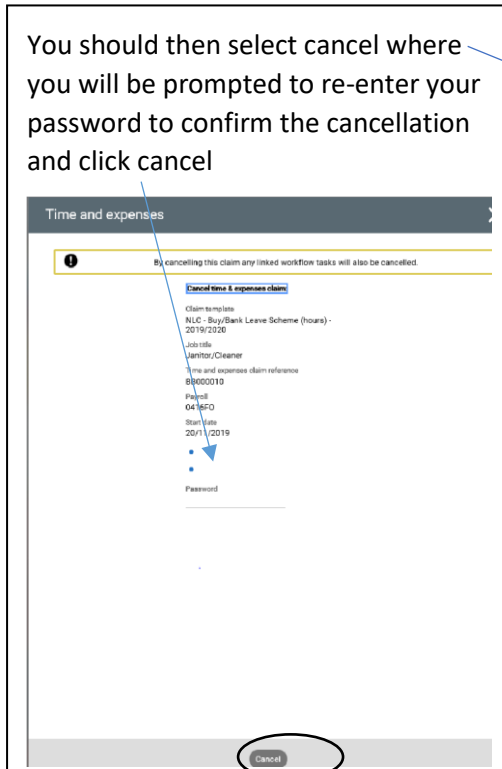
6. Cancelling a request



If you change your mind and no longer wish to request buy/bank/unpaid leave or you wish to make changes whilst awaiting authorisation from your manager you can go to Pay and Benefits screen and click on the card 'awaiting authorisation'

6. cont.

You should then select cancel where you will be prompted to re-enter your password to confirm the cancellation and click cancel



Time and expenses

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

Cancel time & expenses claim

Claim template
NLC - Buy/Bank Leave Scheme (hours) - 2019/2020

Job title
Janitor/Cleaner

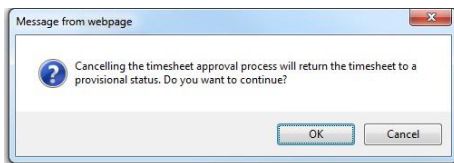
Time and expenses claim reference
8j600010

Payroll
0416FO

Start date
20/11/2019

Password

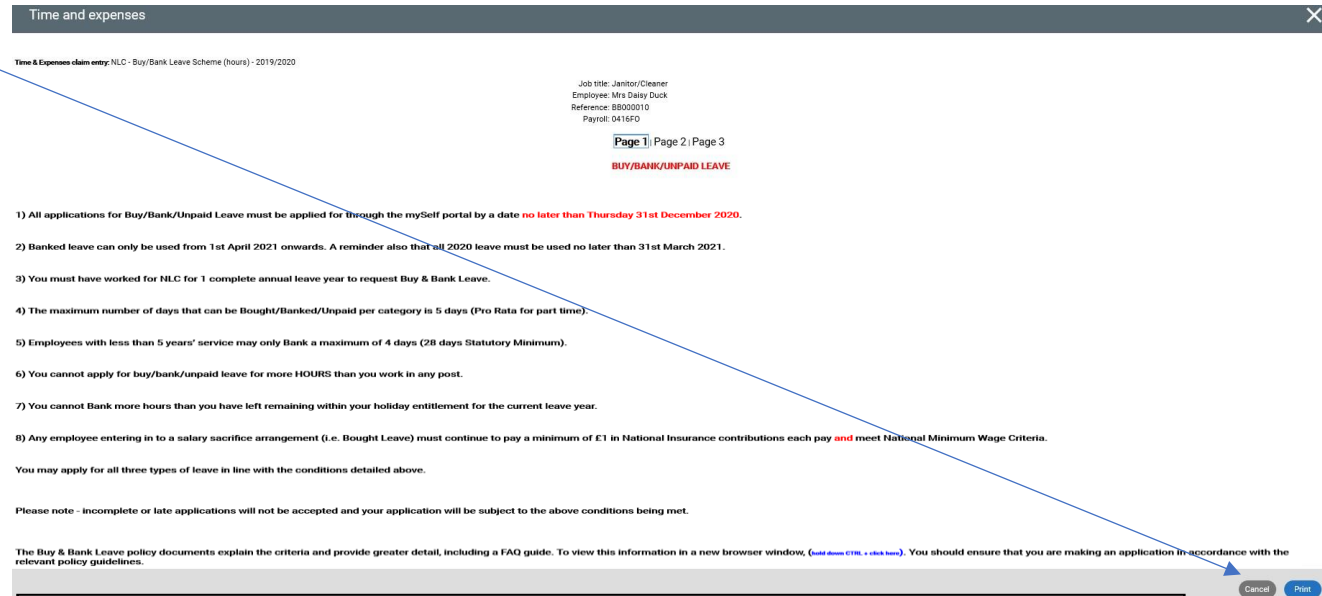
Cancel



Message from webpage

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

OK Cancel



Time and expenses

Time & Expenses claim entry: NLC - Buy/Bank Leave Scheme (hours) - 2019/2020

Job title: Janitor/Cleaner
Employee: Mrs Daisy Duck
Reference: 8B000010
Payroll: 0416FO

