

## User Guide



## Contents

1.	About mySelf .....	6
1.2	What is mySelf? .....	6
1.3	What do I need to use mySelf? .....	6
2.	Accessing mySelf and How to log on .....	7
2.1	Logging in to mySelf .....	7
3.	Customising the look and feel of mySelf.....	9
3.1	Your mySelf profile .....	9
3.2	Memorable Information .....	10
3.3	Username Resets .....	12
3.4	Password Resets .....	13
3.5	E-Form Preferences .....	16
3.6	Change mySelf Password .....	18
4	Viewing and Managing your Personal Data .....	19
4.1	My Personal Details .....	19
4.2	Contact Information .....	22
4.3	Marital Status .....	27
4.4	Friends and Family .....	28
4.5	Bank Details .....	32
5.	Absence .....	35
5.1	Absence Details .....	35
5.2	Holiday Balance .....	36
5.3	Booking a Holiday .....	37
5.4	Cancelling a holiday which has been authorised by your Reporting Manager .....	44
5.5	Amending a holiday which has been authorised by your Reporting Manager .....	45
5.6	Viewing your calendar .....	46
5.7	Viewing all holidays .....	47
6.	Sickness Absence .....	49
6.1	Sickness Details .....	49
6.2	Ending a sickness .....	51
7.	Other absence details .....	53
7.1	View other absence details .....	53
7.1.1	Requesting other absence .....	
7.2	Attaching Supporting Evidence .....	62
7.3	Viewing all other absence .....	65
7.4	Other Absence Types which are not included in myself .....	67
8.	Pay and Benefits .....	68
8.1	Payslips .....	68
8.2	P60 .....	70
8.3	Reimbursement for Spectacles / Eyesight Tests .....	71

9.	Employment .....	72
9.1	Experience .....	72
10.	Logging Out .....	73
11	Saving mySelf to your Home Page on a Device .....	75
11.1	For iPhones/iPads (iOS Devices) .....	75
11.2	For Android devices .....	81
12.	Mileage/Expenses/Overtime .....	84

## Version Control

Version	Date Completed	Author	Description
0.1	12/05/16	Angela Smith & Lynsey Kennedy	Draft Pilot User Guide+
0.2	01/06/16	Laura Gaffney	First Draft – mySelf User Guide
0.3	02/06/16	Angela Smith	Second Draft – mySelf User Guide
0.4	07/06/16	Laura Gaffney	Third Draft – new screenshots
0.5	08/07/16	Joanne Neal	Fourth draft – Absence section inserted
0.6	05/08/16	Angela Smith & Jordan Ashcroft	Fifth draft – Absence section adjusted and Formatting
0.8	14/02/18	Michelle Currie	Update in accordance with System Updated to Version 10.25/10.26
0.9	28/08/18	Mark Lennon/Nichola Millen	Document revision due to password amendments/setting up shortcuts to myself on mobile devices
1	05/10/18	Nichola Millen	Addition to Other Leave amendments
1.1	18/07/19	Gavin Scott	Document revision due to outdated graphics and content throughout Guide. mySelf Home Page section also updated.
1.2	27/09/19	Gavin Scott	Visual updates
1.3	28/10/19	Gavin Scott	Updates to graphics and terminology
1.4	19/01/2022	Hollie Dorman	Updates to new ESS System (wording & screenshots accordingly)

## Version Control History

Document Name: mySelf User Guide

### Reviewed & Approved By:

Job Title	Name	Date	Version Approved
Workforce Systems Development Lead (Acting)	Nichola Millen	Feb 22	1.4

### Document Owner(s):

The primary contact for questions regarding this document is:

Job Title	Name	Contact Details
Senior Advisor - Workforce Engagement & Website Administration	Alana Chalmers & Murray Hargrave	esc-workforceengagement@northlan.gov.uk

## 1. About mySelf

### What is mySelf?

mySelf is an online application that allows you to easily and securely view and manage your personal details.

Moving forward mySelf will continue to be developed enabling you to perform more and more activities in relation to your employment.

Currently mySelf provides you with the opportunity to:

- View and amend your personal details including contact information, marital status, emergency contacts and next of kin
- View and amend your bank details
- View your current payslip and payslip history
- View your current employment record in relation to your post
- Book your holidays/other leave and view your sickness details
- Claim for mileage and overtime
- Claim for mileage
- Record and book flexitime

By using mySelf, you only have access to your own details. Other employees cannot see your details through mySelf – they can only see their own.

If you have any queries in relation to the accuracy of the information about you and your employment held on mySelf, please email the ESC People Helpdesk Team at [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk) detailing your employee number, name, and nature of your query.

### What do I need to use mySelf?

To log in and use mySelf, you will need:

- mySelf username and password (this will be issued by email when you join NLC)
- Internet Connection
- Desktop PC, Laptop, or mobile device

All users, including you, must comply with the Data Protection Act 1998 and North Lanarkshire Council Policies.

## 2. Accessing mySelf and How to log on

### Logging in to mySelf

Before you log in to **mySelf** there are 2 key pieces of information you will require:

1. **Username** – The username will be your employee reference number
2. **Password** – This will be the main password that you will always use (it requires to be changed every 90 days)

To open mySelf, type the URL into the address bar of your browser and press enter:

[www.northlanarkshire.gov.uk/myself](http://www.northlanarkshire.gov.uk/myself)

**IMPORTANT:** Never use Google to search for this website as you receive the message 'Invalid Login'. You should always type the address exactly as shown above

Or as a Quick link on Connect homepage





Details of your password will be provided via email when you join NLC. You will be prompted to change this when you log in for the first time.

You will be presented with the following logon screen:

A screenshot of the iTrent Employee Self Service Login screen. The screen has a blue header with the text 'Employee Self Service' and the iTrent logo. Below the header, there is a 'Login' section with a lock icon. It contains two input fields: 'Username (required)' and 'Password (required)'. Below the password field, there are links for 'Forgotten username?' and 'Forgotten password?'. At the bottom, there is a 'Login' button with a right arrow and a link to 'Contact administrator'. Two callout boxes provide additional information: one points to the username field stating 'Your username will be your 7 digit employee number', and the other points to the password field stating 'Your initial password will be provided to you by the relevant Employee Service Centre HR Operations Team. You will be prompted to change this on your initial log in.'


