

## **Employee Guidance – NHS Support Overtime**

### **Claim Form**

Developed By:

Job Title	Name	Date	Version Approved
Workforce Systems Development Lead (Acting)	Nichola Millen	Jan 2022	0.1

Reviewed & Approved By:

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Workforce Systems Development Lead (Acting)	Nichola Millen		0.1

Version Control

Version	Date Completed	Author	Description
0.1		Adriana Rybarczyk k/Kirsty Moffat	Initial guidance
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Support

Document Owner(s):

The primary contact for questions regarding this document is:

Job Title	Name	Contact Details
Senior Process Reengineering Advisor	Adriana Rybarczyk	EscProcessReengineering@northlan.gov.uk

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## Overview

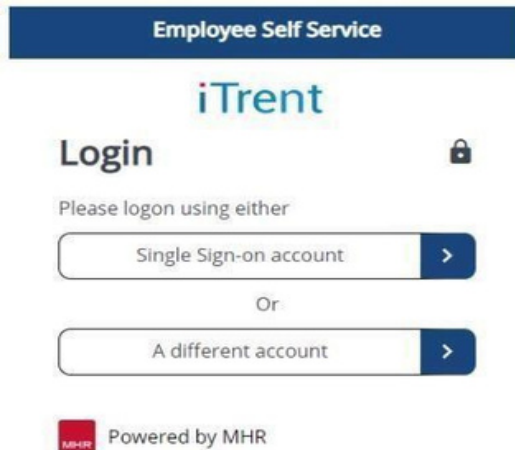
This guide will provide guidance to process your payments for you via mySelf.

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 guide useful. If you have any issues or difficulties when trying to submit your claims, please contact the Process Reengineering Team on [escprocessreengineering@northlan.gov.uk](mailto:escprocessreengineering@northlan.gov.uk).

## 1. Logging In

Go to [www.northlanarkshire.goc.uk/myself](http://www.northlanarkshire.goc.uk/myself) and log in.



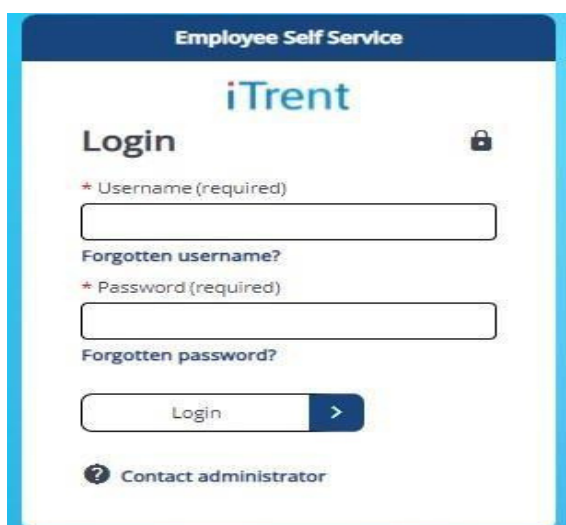
You will see 2 buttons – **Single Sign-on** and **A Different Account**

### Single Sign-on

Only use single sign on if you have been instructed to do so. (For single sign-on users, login information can be found [here](#))

