

North Lanarkshire Council

Employee Guidance - Time & Attendance

Developed By:

Job Title	Name	Date	Version Approved
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Job Title	Name	Date	Version Approved
Workforce Systems Development Lead	Mark Lennon	May 2020	0.1
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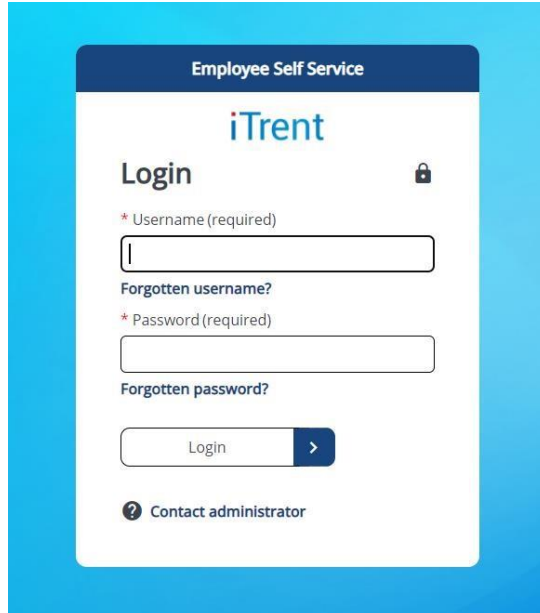
Overview

This guide will explain to you how to record and book flexi using myself.

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

1. Logging in

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

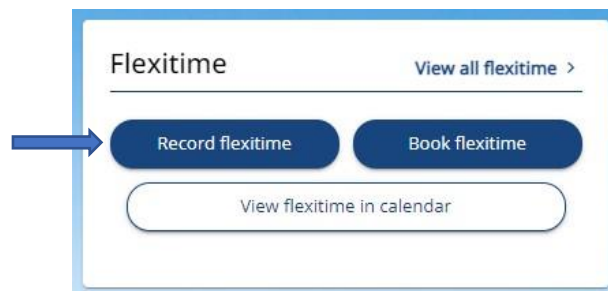


N.B. Your username is your employee reference number.

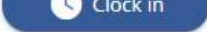
2. Flexi

2.1 Recording flexi

You need to record your times worked for flexi. To do this scroll down on your dashboard to 'Flexitime' and select 'Record Flexitime' as shown below :-



You need to record (clock in/out) your times when you start and finish your shift

as well as going for lunch. To do this click on  and this will Record your time.

For Example, clock in at 8:45am (08:45) clock out at 12.00 (12:00), clock in at 12.55 (12:55) and clock out at 4.45pm (16:45).

If you do not clock out for lunch, the system will automatically deduct 30 minutes from your balance provided you have worked 6 hours in a working day.

Clock in:

[< Back to Dashboard](#)

Flexitime details

* Type (required)

* Start date (dd/mm/yyyy) (required)

* Start time (hh:mm) (required)

End date (dd/mm/yyyy)

End time (hh:mm)

* Position (required)

Notes

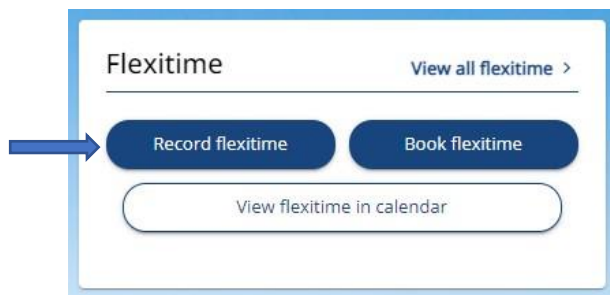
By clicking 'clock-in' the current day and time will be recorded.

You can also manually enter the date and time if required.

You need to select the relevant position (if you have more than one)

Then

To record the rest of your times for the day, click back into either 'Record Flexitime', selecting Record Flexitime will open back up the ticket allowing you to enter you to select the Clock Out option :-




Flexitime [View all flexitime >](#)

Flexitime details

* Type (required)
Record

* Start date (dd/mm/yyyy) (required)
17/12/2021

* Start time (hh:mm) (required)
10:47

 Clock out

* End date (dd/mm/yyyy) (required)
17/12/2021

* End time (hh:mm) (required)
10:52

* Position (required)
Recruitment Advisor (Recruitment, Miss Hollie E Dorman, 12/03/2019, P... x

Total time worked 0 hours 05 minutes

Notes

Authorisation
Not applicable

Save Delete Cancel

By clicking 'clock out' the current day and time will be recorded.