Once you have entered this information, you will be prompted to change your password:

 You must change your password before you can continue.




## Change password

\* New password (required)



\* Confirm password (required)



Save

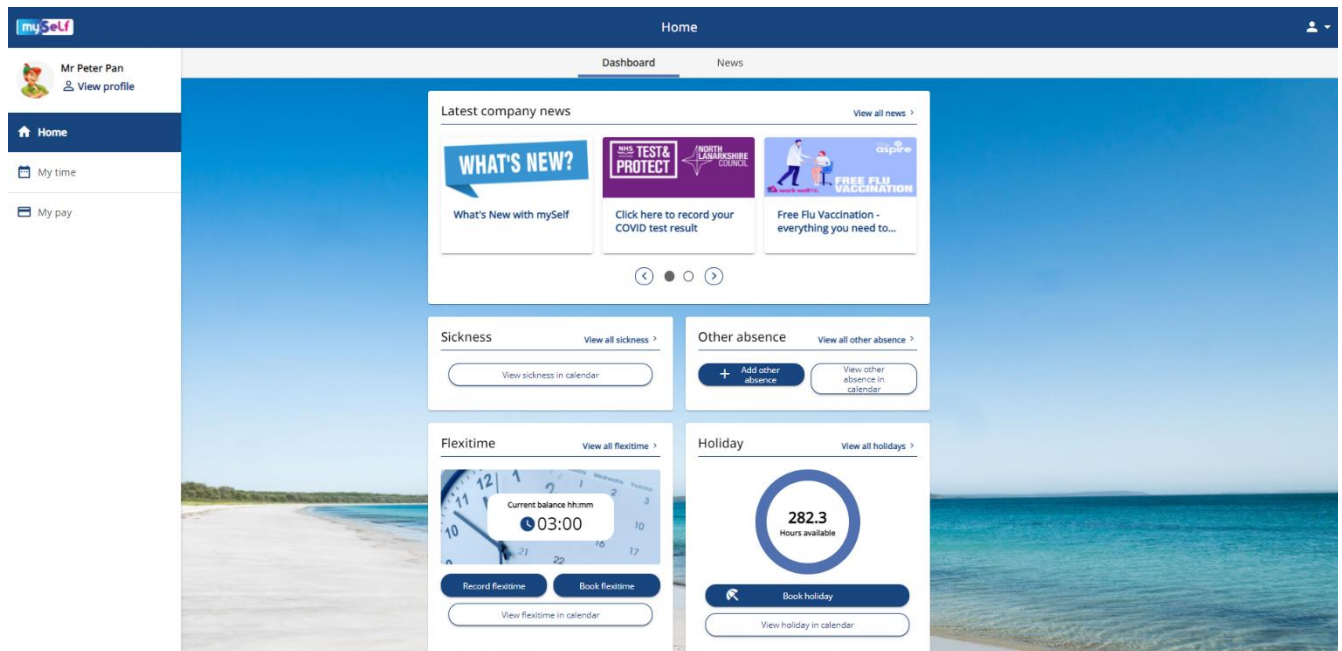
Cancel


Your password must be a minimum of 8 characters long, consist of upper- and lower-case letters and at least 1 number or special character.

7

### 3. Customising the look and feel of mySelf

When you first login to mySelf you will be presented with the new updated version of your personal home page, as pictured below. From here you can access all of the functionality and data granted to your user profile.



The Home Button  in the top left corner can be used to return to the home page from any part of the system.

On the home page there are several quick links on your Dashboard to make it easier for you to access common areas such as



## Absence:

### Sickness

[View all sickness >](#)

View sickness in calendar

### Other absence


[View all other absence >](#)

+ Add other absence

View other absence in calendar

### Flexitime

[View all flexitime >](#)



Current balance hh:mm  
🕒 03:00

Record flexitime


Book flexitime

View flexitime in calendar

### Holiday

[View all holidays >](#)

282.3  
Hours available

 Book holiday

View holiday in calendar

## Time & Expense claims and Payslips:

### Time & expenses



[View all time & expenses >](#)



8	Authorised	✓
2	Awaiting authorisation	⌛
1	Provisional	⌛
0	Errors	!

+ Add claim

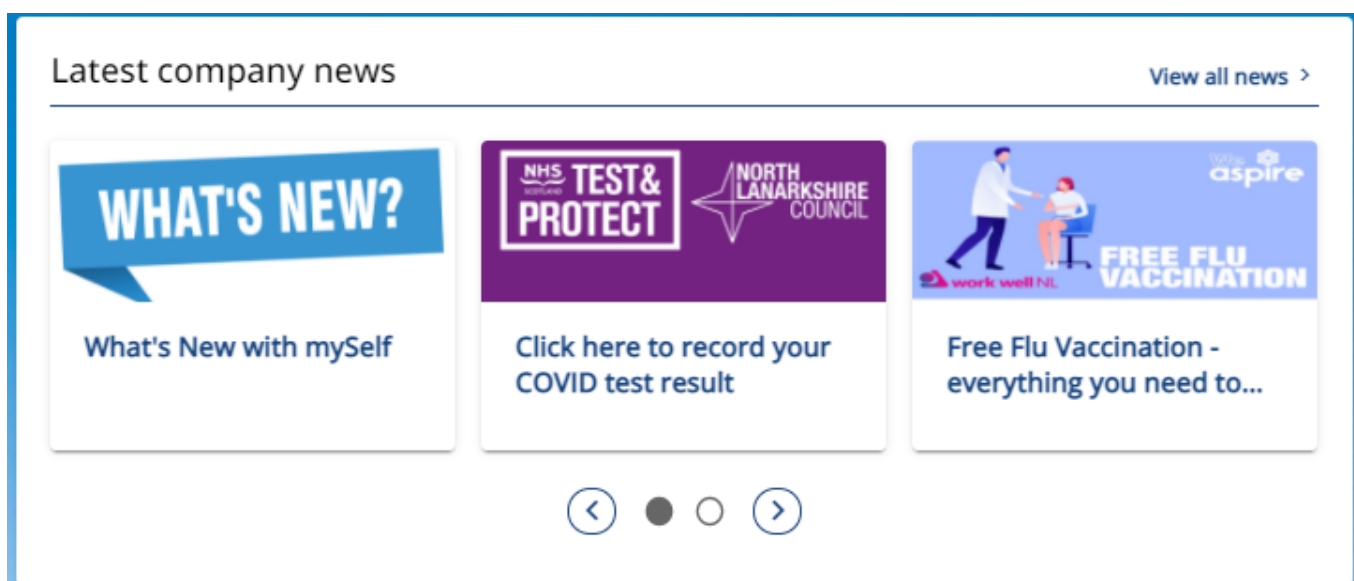
### Latest payslips

[View my pay >](#)