### A different account

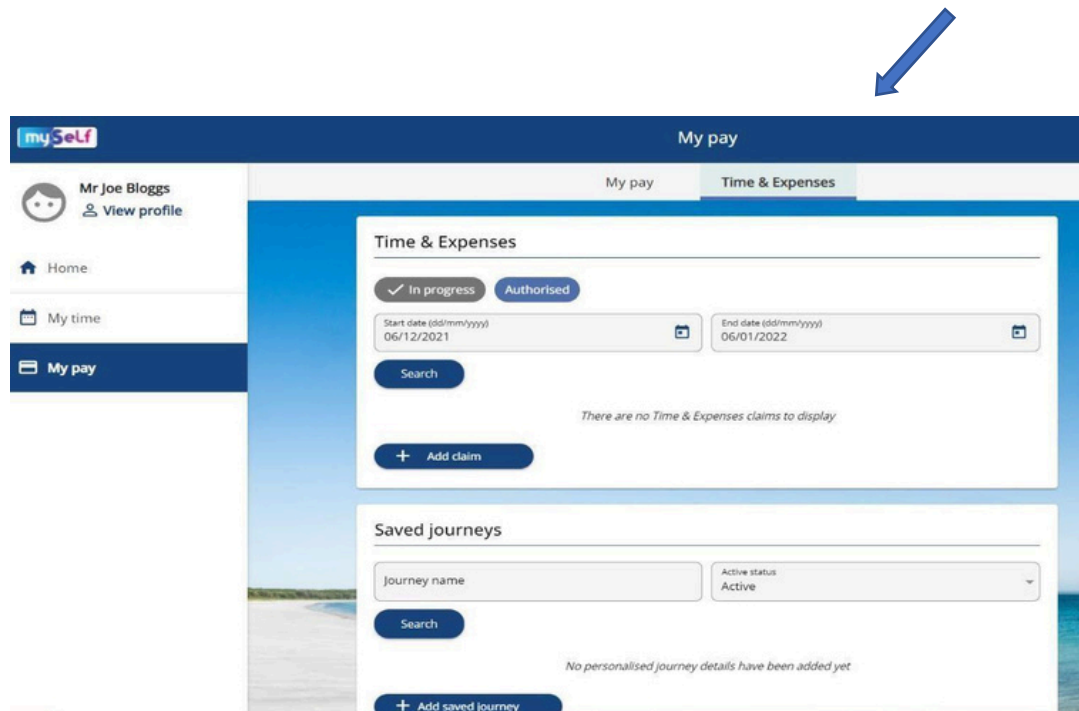
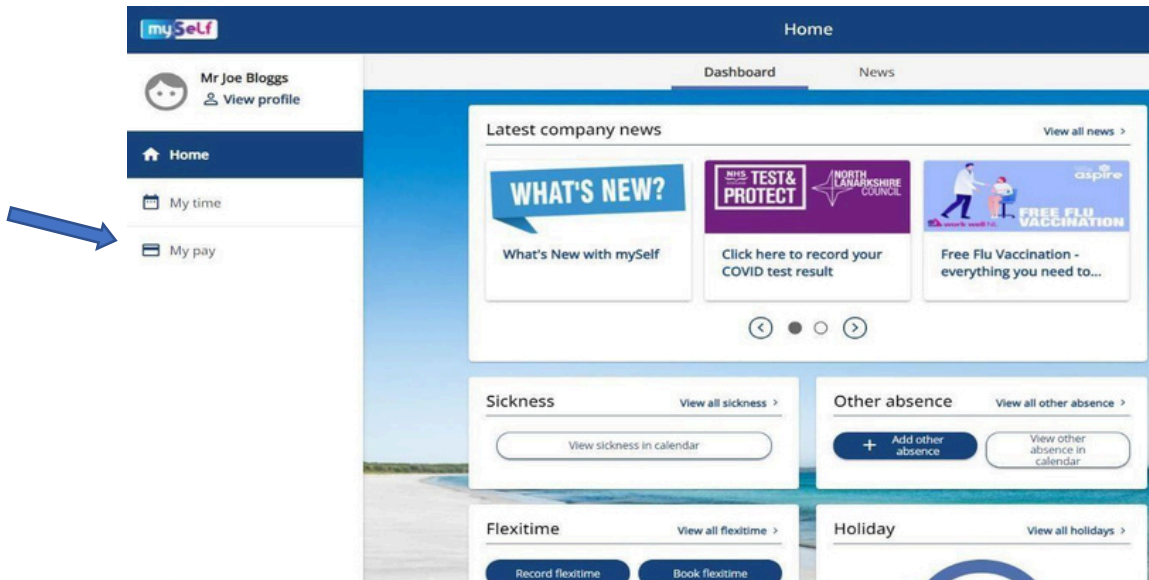
If you have not been instructed to use single sign-on, click on 'A different account' button to progress to the login screen.



Your employee number is your username. If you have forgotten your password, please select the forgotten password option.

## 2. Making A Claim

To make a claim for Overtime and Additional Hours, click on the My Pay tab at the bottom of the Left side of the main home page.



To add a new claim, select the **'+ Add Claim'** button.


On this screen you can preview Payslips, P60's and any outstanding Time & Expense Claims.

To add a new claim, select the 'Time & Expenses' tab at the top of this page as shown below:-

### 3. Creating Your Claim Entry

A new pop up will now appear:

Time & Expenses claim entry: New

Start date (required)  

Job title (required)

Claim template (required)

**Start Date:** insert the earliest date you are claiming your payment for.

**Job Title:** Select your job **title**. *If you are having difficulty selecting a job, please refer to the 'Employment' which will provide you with information on each position you hold.*

**Claim Template:** NLC – Overtime Claim Form (NHS Support)

Once the fields have been input above, please select **New** at the bottom of the page, ensuring you read the guidance before submitting your claims

*(extract below from the claim entry which will be viewed on myself)*

Time & Expenses claim entry: (New)

Job title: Team Lead - HR Transformation  
Employee: Ms Janet Jones

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**Any additional hours you have worked for NHS Support should be claimed through the payroll system using this claim form as follows:**

1. **Date** - Select the date that this was worked from the calendar below.
2. **Reason for claim** - Enter the reason for this claim e.g. Additional Cleaning
3. **Start & Finish times** - Enter start and finish times for when you worked this e.g. HH:MM
4. **Hours** - Enter the number of hours worked. Should you require to submit more entries for different dates, just click on the + sign to add another row.
5. Once completed click - 'Submit' to forward this claim to your Authorised Signatory for approval.

- In Authorising role, select the authorising manager's name.

- Enter your mySelf password


Should you require further information, you will find the guide [here](#). Thank you.

