

**Employee Guidance – Temporary Teacher Payments
Processing via mySelf**

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		Rhiannon Chisholm	Updates
0.3		Rhiannon Chisholm	FAQ No. 11 added

Version Control History

Document Name: Temporary Teacher Payments (processing via mySelf)

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

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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.

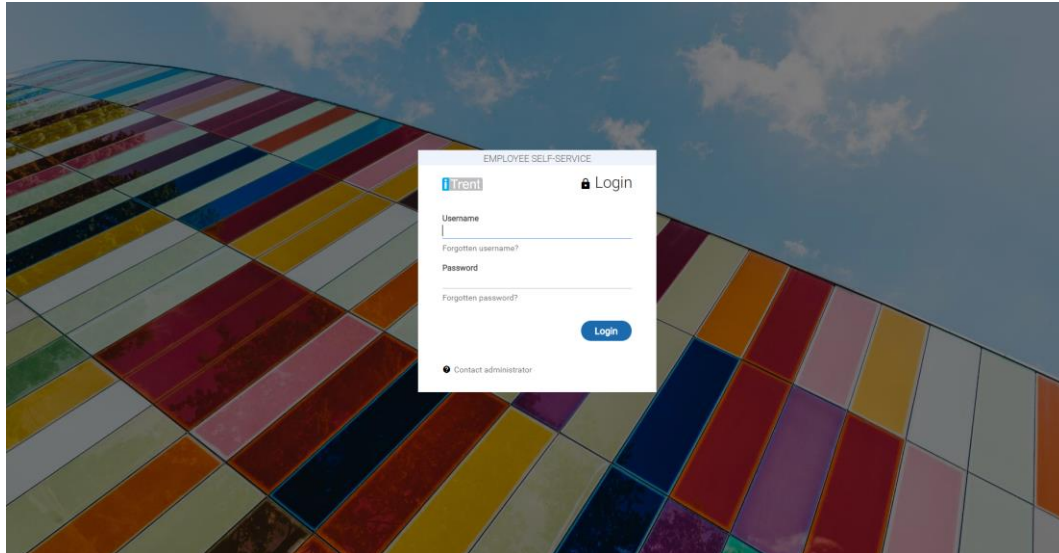
We hope that you find this process useful. If you have any issues or difficulties when trying to process your payments, please contact the Employee Service Centre People Helpdesk, who will be able to support you. They can be contacted by Telephone on 01698 403151 or by email ESC-HelpDeskTeam@northlan.gov.uk.

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

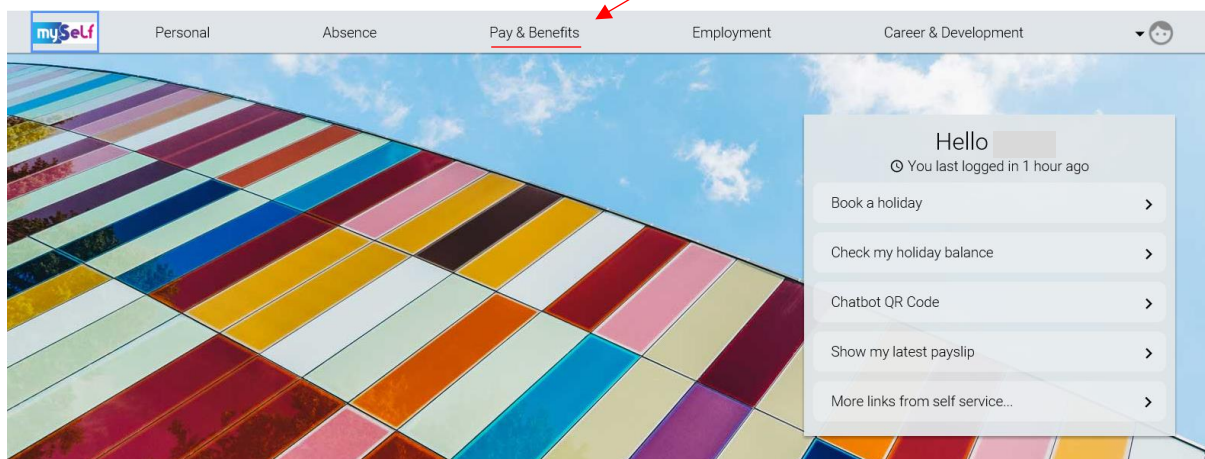
Go to www.northlanarkshire.gov.uk/myself and log in:



Your username is your employee reference number.

