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**North Lanarkshire Council**



**Manager Guidance – Temporary Teacher  
Payments Approved via myTeam**

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## Overview

This guide will provide guidance on how to action temporary teachers & associated professionals staff payments via myTeam. From early 2021, this process will replace current practice used on the Seemis system (PYOL 23s).

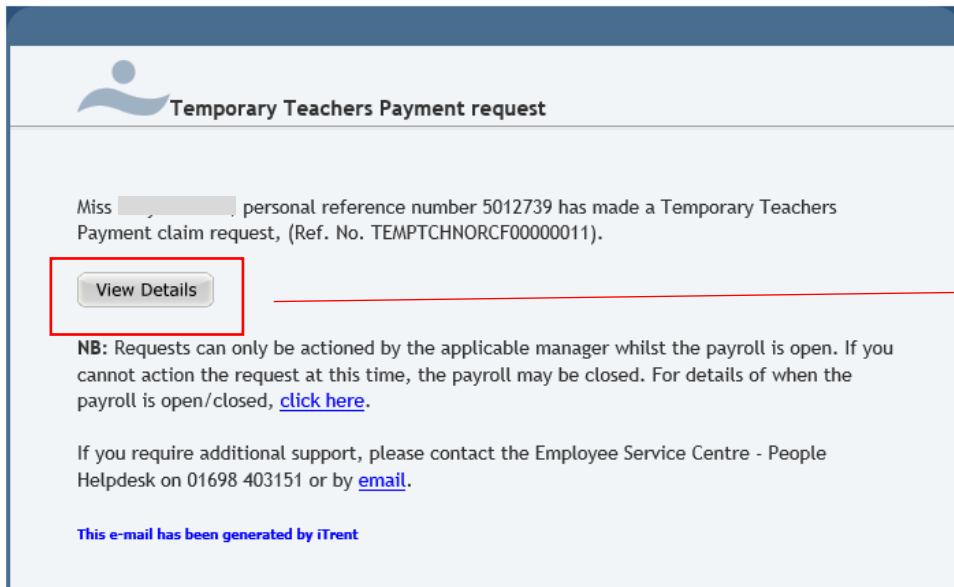
**This process is currently being piloted. Please do not follow this process if you have not been advised to and received training from the Employee Service Centre.**

We hope that you find this process useful. If you have any issues or difficulties when trying to action 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).

*Please note, the following process can only be actioned when myTeam is available (i.e. the payruns are opened). Payrun schedules with their respective opening and closing dates can be found [here](#). This information also appears as a weblink in each employee's claim notification email.*

## 1. Notification of claim awaiting action

You will receive a notification via email when an employee has processed a claim for authorisation against your establishment.