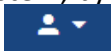
 **October 2021**   
Click to download


 **September 2021**   
Click to download

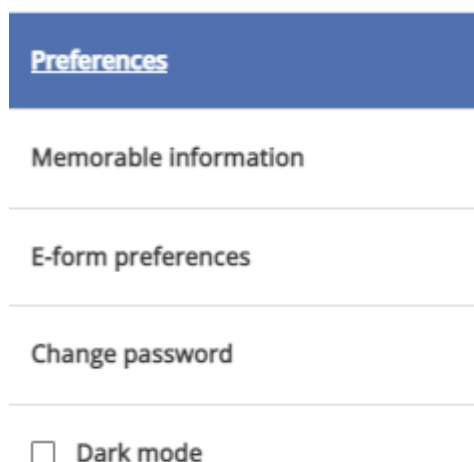
Latest Company News (updated regularly with lots of helpful guides and relevant information:



### 3.1 Your mySelf profile

Your mySelf profile can be managed from any part of the system, by selecting the Profile icon button on the far right hand side of your myself screen 

Within here, you should select  Settings and then the following drop-down menu will appear for you to select and manage your profile.

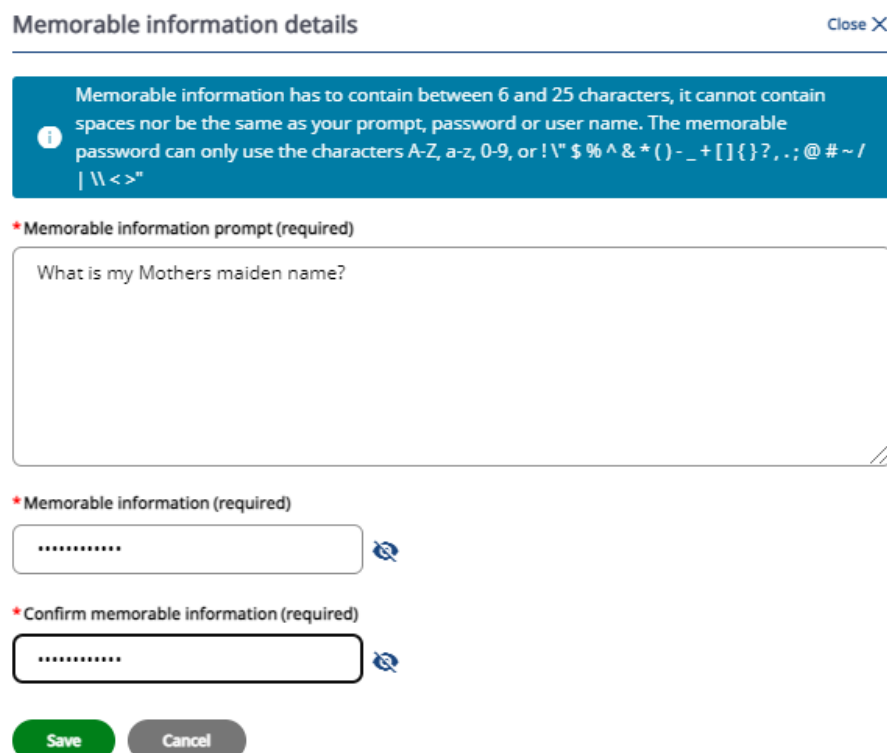


## 3.2 Memorable Information

Memorable information can be used to retrieve your Username only, should you forget it. At first log in you **must** create your memorable information. If necessary, you can also edit your memorable information.

**Please note that memorable information is used when you forget your Username.**

To set your memorable information click on where it states 'Memorable Information'



The screenshot shows a web form titled "Memorable information details" with a "Close X" link in the top right. A blue information box at the top states: "Memorable information has to contain between 6 and 25 characters, it cannot contain spaces nor be the same as your prompt, password or user name. The memorable password can only use the characters A-Z, a-z, 0-9, or !\" \$ % ^ & \* () - \_ + [ ] { } ? , . ; @ # ~ / | \\\ < > \"". Below this, the form has three required fields: 1. "Memorable information prompt (required)" with a text area containing "What is my Mothers maiden name?". 2. "Memorable information (required)" with a password field (dots) and an eye icon. 3. "Confirm memorable information (required)" with another password field (dots) and an eye icon. At the bottom are "Save" and "Cancel" buttons.

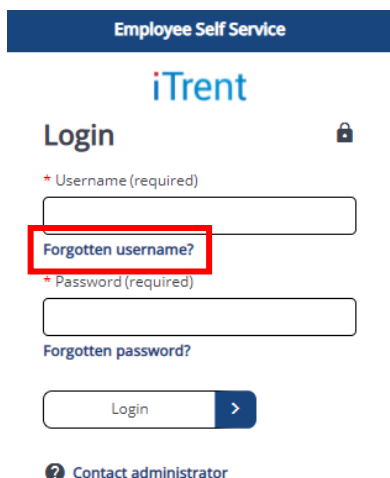
The prompt for your memorable information can be whatever you like, if it reminds you what the memorable information is. Some example prompts could be:

- *What's your mother's maiden name?*
- *What was the name of primary school?*
- *What was the make of your first car?*
- *Where did you go on your honeymoon?*
- *What's your favourite band?*

The memorable information response must contain between 6 and 25 characters, it cannot contain spaces and it cannot be the same as your prompt, password, or username.