2. Pay & Benefits

Once you have logged in, please select 'Pay & Benefits':



Within 'Pay & Benefits', scroll down to 'Time & Expenses' and select 'Add Claim':




3. Creating your claim entry



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



Time and expenses



Time & Expenses claim entry: New

Start date 
 04/12/2020

Job title 
 Supply Teacher (Primary) 

Claim template 
 Please choose 



*** 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.

Claim Template: within the drop down you will have 3 options:

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

New



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

Temporary Teacher (Elements to be used below)	Permanent Employee - Working additional Days/Hours (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 ✕

Abrnhill| x 🔍 Results 1 Record

Description	Cost code	Active
Abrnhill 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:

NLC - Temp Teachers Payment (Central) - New

Job title

Supply Teacher (Primary)

Time and expenses claim reference

TEMPTCHCENCF00000005

Payroll

0411MO

Start date

01/12/2020

Comments

By submitting this form you are certifying that;

- The amounts claimed were incurred whilst on Council business
- The amounts claimed are in line with the scheme of allowances approved by the Council.

Authorising group 

AS - Coatbridge High School 

Authorising role

Coatbridge HS Authoriser - Multiple people 

Password

+ Receipt attachments

*** 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, South or Central).*

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

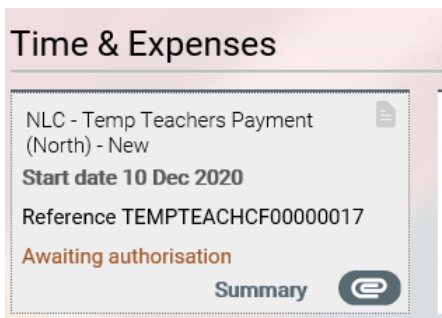
'Multiple People' – your claim will go to all authorising signatories within the establishment.

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

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:




Time & Expenses

NLC - Temp Teachers Payment (North) - New

Start date 10 Dec 2020

Reference TEMPTTEACHCF00000017

Awaiting authorisation

Summary 

Status of claims

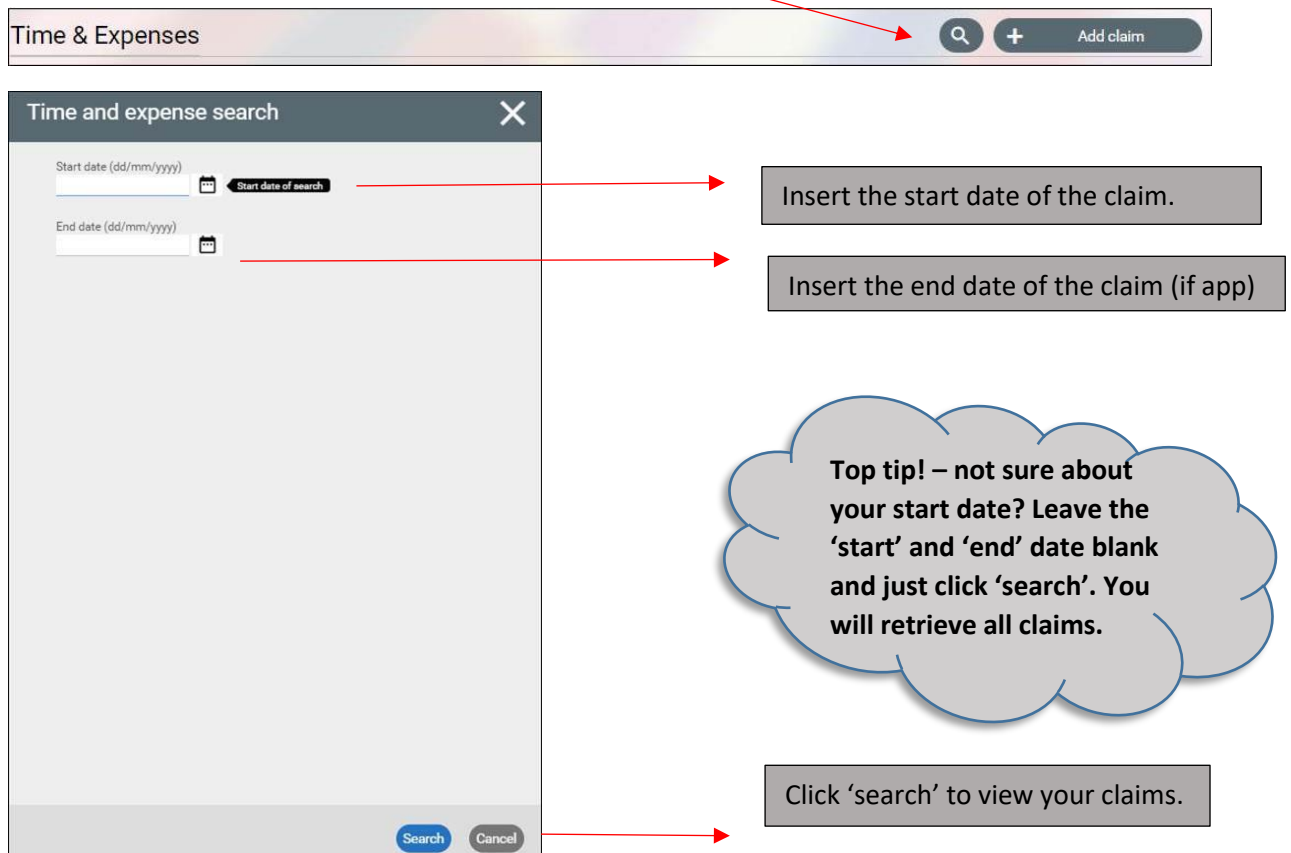
- Awaiting authorisation
- Authorised
- Rejected
- Provisional – your claim has not been submitted to your authoriser. Please open the claim and complete for approval.

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' > click on the magnifying glass



The screenshot shows the 'Time & Expenses' header with a search icon and an 'Add claim' button. Below it is a 'Time and expense search' modal window with the following fields:

- Start date (dd/mm/yyyy) with a calendar icon and a 'Start date of search' button.
- End date (dd/mm/yyyy) with a calendar icon.
- 'Search' and 'Cancel' buttons at the bottom.

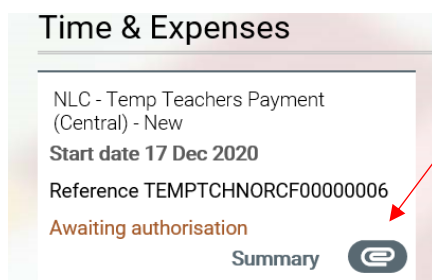
Annotations include:

- A red arrow pointing from the 'Time & Expenses' header to the search icon.
- A red arrow pointing from the 'Start date of search' button to a text box: "Insert the start date of the claim."
- A red arrow pointing from the end date field to a text box: "Insert the end date of the claim (if app)".
- A red arrow pointing from the 'Search' button to a text box: "Click 'search' to view your claims."
- A cloud-shaped tip box containing the text: "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.

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



The screenshot shows a claim summary card with the following details:

- NLC - Temp Teachers Payment (Central) - New
- Start date 17 Dec 2020
- Reference TEMPTCHNORCF00000006
- Awaiting authorisation
- Summary button with a circular icon.

A red arrow points from the 'Summary' button to the 'Awaiting authorisation' status.

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

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

Cancel time & expenses claim:

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

Job title
Supply Teacher (Primary)

Time and expenses claim reference
TEMPTCHNORCF00000006

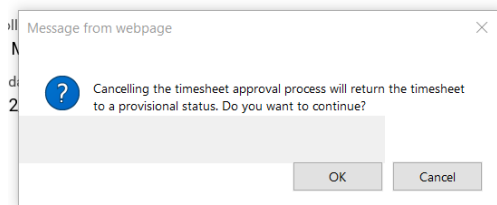
Payroll
0411MO

Start date
17/12/2020

•

Password
••••••••

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



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

The following screenshots are example email notifications you will receive, which will keep you up to date with the status of your claim.