Page 1 | Page 2 | Page 3

BUY/BANK/UNPAID LEAVE

- 1) All applications for Buy/Bank/Unpaid Leave must be applied for through the mySelf portal by a date **no later than Thursday 31st December 2020**.
- 2) Banked leave can only be used from 1st April 2021 onwards. A reminder also that all 2020 leave must be used no later than 31st March 2021.
- 3) You must have worked for NLC for 1 complete annual leave year to request Buy & Bank Leave.
- 4) The maximum number of days that can be Bought/Banked/Unpaid per category is 5 days (Pro Rata for part time).
- 5) Employees with less than 5 years' service may only Bank a maximum of 4 days (28 days Statutory Minimum).
- 6) You cannot apply for buy/bank/unpaid leave for more HOURS than you work in any post.
- 7) You cannot Bank more hours than you have left remaining within your holiday entitlement for the current leave year.
- 8) Any employee entering in to a salary sacrifice arrangement (i.e. Bought Leave) must continue to pay a minimum of £1 in National Insurance contributions each pay **and** meet National Minimum Wage Criteria.

You may apply for all three types of leave in line with the conditions detailed above.

Please note - incomplete or late applications will not be accepted and your application will be subject to the above conditions being met.

The Buy & Bank Leave policy documents explain the criteria and provide greater detail, including a FAQ guide. To view this information in a new browser window, [click here](#). You should ensure that you are making an application in accordance with the relevant policy guidelines.

Cancel Print

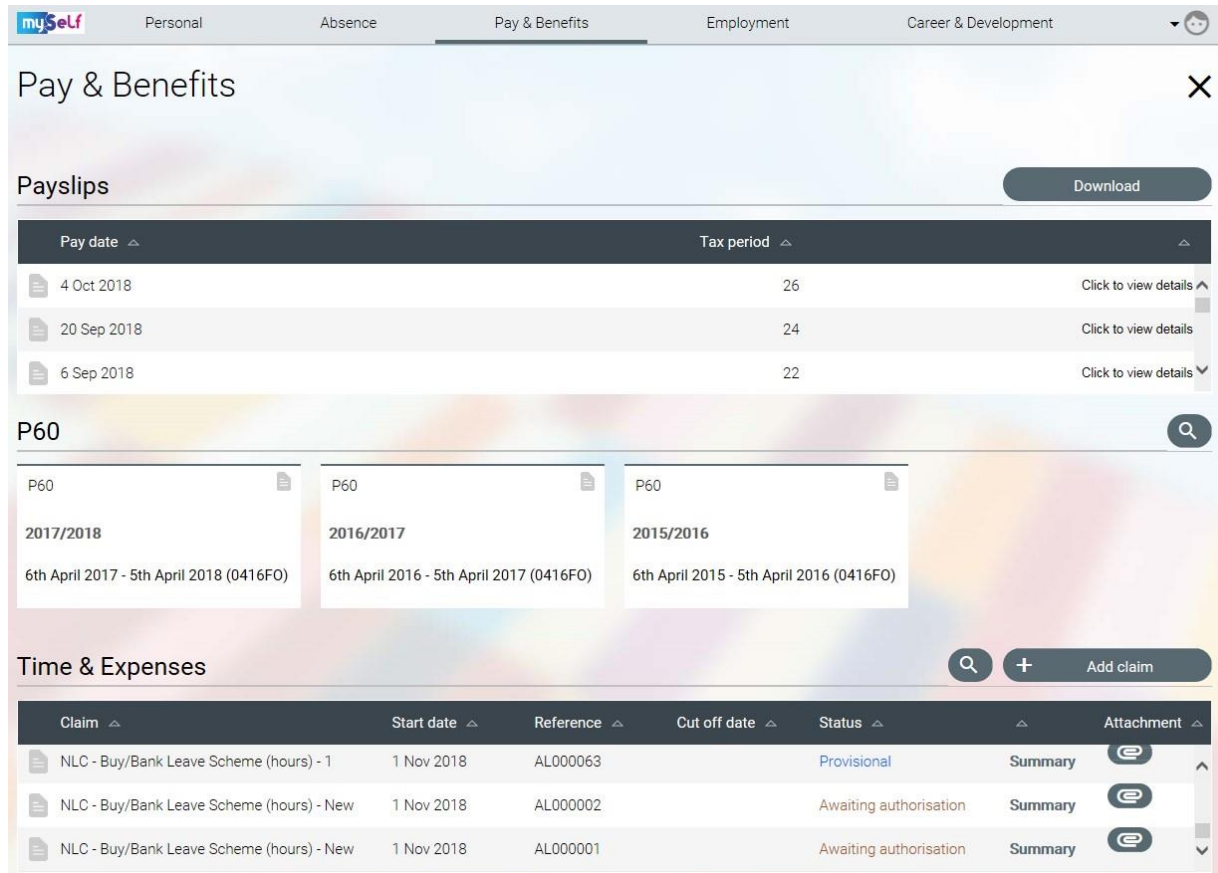
Lastly, you will be prompted to alert you that Cancelling the request will return the timesheet to provisional status. Click OK if you wish to proceed with cancelling. At this stage both you and manager will receive an email confirming the cancellation.