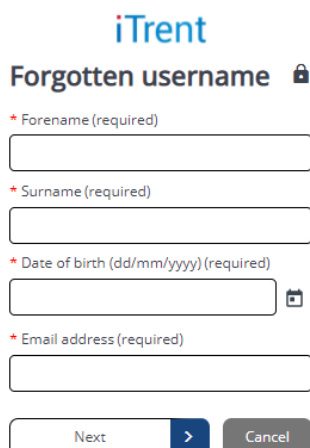
### 3.3 Username Resets

If you forget your Username, click on the Forgotten Username link:





The screenshot shows the 'Employee Self Service' header for iTrent. Below the logo is a 'Login' section with a lock icon. It contains two input fields: 'Username (required)' and 'Password (required)'. A link labeled 'Forgotten username?' is positioned between the two fields and is highlighted with a red rectangular box. Below the password field is a 'Forgotten password?' link. At the bottom of the login section is a 'Login' button with a right-pointing arrow. Below the login section is a link that says '? Contact administrator'.

The following screen will appear:




The screenshot shows the 'iTrent' logo at the top, followed by the heading 'Forgotten username' and a lock icon. The form contains four required fields: 'Forename (required)', 'Surname (required)', 'Date of birth (dd/mm/yyyy) (required)' (which includes a calendar icon), and 'Email address (required)'. At the bottom of the form are two buttons: 'Next' with a right-pointing arrow, and 'Cancel'.

Enter your Forename, Surname, DOB, and email address then click 

You will then be prompted to enter your Memorable Information that you will have previously set up as per **Section 3 - 3.2**. Click 

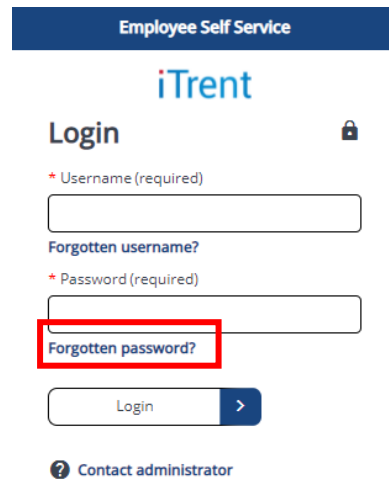
Your username will be displayed on screen.

Close the notification by clicking the  at the top right-hand corner.

If you have **not** previously set up your Memorable Information as per **Section 3 – 3.2**, you will need to email the ESC People Helpdesk Team at [ESC-HelpdeskTeam@northlan.gov.uk](mailto:ESC-HelpdeskTeam@northlan.gov.uk) or via telephone at 01698 403151 who will confirm your Username providing you pass the standard security checks.

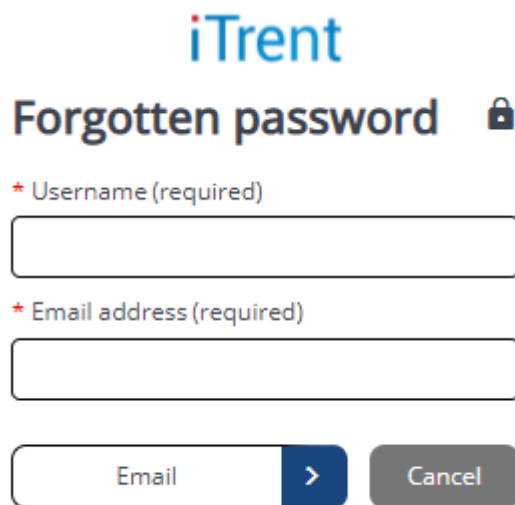
### 3.4 Password Resets

If you forget your password, click on the Forgotten Password link:



The screenshot shows the 'Employee Self Service' header in a dark blue bar. Below it is the 'iTrent' logo. The main heading is 'Login' with a lock icon. There are two input fields: the first is labeled '\* Username (required)' and the second is labeled '\* Password (required)'. Below the password field is a link 'Forgotten password?' which is highlighted with a red rectangle. At the bottom of the form is a 'Login' button with a right arrow. Below the button is a link '? Contact administrator'.

The following screen will appear:




The screenshot shows the 'iTrent' logo at the top. Below it is the heading 'Forgotten password' with a lock icon. There are two input fields: the first is labeled '\* Username (required)' and the second is labeled '\* Email address (required)'. At the bottom are two buttons: 'Email' with a right arrow, and 'Cancel'.

Enter your Username (Employee Ref No) and your email address, then select 'Email'. You will receive the following message confirming that an email has been sent to the email address provided:

An email containing a link to reset your password has been sent to the address provided, and should be received within the next 15 minutes.

**iTrent**

**Forgotten password** 

\* Username (required)

\* Email address (required)

The following email will be sent to your inbox. If you have not received an email within the specified timeframe, please check your junk mail before trying for a 2<sup>nd</sup> time or raising this with the ESC People Helpdesk Team as a potential problem.

You recently requested to reset your password for your iTrent account. Use the button below to reset it.

**This password reset is only valid for the next 24 hours.**

[Reset your password](#)

If you did not request a password reset or if you have any further questions, please contact the Help Desk Team by emailing them at [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk) or by calling 01698 403151.

**NB: Never forward this email to anyone else.**

Thanks,

iTrent Systems Admin Team


When you receive your Password Reset Request email, click on the 'Reset your password' button and you will be redirected to mySelf and the following screen will appear where you will be prompted to enter new password details:

**You must change your password before you can continue.**


**iTrent**

### Change password

\* New password (required)

\* Confirm password (required)

**Save** **Cancel**

Your password must be a minimum of 8 characters long, consist of upper- and lower-case letters and at least 1 number or special character. It cannot be the same as a previous password

Once you have entered and confirmed your new password click on



You will then be directed to the login screen where you should enter your Username and new password.