You can also manually enter the date and time if required.

You need to select the relevant position (if you have more than one)

Then 

You can view your recordings by selecting the 'View all Flexitime' option on your Flexitime Tab on your Dashboard



[Back to Dashboard](#)

Absence records

Searching with neither Start date nor End date with

All **Holiday** **Sickness** **Other** **Flexitime**

Type: All Status: All

Start date (dd/mm/yyyy): 15/11/2021 End date: 17/11/2021

Search

Start date	End Date	Duration	Type	Position
17 Dec 2021 10:47	17 Dec 2021 10:52	00:05	Record	Re

You can search specific dates by entering the ones you wish to search or you can search all dates by leaving the start and end dates blank. You can also filter the Status of your request from 'Refused / Not Refused'. Then click **Search**

2.2 How to amend your flexi if you have forgot to clock out:

If you have forgot to clock out, please follow these steps to amend the record

Within the Flexi Tab, make sure the 'Flexitime' option is selected as shown below :



Input the Start and End date of the missing recording. If you are unsure of the date, you can also leave these fields blank. This will bring up all recordings.

Also ensure the Status and Type are sitting as 'All'

After you have done this, select the **Search** button.

Every flexi recording you have made will then appear below, please select the one you wish to alter and enter the end date.

Absence records

Searching with neither Start date nor End date will return all absences.

All Holiday Sickness Other Flexitime

Type: All Status: All

Start date (dd/mm/yyyy) End date (dd/mm/yyyy)

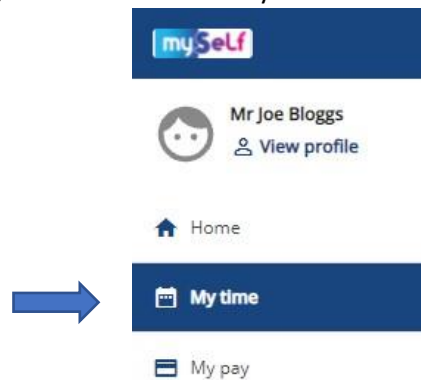
Search

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
17 Dec 2021 10:47	17 Dec 2021 10:52	00:05	Record	Recruitment Advisor	Not applicable	
06 Dec 2021	06 Dec 2021	00:22	Lost	Recruitment Advisor		
08 Oct 2021 14:15	08 Oct 2021 16:33	02:18	Record	Recruitment Advisor	Not applicable	
08 Oct 2021 09:15	08 Oct 2021 13:19	04:04	Record	Recruitment Advisor	Not applicable	
07 Oct 2021 13:59	07 Oct 2021 17:26	03:27	Record	Recruitment Advisor	Not applicable	
07 Oct 2021 09:20	07 Oct 2021 13:04	03:44	Record	Recruitment Advisor	Not applicable	
06 Oct 2021 14:36	06 Oct 2021 16:58	02:22	Record	Recruitment Advisor	Not applicable	

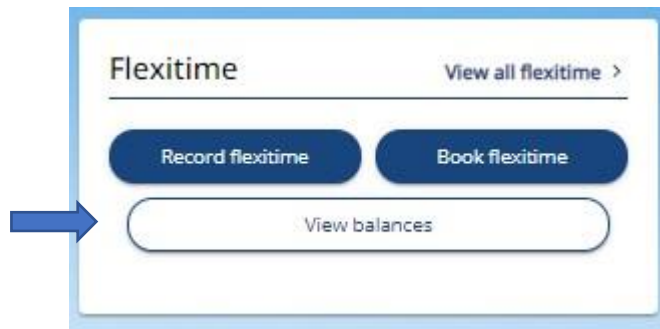
N.B. You must update a missing flexi recording to clock in the next day.

