

North Lanarkshire Council



Manager Guidance – Temporary Teacher

Payments Approved via myTeam



Developed By:

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

Reviewed & Approved By:

Job Title	Name	Date	Version Approved
Workforce Systems Development Lead	Mark Lennon		0.1

Version Control

Version	Date Completed	Author	Description
0.1		Rhiannon Chisholm	Initial guidance
0.2			

Version Control History

Document Name: Temporary Teacher Payments (Approved via myTeam)

Document Owner(s):

The primary contact for questions regarding this document is:

Job Title	Name	Contact Details
Senior HR Operations Advisor	Rhiannon Chisholm	esc-processimprovement@northlan.gov.uk



Contents

Ove	rview	.4
1.	Notification of claim awaiting action	. 5
2.	Logging in	. 5
3.	Viewing a claim	.6
4.	Approving a claim for payment	.8
5.	Amending an employee's claim	.9
6.	Rejecting a claim	10
7.	Recording sickness absence	11
8.	FAQs	11



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 <u>ESC-HelpDeskTeam@northlan.gov.uk</u>.

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 <u>here</u>. 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.

Temporary Teachers Payment request	
Miss personal reference number 5012739 has made a Temporary Teachers Payment claim request, (Ref. No. TEMPTCHNORCF00000011). View Details NB: Requests can only be actioned by the applicable manager whilst the payroll is open. If you cannot action the request at this time, the payroll may be closed. For details of when the payroll is open/closed, <u>click here</u> . If you require additional support, please contact the Employee Service Centre - People Helpdesk on 01698 403151 or by <u>email</u> . This e-mail has been generated by iTrent	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:

			11
i Trent	🕯 Login		
User name ®			
Forgotten user name? Password		-	
Forgotten password?			
	Login		
 Contact administrator 			



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 DO LIST (1) PROCESSES (0)	×
Filter All active v Sort by Due date v 1 Search existing results Q Select all	
23/12/2020 (1)	Select all for 23/12/2020
Time & Expenses claim Miss Lucy Sweetie - TEMPTCHNORCF00000007 (0411M0) * Primary School - General * NLC - Temp Teachers Due: 23/12/2020 REQUIRES AUTHORISATION More	s Payment (Central) - New *

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

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

Time & Exp	enges claim M.C.Teep Taxies Ryman (Sense) - Nex V Hou	
	Englique	
	38100	
	Balence	
Authorisation	Pesh	
	Char rame	
	Autoriation MBIA*	
	Page	
	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:	
	. Summar - seeks from the dop bench, the type of units lean guarantee the second	
	In you are a support released and used not have an accounting permanent polarity, you win mark two opticular. For a full days(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'.	
	3. End Date - This should only be entered in it is unreferent from the start date e.g. claiming for more data 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.	
		ige 6 of
	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.	0
	Bannest Datas (# different from Start Data dolman/yyy) Dart Code (cilda on for magyiriyy) ginas babo) Banasan Datas (Banin Pro ◯ (1909/2020) - Codentricate (Pro Codenticate (Pro Codentricate (Pro Codenticate (Pro Codenticate (



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 / Ho	urs	
Basic Pay	✓ 30/09/2020		Coatbridge HS	Q	31 - MATERNITY LEAVE	✓ 10.00	
						10.00	

Information on each of these headers is as follows:

Element

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

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 **vitally 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 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

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':



Time & Expenses claim NLC - Temp Teachers Payment (Central) - New 🗸 MENU						
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 below)	magnifying glass	Reason Code	Number of Days / Hours
Days Pay	✓ 23/11/2020	27112020	Carnbroe PS	Q	31 - MATERNITY LEAVE	✓ 5.00
Basic Pay	30/11/2020		Carnbroe PS	Q	31 - MATERNITY LEAVE	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 Q Results 1 Record				
Description 🖨	Cost code 🗢	Active 🗢		
Coatbridge HS	E2002	Yes		

3. 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 below)	magnifying glass	Reason Code	Number of Days / Hours
Days Pay	23/11/2020	27112020	Coatbridge HS	Q	31 - MATERNITY LEAVE	✓ 5.00
Basic Pay	30/11/2020		Coatbridge HS	Q	31 - MATERNITY LEAVE	5.00
						10.00

4. 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:		_		
		!			
	Payroll:				
Authorisation	User name Authorisation status • Reason	Authorised 💌 Incorrect cost code entered. Now updated and approved.	_		

5. 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:	-			
uthorisation					
	User name				Input a reason for rejecting the
	Authorisation status®	Not authorised 🛛 🗸			
	Reason	Incorrect reason code input.		•	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 <u>here</u>.

8. FAQs

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

This contract is not currently available for input. Please contact the Payroll department for further advice. An error occurred while authorising this task.

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 <u>here</u>.

(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 <u>here</u>. 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 <u>ESC-HelpDeskTeam@northlan.gov.uk</u> 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



FURTHER SUPPORT

For further help/guidance, please contact the ESC People Help Desk on 01698 403151 or by email at <u>ESC-HelpDeskTeam@northlan.gov.uk</u>.

[End of guidance]