**Employee Self Service**

**iTrent**

### Login


\* Username (required)

[Forgotten username?](#)

\* Password (required)


[Forgotten password?](#)

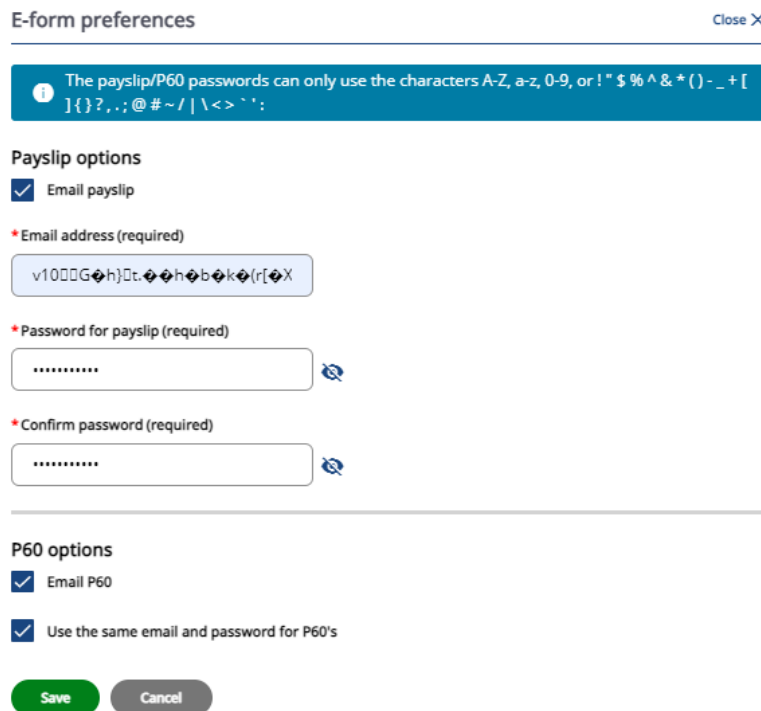
**Login** **>**

 [Contact administrator](#)

### 3.5 E-Form Preferences

You will be able to view your current payslip and payslip history within mySelf. However, e-form preferences allow you to specify whether you want your payslips and P60s automatically emailed to you.

Should you wish to specify your E-form preference go to  > **Settings > E-form preferences**. You will then be directed to the following page:



E-form preferences Close X

**The payslip/P60 passwords can only use the characters A-Z, a-z, 0-9, or ! \* \$ % ^ & \* ( ) - \_ + [ ] { } ? , . ; @ # ~ / | \ < > ` ' :**

**Payslip options**

☒ Email payslip

\*Email address (required)

v1000G@h}0t.00h0b0k0(r[0X

\*Password for payslip (required)

\*\*\*\*\*

\*Confirm password (required)

\*\*\*\*\*

**P60 options**


☒ Email P60

☒ Use the same email and password for P60's

**Save** **Cancel**

Tick the Email payslip box. You will be required to enter your preferred e-mail address and you must provide a password to prevent other people opening your documents.

Although you have the option to use the same password details for both payslip and P60, you must also complete the P60 section in full (the same password can be entered).

Once you have checked your details for accuracy you should save this information by clicking on the  icon.

**Please Note: these password details will be the passwords you will use to open the PDF attachment when you receive your email notification that your payslip is available to view. These passwords for payslips/P60's is not the same password for the mySelf login page.**

You can also change your password details at any time.

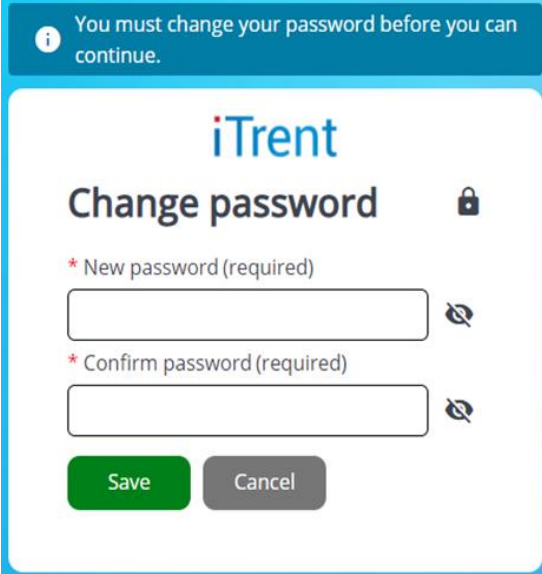


Please note: The PDF documents are password and date effective linked, therefore for any documents received prior to a change of password, the old password must be used to view them.

### 3.6 Change mySelf Password

This option is available should you wish to change your password prior to the 90-day prompt.

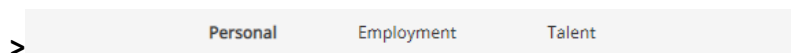
Please note that this is for your mySelf login password and not for the E-form preferences option.

The image shows a web form titled "iTrent Change password". At the top, a blue banner contains an information icon and the text "You must change your password before you can continue." The form has two input fields: "New password (required)" and "Confirm password (required)", each with a toggle icon to the right. Below the fields are "Save" and "Cancel" buttons. A lock icon is positioned to the right of the "Change password" title.

Your password must be a minimum of 8 characters long, consist of upper- and lower-case letters and at least 1 number or special character.

## 4 Viewing and Managing your Personal Data

### 4.1 My Personal Details




This area contains information about you, your personal details, contact information (such as address, telephone numbers, emergency contacts and next of kin) and bank details.

To view your personal information, click the '**Personal**' tab at the top of the screen as shown above, you will be taken to a summary page which is broken down into sections shown below:

Personal
Employment
Talent

### My personal details



Name: Mr Joe Bloggs  
Known as: Joe

[View attachments](#)

### Confidential information

Select the links below to view or amend your information

[Sensitive information >](#)  
[Social security >](#)

### Contact information

Home - Mailing Address: Flat 1, 2 Christmas Lane, Lapland, XM4 5HQ, United Kingdom

Personal mobile: 07123456789

User e-mail address: dormanh@northlan.gov.uk

Work E-mail Address: dormanh@northlan.gov.uk

+ Add Address
+ Add Contact Details


### Friends and family

No friends and family details have been added yet

+ Add Emergency Contact
+ Add Next of Kin

### Bank details

Account name	Bank name	Sort code
	Tsb Bank Plc	

Select the  [Edit](#) button beside **'My Personal Details'** to bring up your personal information such as Forename, Surname, Date of Birth etc.

You will then be directed to the following screen:-

## My personal details



\* Surname (required)

Bloggs

\* Forename (required)

Joe

Forename 2

Forename 3

\* Title (required)

Mr

Preferred name

Joe

Previous surname

Marital status

Please choose

\* Date of birth (dd/mm/yyyy) (required)

02/01/1994

Organisation start date (dd/mm/yyyy)

02/07/2018

Other information held can also be viewed and amended such as Religion and Nationality. This can be viewed by clicking on **Sensitive Information** option on the **Confidential Information** tab under My Profile

## Confidential information

Select the links below to view or amend your information

[Sensitive information >](#)

[Social security >](#)

This will show the following information which can be changed/amended if necessary: -

[< Back to Personal](#)

---

Sensitive information

**i** The personal data that you enter into this form is voluntary, if you do provide the information requested, we will only use this in an aggregated and anonymised form.