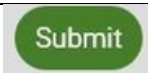
### 4. Processing an overtime claim

Below is an example of a claim form:

Element	Date	Reason for Claim	Start Time	Finish Time	Number of Hours	
Casual Work	19/01/2022		09:00	13:00	4.00	+ -
					4.00	

(Please note remember to subtract any breaks, please submit a separate claim for each day worked)

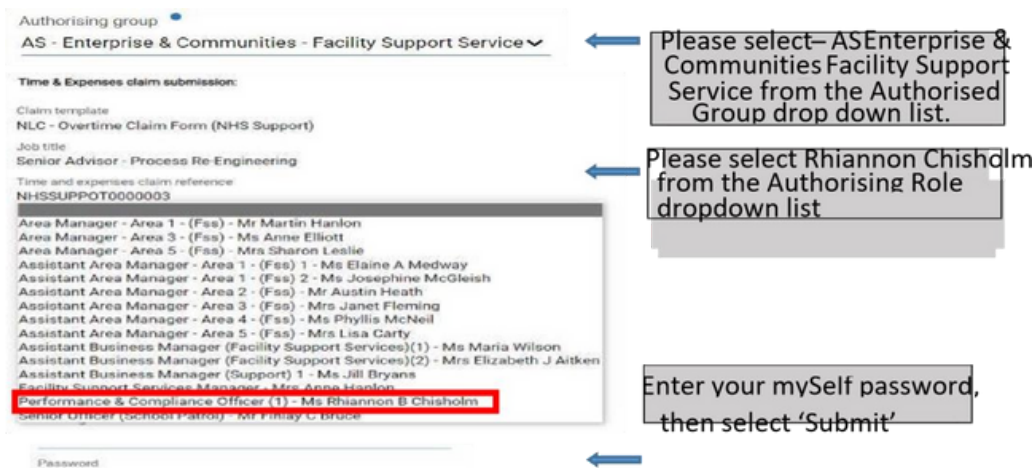
<b>Elements</b>	From this list you can select the type of payment you are making a claim for. If you are unsure what element you should be using, please speak to your line manager. More detail on claiming overtime can be found in section 7 of this document.
<b>Date</b>	This is the date that the work was carried out. You can use the  icon to display a calendar.
<b>Reason for Claim</b>	Enter the reason for your claim. Try to be as detailed as possible.
<b>Start Time</b>	The time you started working the additional hours (HH:MM).
<b>Finish Time</b>	The time you finished working the additional hours (HH:MM).
<b>Cost Code</b>	Do not enter Cost Code - For Managers use only.
<b>Number of Hours</b>	Enter the number of hours you have worked to 2 decimal places. For Example, 8 Hours 30 Minutes would be 8.50.



Once complete, please select 'Submit' at the bottom of the page.

## 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:



The screenshot shows the authorisation form with the following fields and callouts:

- Authorising group:** AS - Enterprise & Communities - Facility Support Service (Callout: Please select - AS Enterprise & Communities Facility Support Service from the Authorised Group drop down list.)
- Claim template:** NLC - Overtime Claim Form (NHS Support)
- Job title:** Senior Advisor - Process Re-Engineering
- Time and expenses claim reference:** NHSSUPPOT0000003
- Authorising Role dropdown list:**
  - Area Manager - Area 1 - (Fss) - Mr Martin Hanlon
  - Area Manager - Area 3 - (Fss) - Ms Anne Elliott
  - Area Manager - Area 5 - (Fss) - Mrs Sharon Leslie
  - Assistant Area Manager - Area 1 - (Fss) 1 - Ms Elaine A Medway
  - Assistant Area Manager - Area 1 - (Fss) 2 - Ms Josephine McGleish
  - Assistant Area Manager - Area 2 - (Fss) - Mr Austin Heath
  - Assistant Area Manager - Area 3 - (Fss) - Mrs Janet Fleming
  - Assistant Area Manager - Area 4 - (Fss) - Ms Phyllis McNeil
  - Assistant Area Manager - Area 5 - (Fss) - Mrs Lisa Garty
  - Assistant Business Manager (Facility Support Services)(1) - Ms Maria Wilson
  - Assistant Business Manager (Facility Support Services)(2) - Mrs Elizabeth J Aitken
  - Assistant Business Manager (Support) 1 - Ms Jill Bryans
  - Facility Support Services Manager - Mrs Anne Hanlon
  - Performance & Compliance Officer (1) - Ms Rhiannon B Chisholm** (Callout: Please select Rhiannon Chisholm from the Authorising Role dropdown list)
  - Senior Officer (Schools/Patrol) - Mr Finlay C Bruce
- Password field:** (Callout: Enter your mySelf password, then select '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:



### Status of claims

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

Your claim will now be sent for authorisation, and you will be notified of the outcome when it has been actioned via email.

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.

## 7. Email notifications

You will receive the following emails depending on the status of your claim. You can also check this with via mySelf as detailed above.

## 8. Frequently Asked Questions

**I don't have a mySelf account to process my payments.**

ESC Help Desk will be able to set up and account for you. You can contact them in the following ways:-

For staff live on myNL Portal - Please raise a [People Helpdesk General Enquiry](#) request form.

For staff not yet live - Please email [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk)



**How can I check what payments I will be due in my next pay?**

You can 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.

**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. Please link in with them for further discussions if they have not sited a reason for rejection on the email.

**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.

**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.