2.3 Flexi Balance

To view your Flexi Balance, You should select 'My Time' on the left hand side of your main screen:-



After selecting this, go to the 'Flexitime' tab and select 'View Balances' as shown below:



This will open up a box which with the following information:-

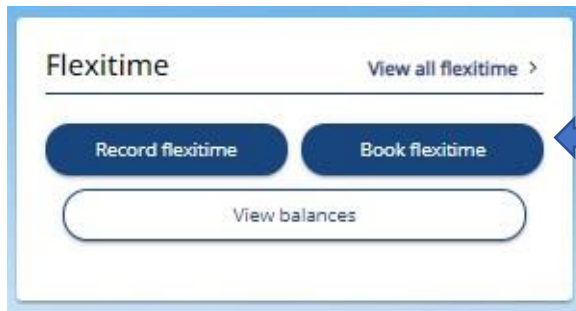


The flexi period is four weeks. You can carry forward a maximum of 7 hours per flexi period (pro rata'd for part time employees) but cannot be in a negative of any more than more -3 hours. You can also see how many days remaining you have left of the current flexi period, as shown above.

The example above shows a balance of -0 hours and 25 minutes.

2.3 Booking flexi

If you wish to use flexi time that you have accumulated this should now be requested via mySelf as 'Book flexitime'.




For anything less than a full/half day such as coreless this will automatically be picked up with your clocking in/out times.

An email will now be sent to your line manager with details of your request who will be able to authorise or reject your claim using myTeam. You will also receive an email confirming your request has been submitted and will receive a second

Flexitime details

*Type (required)

*Start date (dd/mm/yyyy) (required)
 

*Length (required)

*Position (required)

Notes

Enter the date you wish to request

Select if this is a half day or full day

You need to select the relevant position (if you have more than one).

Then

email informing you of the outcome.

You are no longer be required to request the flexi leave via 'Other Absence'.

3. Deleting a Flexi Request

If your flexi request has been approved by your manager, you will have the option to delete (if applicable) by going through 'View all Flexitime' and clicking on the authorised request and

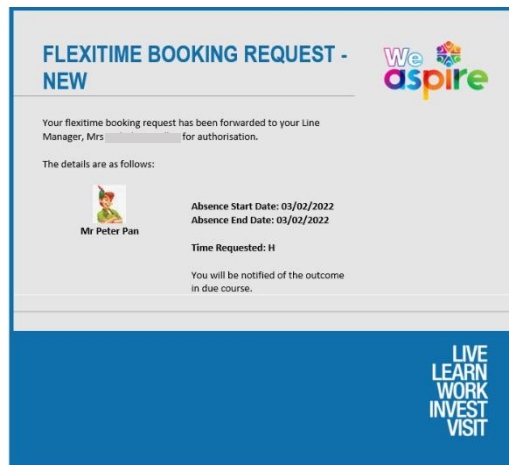
selecting the button.

Your request will now be deleted.

4. Email Notifications

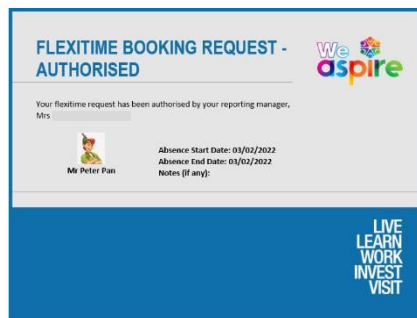
You will receive the following email alerts when you have created a booking request for flexi leave and when you have not recorded your working times for a certain day.

Below is an example of the email you will receive after booking a request for flexi leave:



The above request will be emailed to your line manager for action. Once your line manager has actioned the request, you will be notified of the outcome.

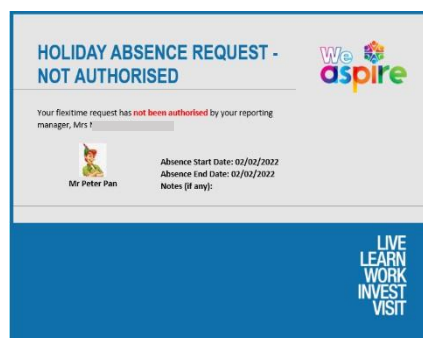
the email you will receive if authorised by your line



Below is an example of the request has been manager:

Below is an example of the email you will receive if the request has been rejected by your line manager

:



An employee must record all clocking in and out times on workdays

5. Reporting

Your manager will have the facility to run reports which will provide them with a history of your flexi recordings and balance. The report will also include any missing recordings (you have forgot to clock

in and out). These missed recordings will need to be input by yourself for your flexi balance to be accurate.