Religion

Please choose

Ethnic origin

Please choose

Place of birth

Nationality

Please choose

Sex identifier

Please choose

Gender reassignment

Please choose

Sexual orientation

Please choose

Self-certified disabled

Please choose

Disability description

Please check the changes for accuracy before clicking on [Save](#).

## 4.2 Contact Information

It is important that your contact details are accurate and up to date at all times. At first log in you should review your contact details by following the steps below:

Select '**Contact Information**' from the Personal tab within My Profile:-

Contact information

Home - Mailing Address: Never Never Land, Motherwell, NN1, United Kingdom

Home telephone: 01698123456

Personal mobile: 07777777777

User e-mail address: panp@northlan.gov.uk

Work E-mail Address: panp@northlan.gov.uk

+ Add Address + Add Contact Details

In the **Contact Information** Section, click on the '**Home - Mailing Address**', which will then display your correct your address and allow you to change it if necessary.

Your address should be detailed in the following format with the Post town in block capital letters:

< Back to Personal

Address details

This form allows you to correct your current address information. If your address has changed please use the add address details option.

\* Address type (required)  
Home

☒ Mailing address

\* Postcode (required)  
XM4 SHQ

\* House name (required)  
Flat 1

Number/Street  
2 Christmas Lane


Local area  
Lapland

\* Post Town (required)

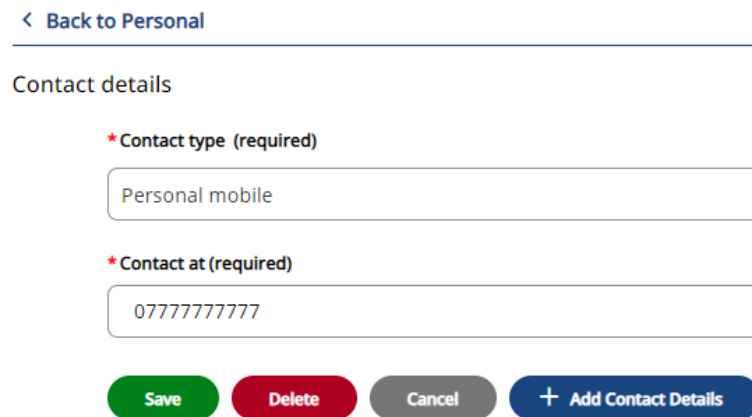
County


Country  
United Kingdom

Save Cancel + Add Address

- Should your address not be displayed in this format please amend your details
- Click 
- An automatic email will be forwarded to your nominated service representative to ensure your employment records are updated accordingly

Your other contact details, such as telephone number and e-mail address can also be reviewed and amended by returning to the **Personal** Tab and selecting the relevant information you wish to update. For example, select the '**Personal Mobile**' option and you will be directed to the following screen:



If these details are correct simply click on 'Cancel', however if there is an error you can amend your details, check for accuracy then click on .

In the event that you change your home address you select the following:-

### Contact information

 Home - Mailing Address: Flat 1, 2 Christmas Lane, Lapland, XM4 5HQ, United Kingdom

Within here, simply overwrite the current details, and click the  button.

An automatic email will be forwarded to the Employee Service Centre to notify them of the change.


**If a new address is entered this automatically becomes your mailing address even if the box is not ticked and will replace your old address on the 'Contact information' summary page.**

If you wish to add any other contact information such as your personal email, home telephone number etc, all you need to do is select the following



Once in here, select the details you wish to add, and after checking information for accuracy, hit the save button.

You can also delete any contact details which are no longer in use by selecting the summary

card of the contact you wish to delete and clicking on  at the bottom right-hand side of the page.

### 4.3 Marital Status

You can view your marital status by selecting the 'Edit' option under the **My Personal Details** tab.

If your marital status changes, you can update your details by going into this section and choosing from the Marital Status dropdown menu what status is relevant to yourself.

Marital status

Single

Divorced

Living with partner

Married/Civil partnership

Prefer not to answer

Separated

Single

The change to your marital status will be automatically changed and seen in your '**Personal details**'.

### 4.4 Friends and Family

This section allows you to review, amend and add to your emergency contact details and next of kin.

To add either one of these, select from the relevant highlighted options below:-

Friends and family

No friends and family details have been added yet

+ Add Emergency Contact

+ Add Next of Kin

### Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Leonardo DiCaprio	Father	01234 567890	Yes
Next of kin	Shania Twain	Wife	N/A	N/A

+ Add Emergency Contact

+ Add Next of Kin

Whether you want to review an Emergency Contact or Next of Kin you can click on the relevant summary card (shown above) and the details held will be shown.



### Emergency contact

\*Contact name (required)

Leonardo DiCaprio

Relationship to me

Father

Contact at

01234 567890

Contact email

leonardo@dicaprio.com

☒ Primary contact

☐ Use my home address

House name

2 Apple Lane

Number/Street

Local area

Post Town

Forrest

County

Postcode

MA1 0ZZ

Country

United Kingdom

Save

Delete

Cancel

+ Add Emergency Contact

You can amend any field requiring changes to update the record. You can also delete any contacts which are no longer valid.

**Ensure that you have checked to confirm that the information is accurate before you save or delete any records.**

The following message will be shown if you choose to delete a record as a safeguard to ensure you intended to delete the selected record:

Delete record?

Close X

⚠ Are you sure you want to delete this record?

Confirm

Cancel

To add an additional Emergency Contact or Next of Kin you should go to the **Friends & Family** tab and select the below option

+ Add Emergency Contact

+ Add Next of Kin

N.B. When entering the next of kin details you can select the tick box for 'Use my home address' and the address section will be automatically populated with your home address details that are on the system. Otherwise enter the address for your next of kin if the address is different to your home address.