Claim has been submitted



iTrent Temp Teacher Claim Request

You have submitted a Temporary Teachers Payment request for supply hours which has been passed for authorisation.

You will be notified of the outcome in due course.

Reference: TEMPTEACHCF00000043
Start date: 15/12/2020
Position: Supply Teacher (Primary) (Position) - Occupant(s) Miss Lucy Sweetie
Payroll: 0411MO

Element	Type	Time/Units/Miles	Cash amount
Days Pay	Units	1	140.40
Total			140.40

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

Amended claim has been submitted



iTrent Temporary Teachers Payment request

You have submitted an amended Temp Teacher Payment claim which has been passed for authorisation.

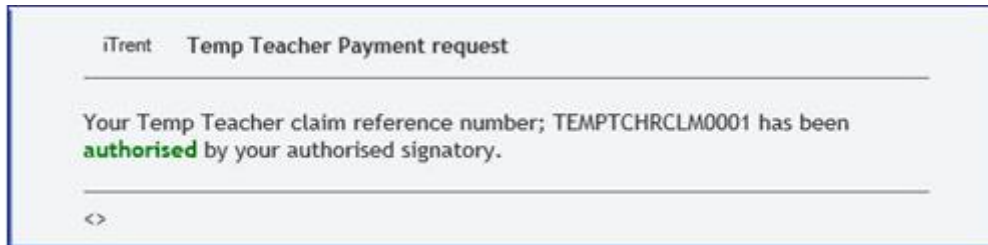
You will be notified of the outcome in due course.

Reference: TEMPTEACHCF00000043
Start date: 15/12/2020
Position: Supply Teacher (Primary) (Position) - Occupant(s) Miss Lucy Sweetie
Payroll: 0411MO

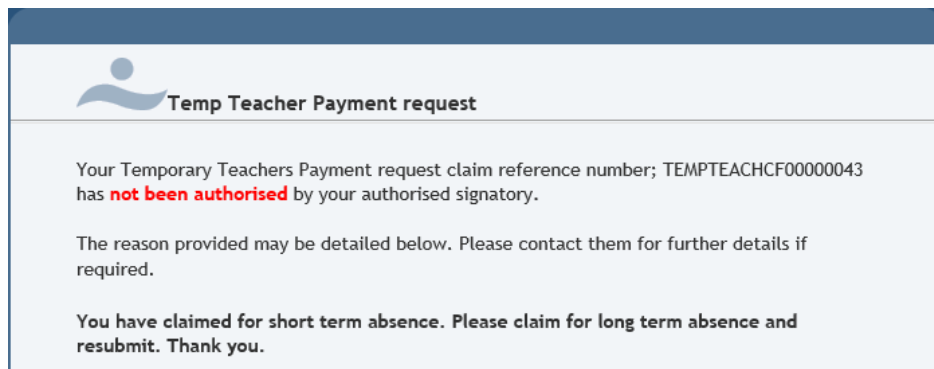
Element	Type	Time/Units/Miles	Cash amount
Days Pay	Units	1	140.40
Total			140.40

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

Your claim has been approved



Your claim has been 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 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>I hold a permanent position as well as a temporary position and I am attached to payrun 0410.</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>I hold a temporary position only and I am attached to payrun 0411.</p>	<p>'Days Pay' & '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 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 or call on 01698 403151.