Once your application has been reverted back to provisional, you are allowed you to make changes or delete the request. If making changes then you need to repeat the stages from Point 4 above to submit a new request.

If your request has been authorised and you wish to make changes or cancel the request then you should discuss this with your line manager. You will also have to submit a new request. **For further support, please contact the People Help Desk Team on 01698 403151 or at ESCHelpDeskTeam@northlan.gov.uk.**

7. Reviewing a Claim in mySelf

To check your claim within myself, go to the Pay & Benefits section of mySelf. All claims which have not been authorised will sit under Time & Expenses Section.



The screenshot shows the mySelf interface with the following sections:

- Navigation:** Personal, Absence, Pay & Benefits (selected), Employment, Career & Development.
- Pay & Benefits:**
 - Payslips:** A table with columns for Pay date and Tax period.

Pay date	Tax period	Action
4 Oct 2018	26	Click to view details
20 Sep 2018	24	Click to view details
6 Sep 2018	22	Click to view details
 - P60:** Three cards for tax years 2017/2018, 2016/2017, and 2015/2016, each with a date range and reference number (0416FO).
 - Time & Expenses:** A table with columns for Claim, Start date, Reference, Cut off date, Status, and Attachment.


Claim	Start date	Reference	Cut off date	Status	Attachment
NLC - Buy/Bank Leave Scheme (hours) - 1	1 Nov 2018	AL000063		Provisional	Summary
NLC - Buy/Bank Leave Scheme (hours) - New	1 Nov 2018	AL000002		Awaiting authorisation	Summary
NLC - Buy/Bank Leave Scheme (hours) - New	1 Nov 2018	AL000001		Awaiting authorisation	Summary

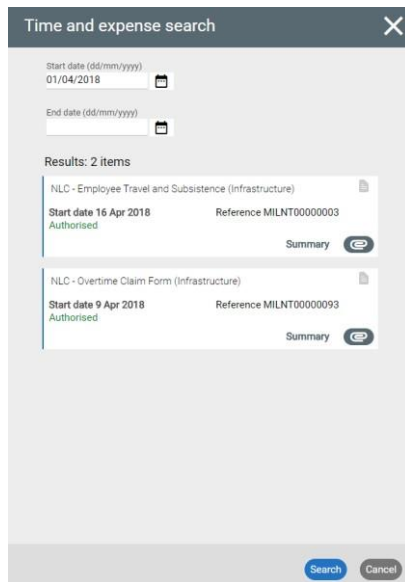
You can view the details of a claim by clicking on the appropriate card or line as indicated above.

Your claim will have one of 4 States:

1. **Awaiting Authorisation** – Your claim has been submitted successfully and is yet to be authorised by the Authorised Signatory.
2. **Rejected** – The Authorised signatory has rejected your claim. You can update the claim and make any changes required prior to resubmission.
3. **Provisional** – This claim has been saved as a draft and not yet submitted.
4. **Authorised** – Once a claim has been authorised, it will no longer be visible under the Time & Expenses section. The next section explains how you can review these claims.

Reviewing Authorised Claims

Once a claim has been authorised, it will no longer be visible within the Time and Expenses section. To view Authorised claims, click on the Pay and Benefits section and scroll down to Time & Expenses. Click on the  icon and enter the dates you wish to review.



Please Note: the hours will not be added to or deducted from your balance at this stage.

[END OF GUIDANCE NOTE]