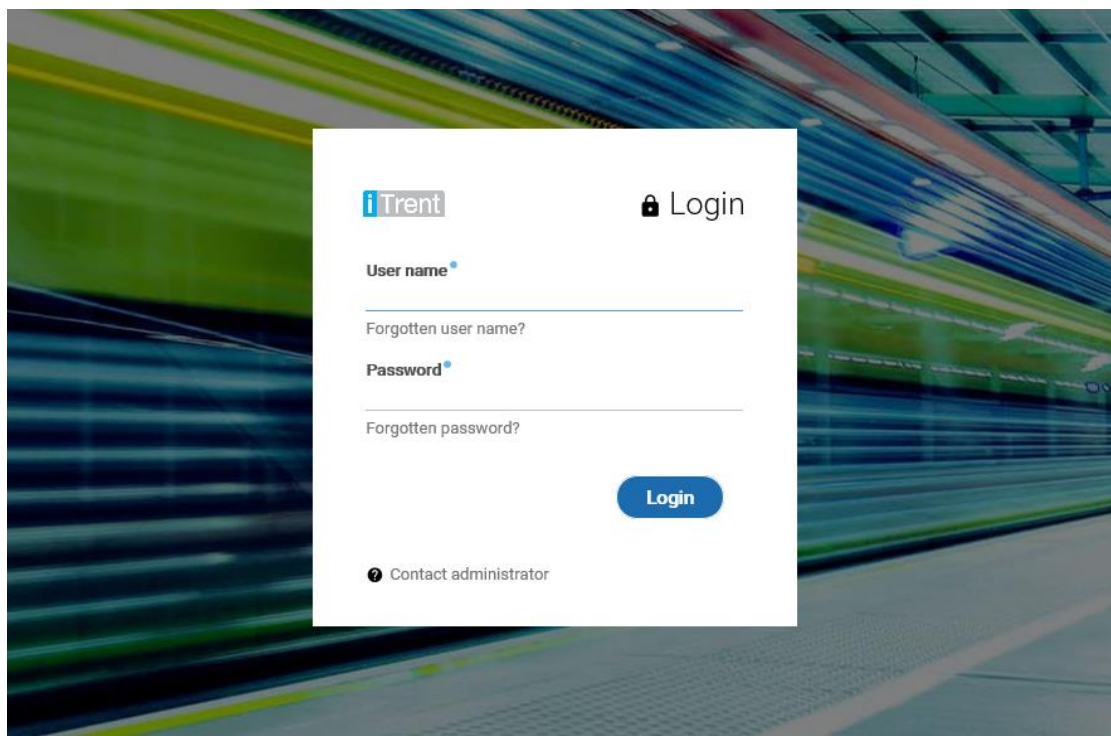


Click 'View Details' for direct link to the claim form on myTeam.

The email notification will provide you details of the employee's name and employee number.

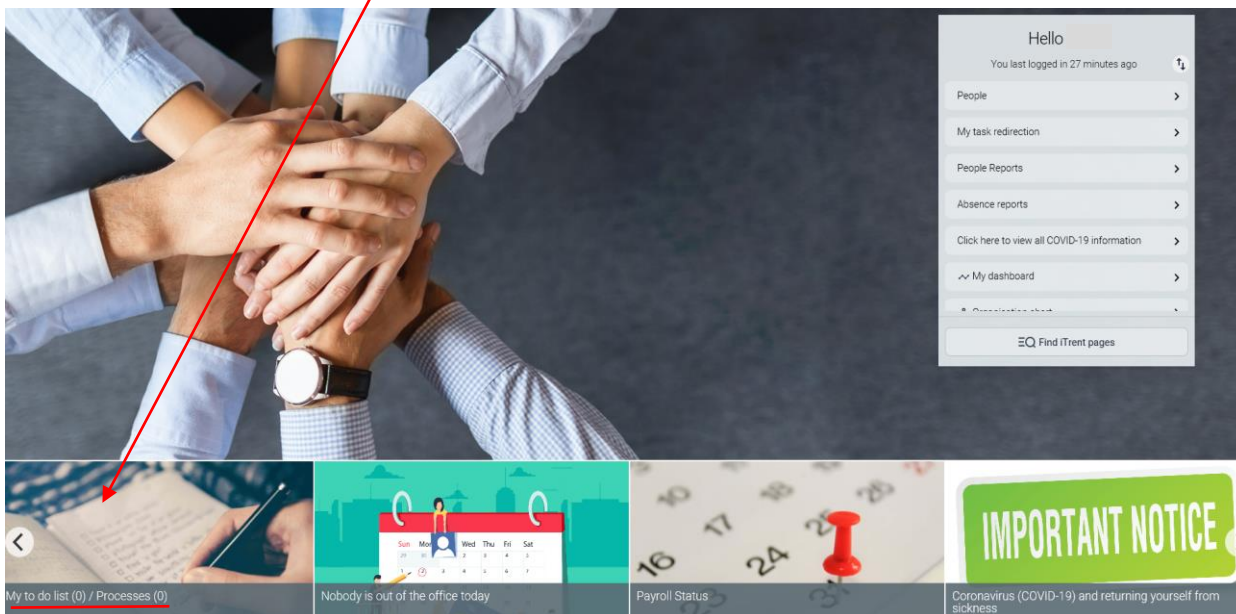
## 2. Logging in

Log into [myTeam](#) to action the claim using your username (employee number) and password:

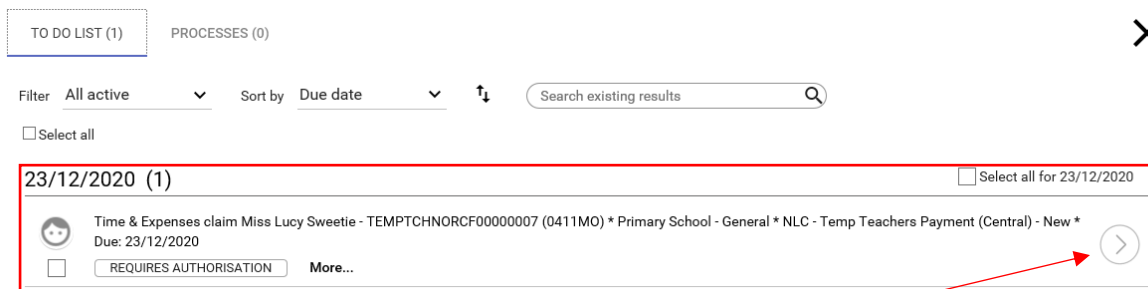


### 3. Viewing a claim

Once you have logged into myTeam, you will be able to view any claims which are awaiting authorisation within your 'To Do List'.

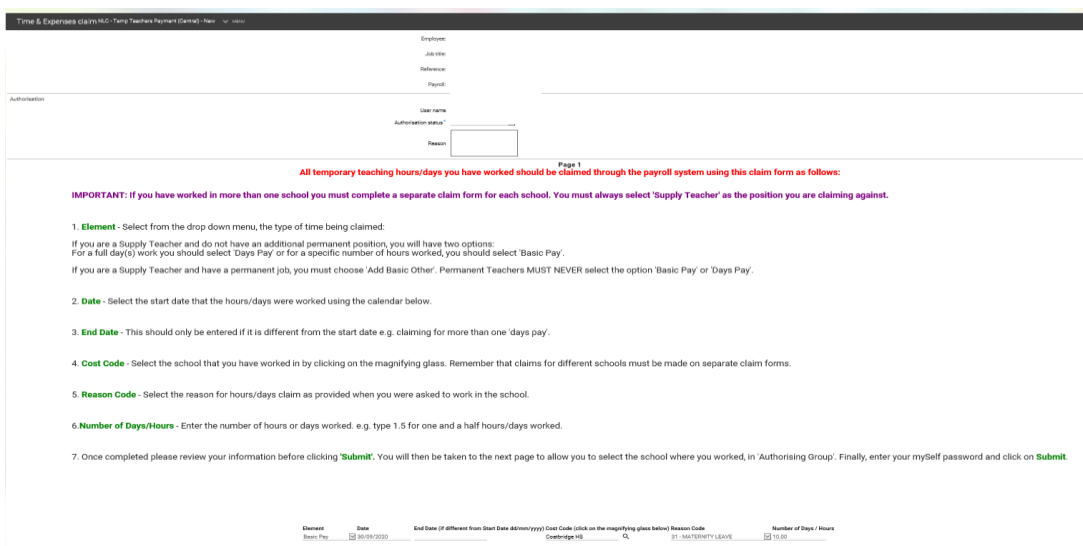


All claims are found within your To Do List:



To view and action the claim, please click the symbol as shown

An extract of employee guidance within the claim is shown below:



You will now be able to view the full employee claim which is awaiting approval.

Example shown below:

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	<input checked="" type="checkbox"/> 30/09/2020		Coatbridge HS <input type="text"/>	31 - MATERNITY LEAVE	<input checked="" type="checkbox"/> 10.00
					10.00

Information on each of these headers is as follows:

#### Element

<b>Add Basic Other</b>	Only used for staff who hold both a permanent teaching post and a temporary teaching post. This element pays in hours.
<b>Days Pay</b>	Element used for payment for completed days due. <b>THIS IS FOR TEMPORARY TEACHERS ONLY, WHO DO NOT HAVE A PERMANENT TEACHING POSITION</b>
<b>Basic Pay</b>	Element used for payment for completed hours due. <b>THIS IS FOR TEMPORARY TEACHERS ONLY, WHO DO NOT HAVE A PERMANENT TEACHING POSITION</b>

#### Date

The date they are claiming for. Please ensure the correct date has been input.