< Back to Personal

Next of kin details

\* Next of kin name (required)

Shania Twain

Relationship to me

Wife

Date of birth (dd/mm/yyyy)

30/05/1992

☒ Use my home address

House name

Flat 1

Number/Street

2 Christmas Lane

Local area

Lapland

Post Town

County

Postcode

XM4 5HQ

Country

United Kingdom

Save

Delete

Cancel

+ Add Next of Kin

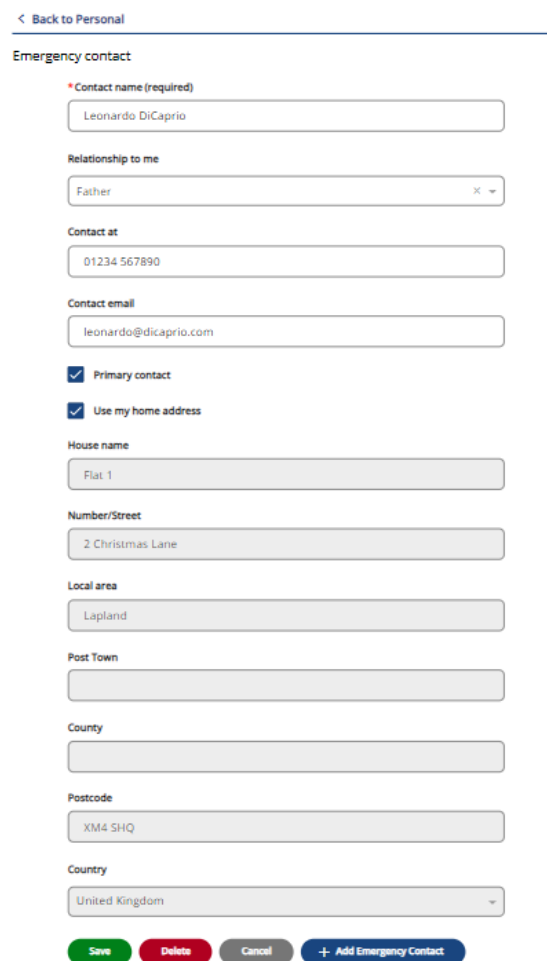
Ensure that you have checked to confirm that the information is accurate before you click on 

Save

 or delete any records.

When entering the Emergency Contact details, if your Emergency Contact and Next of Kin are the same you can select the tick box for 'Use as Next of Kin' and a new next of kin record will automatically be created with the details entered. This will be shown on the summary page when you save the new emergency contact.

When entering the Emergency Contact details you can select the tick box for 'Use my home address' and the address section will be automatically populated with your home address details that are on the system. Otherwise enter the address for your emergency contact if the address is different to your home address:



The screenshot shows a web form titled "Emergency contact" with a back arrow and "Back to Personal" link. The form contains the following fields and options:

- Contact name (required):** Text input with "Leonardo DiCaprio".
- Relationship to me:** Dropdown menu with "Father" selected.
- Contact at:** Text input with "01234 567890".
- Contact email:** Text input with "leonardo@dicaprio.com".
- Primary contact:** Checked checkbox.
- Use my home address:** Checked checkbox.
- House name:** Text input with "Flat 1".
- Number/Street:** Text input with "2 Christmas Lane".
- Local area:** Text input with "Lapland".
- Post Town:** Empty text input.
- County:** Empty text input.
- Postcode:** Text input with "XM4 SHQ".
- Country:** Dropdown menu with "United Kingdom" selected.

At the bottom are four buttons: "Save" (green), "Delete" (red), "Cancel" (grey), and "+ Add Emergency Contact" (blue).

## 4.5 Bank Details

If you change your bank details, you should follow the steps below:

Within the **Personal** tab, you will see a tab for Bank Details shown below:-


### Bank details

Account name	Bank name	Sort code
Master John A Doherty	Tsb Bank Plc	873712

Click on the **Bank Details** summary card and you will be directed to the screen shown below:

< Back to Personal

### Bank details

 These details are used to pay your salary and any changes will take immediate effect. Please check the details carefully before saving.

\* Sort code (required)

878787

Bank name

Tsb Bank Plc

Roll number

\* Account number (required)


01234567


\* Account name (required)

Master Joe Bloggs

Save

Cancel

- Enter your sort code and complete the bank name, roll number (if applicable), account number and account name.
- After carefully checking that the information is accurate click .
- If the following message appears and after carefully checking that the information you have provided is correct, you should contact your HR/Payroll representative in the first instance.

 Invalid Sort Code has been entered. Please check and re-enter.

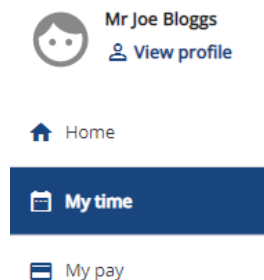
**PLEASE NOTE:**

It is advisable that to ensure that your new bank details are in place for your next available pay **do not** to close your previous bank account until you receive a salary payment in your new account.

The date that you make changes to your bank account details in mySelf determines whether this will be effective for your next pay. If you require clarification, please contact the ESC People Helpdesk at [ESC-HelpdeskTeam@northlan.gov.uk](mailto:ESC-HelpdeskTeam@northlan.gov.uk) or by telephone on 01698 403151.