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

Aitkenhead PS
All Saints PS
Bargeddie PS
Cambroe PS
Chapelside PS
Clarkston PS
Dunrobin PS
Glengowan PS
Golfhill PS
Greenhill PS
Kirkshaws PS
Langloan PS
Lawmuir PS
New Monkland PS
Noble PS
Old Monkland PS
Plains PS
Rochsolloch PS
Sacred Heart PS
Shawhead PS
Sikeside PS
St Andrew's (Airdrie) PS
St Augustine's PS
St Bartholomew's PS
St Bernard's PS
St David's PS
St Dominic's PS
St Edward's PS
St Gerard's PS

North:

Abronhill PS
Auchinloch PS
Baird Memorial PS
Balmalloch PS
Banton PS
Carbrain PS
Chapelgreen PS
Chryston PS
Condorrat PS
Cumbernauld PS
Eastfield PS
Gartcosh PS
Glenboig PS
Glenmanor PS
Greengairs PS
Holy Cross PS
Kildrum PS
Kilsyth PS
Our Lady & St Joseph's PS
Ravenswood PS
St Andrew's (Cumbernauld) PS
St Barbara's PS
St Helen's PS
St Joseph's PS
St Lucy's PS
St Margaret's of Scotland PS
St Mary's (Cumbernauld) PS
St Michael's PS
St Patrick's (Kilsyth) PS
Stepps PS
Westfield PS
Whitelees PS
Woodlands PS
Chryston HS
Cumbernauld Academy
Greenfaulds HS
Kilsyth Academy
Our Lady's HS (Cumbernauld)
St Maurice's HS
Glencryan School
Redburn School

South:

Alexander Peden PS
Allanton PS
Berryhill PS
Calderbank PS
Calderbridge PS
Cambusnethan PS
Cathedral PS
Chapelhall PS
Christ the King PS
Cleland PS
Corpus Christi PS
Dykehead PS
Glencairn PS
Holy Family PS
Holytown PS
Keir Hardie PS
Kirk o'Shotts PS
Knowetop PS
Ladywell PS
Logans PS
Morningside PS
Mossend PS
Muir Street PS
Muirhouse PS
Netherton PS
New Stevenson PS
Newarthill PS
Newmains PS
Orchard PS

Central:

St John Paul II PS
St Kevin's PS
St Mary's (Caldercruix) PS
St Mary's (Coatbridge) PS
St Monica's PS
St Patrick's (Coatbridge) PS
St Serf's PS
St Stephen's PS
St Timothy's PS
Tannochside PS
Tollbrae PS
Townhead PS
Victoria PS
Airdrie Academy
Bellshill Academy
Caldervale HS
Cardinal Newman HS
Coatbridge HS
St Ambrose HS
St Andrew's HS
St Margaret's HS
Buchanan High
Drumpark Primary
Fallside School
Mavisbank School
Pentland School
Portland School
Willowbank School

South:

Our Lady & St Francis' PS
St Aidan's PS
St Aloysius' PS
St Bernadette's PS
St Brendan's PS
St Brigid's PS
St Ignatius' PS
St Mary's (Cleland) PS
St Patrick's (New Stevenson) PS
St Patrick's (Shotts) PS
St Teresa's PS
St Thomas' PS
Stane PS
Thornlie PS
Wishaw Academy PS
Braidhurst HS
Brannock HS
Calderhead HS
Clyde Valley HS
Coltness HS
Dalziel HS
Our Lady's HS (Motherwell)
St Aidan's HS
Taylor HS
Bothwellpark High
Clydeview School
Firpark Primary
Firpark Secondary

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 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:

Time and expenses
✕

Time & Expenses claim entry: New

Start date •
04/12/2020



Job title •
Supply Teacher (Primary) ▼

Claim template •
Please choose ▼

New

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.

Claim Template: within the drop down you will have 3 options:

NLC - Temp Teachers Payment (Central) - New

NLC - Temp Teachers Payment (North) - New

NLC - Temp Teachers Payment (South) - New

Please ensure NLC Temp Teachers Payment (Central) – New is selected.

NLC - Temp Teachers Payment (Central) - New

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.

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 (Central) - New

Job title
Workforce Systems Development Lead

Time and expenses claim reference
TEMPTCHCENCFF00000273

Payroll
0407FW

Start date
20/04/2021

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 - Mrs Fiona A Sinclair

Password

[+ 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 – Mrs Fiona A Sinclair

Skills Academy - Please select Skills Academy Authoriser – Ms Catherine O’Keane from the drop down list

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

[Submit](#)

[End of document]