#### End Date (if different from Start Date)

End date can be entered if the employee is claiming for more than one day. For example, they are worked within your establishment Monday & Tuesday – start date would be 21/12/2020 and end date should be 22/12/2020 (claiming for 2 days).

#### Cost Code

Cost code must always be for your establishment. If the employee has selected the incorrect cost code establishment, you have the facility to amend this. (*please refer to **section 5** - Amending a claim*).

#### Reason Code

It is **vitaly important** that the employee is made aware of the reason they are covering hours within your establishment, prior to any claim being made. The employee guidance also advises of this.

**IMPORTANT:** You should ensure that this information is passed to the employee once they commence the temporary cover. If the reason code changes during the period of cover, please again alert the employee to this new information, as they will be required to make a claim using the new reason code(s). You do not have the facility to amend the 'Reason Code'.

If the reason code is incorrect the claim must be rejected. Please refer to **section 6 - Rejecting a Claim**).

**Reason Codes:**

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 CANSAN
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

**Number of days/hours**

Ensure the employee is claiming for the correct amount against the correct element code (days or hours).

**4. Approving a claim for payment**

Once you have viewed the claim and ensured the correct information has been input for payment, please select the drop down within 'Authorisation Status':



Employee: \_\_\_\_\_  
 Job title: \_\_\_\_\_  
 Reference: \_\_\_\_\_  
 Payroll: \_\_\_\_\_

Authorisation

User name \_\_\_\_\_  
 Authorisation status ▼  
 Reason \_\_\_\_\_

Authorised

Not authorised

Within the drop down, you have the option to Authorise or Reject (Not authorised) the claim.

Once you have selected your option of 'Authorised', scroll down to 'Save'.

The claim will now be removed from your 'To Do List' and the employee will receive confirmation of approval. The claim will now be processed for payment within their next available pay.

### Multiple Authorised Signatories within a School

If your establishment has a number of staff who can authorise claims, please note that all will receive an email for the claim. Once someone has authorised the claim, the claim will also be removed from any other authorised signatories To Do List within your establishment.

## 5. Amending an employee's claim

As an authorising manager, you have the facility to amend an employee's claim on their behalf. However, you will only be able to amend the 'Cost Code'.

Example shown below:

Employee has processed a claim for Coatbridge High however, they have input the incorrect cost code. If the claim should be against your establishment, you can amend this as the authoriser:

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	<input checked="" type="checkbox"/> 23/11/2020	27/11/2020	Carnbroe PS <input type="text"/>	31 - MATERNITY LEAVE	<input checked="" type="checkbox"/> 5.00
Basic Pay	<input checked="" type="checkbox"/> 30/11/2020		Carnbroe PS <input type="text"/>	31 - MATERNITY LEAVE	<input checked="" type="checkbox"/> 5.00
					10.00

To change the cost code:

1. Click on the magnifying glass
2. Search for your school:

Cost code description search ✕

Coatbridge  Results 1 Record

Description	Cost code	Active
Coatbridge HS	E2002	Yes

- Click on the school to update the entry. If the claim has more than one entry with the incorrect school, you must update each entry:

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	<input type="text" value="23/11/2020"/>	<input type="text" value="27112020"/>	Coatbridge HS <input type="text"/>	31 - MATERNITY LEAVE	<input type="text" value="5.00"/>
Basic Pay	<input type="text" value="30/11/2020"/>		Coatbridge HS <input type="text"/>	31 - MATERNITY LEAVE	<input type="text" value="5.00"/>
					10.00

- Scroll up to the authorisation status and select the drop down for 'Authorised'. You also have the option to input a reason within the reason box (see next page):

Time & Expenses claim NLC - Temp Teachers Payment (Central) - New ▼ MENU

Employee:

Job title:

Reference:

Payroll:

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Authorisation

User name

Authorisation status

Reason

- Scroll down to 'Save'.

The amended claim will now be removed from your 'To Do List' and the employee will receive confirmation of approval along with any details that you have entered in the Reason box. The claim will now be processed for payment within the employee's next available pay. The claim will also be removed from any other authorised signatories To Do List within the establishment.

## 6. Rejecting a claim

If a claim has been processed for submission with incorrect information, the claim must be rejected.

To reject a claim:

After viewing the claim, scroll up to the authorisation status and select 'Not authorised' from the drop down.

Then you must input the reason for rejecting the claim, allowing the employee to amend as appropriate and resubmit.

Time & Expenses claim NLC - Temp Teachers Payment (Central) - New MENU

Employee: \_\_\_\_\_  
 Job title: \_\_\_\_\_  
 Reference: \_\_\_\_\_  
 Payroll: \_\_\_\_\_

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Authorisation

User name: \_\_\_\_\_

Authorisation status\* Not authorised

Reason: Incorrect reason code input.

Input a reason for rejecting the claim for the employee to view.

Scroll down and select 'Save'.

The amended claim will now be removed from your 'To Do List' and the employee will receive confirmation of their rejected claim with the reason outlined. The claim will also be removed from any other authorised signatory's To Do List within the establishment.

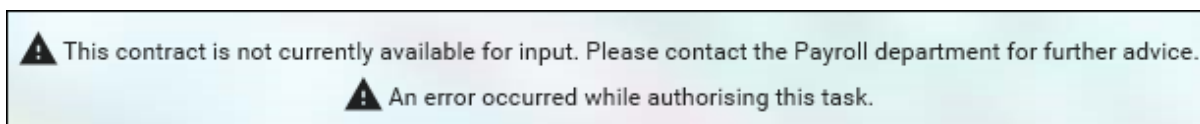
## 7. Recording sickness absence

If a temporary teacher or associated professional has contacted your establishment to advise they will not be able to attend due to a sickness absence, they must be recorded as sick via the current sickness absence process. The support staff within your establishment will use their iTrent access to follow a different process. They will enter the sickness details for the employee and the claim details of any hours/days that were scheduled to work. This information will then be sent to Payroll and a report will be scheduled to yourself to check the information is accurate.

For process, please refer to the School Support Guidance - Temporary Teacher Payments found [here](#).

## 8. FAQs

### 1. I am receiving the following error message when trying to action a claim:



The payrun is closed therefore, you will not be able to action the claim until it is opened again. Opening and closing dates for payruns can be found [here](#)

*(this process is only available to payrun 0410 and 0411 employees)*

### 2. A claim has been submitted to me however, the wrong 'Reason Code' has been input?

The claim must be **rejected** and the employee must be made aware of the correct reason code and then resubmitted again for approval. Please refer to Section 6 of this guide.

It is vitally important to have dialogue with the employee before they submit any claims to ensure they are made aware of the reason(s) for the temporary cover.

**3. I have received notification via email there is a claim awaiting approval, however, I have logged into myTeam and it is not in my 'To Do List'?**

The claim has been approved by another authorised signatory within your establishment. No further action is required.

**4. The payrun is now closed and I have not been able to approve a claim?**

Please refer to the payrun schedules found [here](#). You will be able to see when the process is available again for actioning claims.

**5. I have approved a claim in error?**

Please contact the ESC Help Desk as soon as possible to avoid an over or underpayment for the employee. They can be contacted on [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk) or call 01698 403151.

**6. I have received a claim form which has two different schools in the cost code section**  
Reject the claim by inputting the reason for this in the Reason box and then select 'Not authorised' and click **Save**. Please refer to Section 6 of this guide.

**7. I have received a claim form which has two different schools in the cost code section**  
Reject the claim by inputting the reason for this in the Reason box and then select 'Not authorised' and click **Save**. Please refer to Section 6 of this guide.

**8. A Claim has already been paid but error in original claim**

Employee 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 entry

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

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

**FURTHER SUPPORT**

For further help/guidance, please contact the ESC People Help Desk on 01698 403151 or by email at [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk).

[End of guidance]