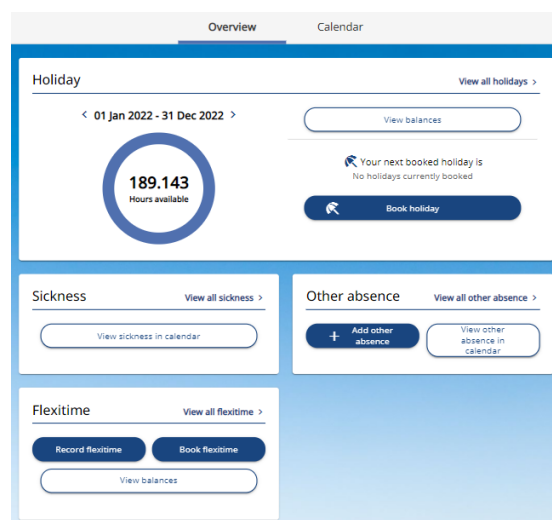
## 5. Absence

### 5.1 Absence Details



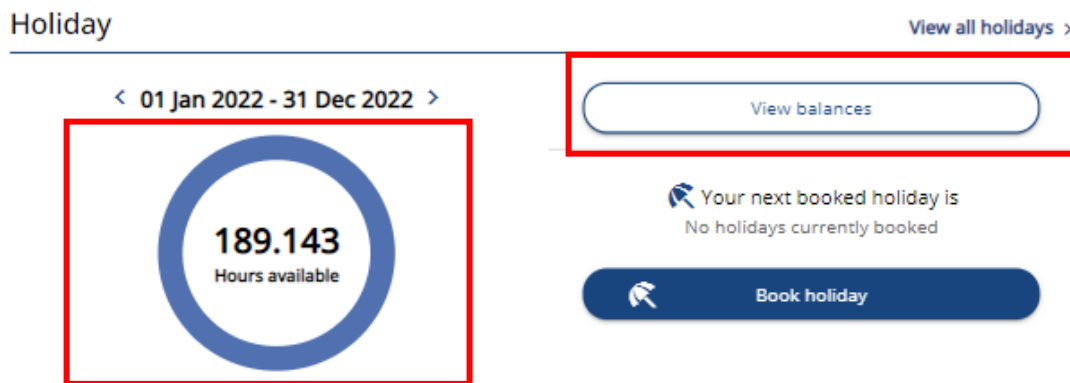
On your main home page on mySelf, at the left-hand side of the screen, you should select **‘My Time’**. This area contains information about your annual leave, other leave (special leave), flexi and sickness absence.

**NB** If this information does not appear on your mySelf homepage then this facility has not been introduced to the area of the service you are employed in.



## 5.2 Holiday Balance

To view your holiday balance, at a quick glance you can see this on the Holiday section within My Time, or you can select the **'View Balance'** icon select the icon at the top right-hand side:



When selecting 'View Balance' This page will display your holiday entitlement, and details of any holidays taken or scheduled. It will also display a balance and give details of the next year's balances (when available):

**It is important to note that your holiday balance will be displayed in hours, and this will include your annual leave entitlement and public holiday entitlement calculated as a whole.**

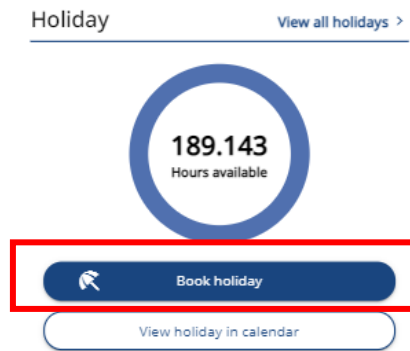
**The 'Taken' and 'Scheduled' columns include both annual leave and public holidays.**

Scheme name	Holiday period
A/L NLC - Schedule A (Hours)	01 Jan 2022 - 31 Dec 2022
Entitlement	Taken
126.143 hours	0 hours
Scheduled	Balance
0 hours	126.143 hours

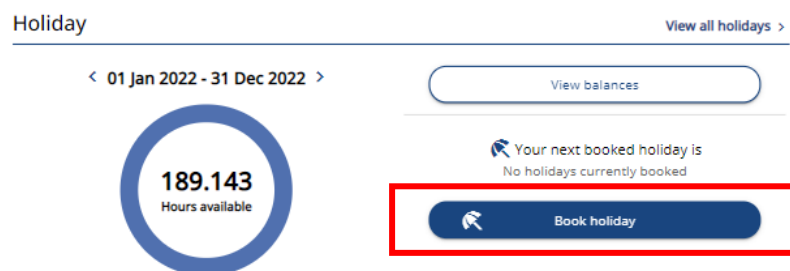
## 5.3 Booking a Holiday

There are various ways that you can book a holiday within mySelf.

- Either select '**Book holiday**' from the quick links on the home page.



- Or within the '**My Time**' tab on the left side of your home screen, you should select the '**Book Holiday**' option



This will open up the '**Holiday details**' screen as shown below:-

[Back to Overview](#)

**Holiday details**

Please remember all holiday requests are subject to authorisation by your reporting manager and you should wait until you have a decision regarding your request before you make any personal commitments. You should discuss any requests for short notice holidays with your reporting manager in the first instance.

\* Absence type (required)

Please choose

\* Holiday period (required)

Please choose

Notes

Save Cancel Book holiday

Select '**Personal holiday**' from the drop-down box:

## Holiday details



Please remember all holiday requests are subject to authorisation by your reporting manager and you should wait until you have a decision regarding your request before you make any personal commitments. You should discuss any requests for short notice holidays with your reporting manager in the first instance.

\* Absence type (required)

Personal holiday

Select 'full day', 'part day' or 'more than one day' from the holiday period drop down box:

\* Holiday period (required)

Please choose

Part day

Full day

More than one day

If full day is selected, enter your holiday start date in the 'start date' box. Alternatively, you can select the calendar as shown below. This will open the calendar for you to select the date which will automatically appear in the start date box.

\* Holiday period (required)

Full day

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



2022



Mon	Tue	Wed	Thu	Fri	Sat	Sun
JAN					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

21/01/2022





Add any notes in the 'Notes' box:

Notes

I need this day off

Save

Click on the button at the bottom.

If you already have absence in for the day you are requesting, you will see a warning sign like the one below and you will be required to amend your entry to another day when you do not already have absence booked.

✕ This absence overlaps with the following existing absence(s):  
10/02/2022 - 10/02/2022 (Personal holiday)

Once you have booked and saved your holiday details, this will send an e-mail through to your reporting manager to consider your request and you should receive an e-mail notification of this.

Once your manager has considered your request, you will receive an email confirming whether your request has been authorised or not authorised.

The holiday, if authorised will deduct the correct number of hours off your holiday entitlement balance as per your work pattern.

If you require a part day holiday, select 'part day'. You should enter the start date as detailed in the previous section. You will see the following options that appear:

\* Absence type (required)

Personal holiday

\* Holiday period (required)

Part day

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

21/01/2022

\* Morning or Afternoon (required)

Afternoon

\* Position (required)

Please choose

Notes

I need this day off

You should select whether your holiday is in the morning or in the afternoon.



Then click the button which will send the request to your reporting manager.

Again, this will send an e-mail through to your reporting manager to consider your request and you should receive an e-mail notification of this.

Once your manager has considered your request, you will receive an email confirming whether your request has been authorised or not authorised.

The holiday, if authorised will deduct the correct number of hours off your holiday entitlement balance as per your work pattern.

If you require a holiday which is more than one day, you should select 'more than one day' as shown below.

You should select whether the first day of your holiday is full day or just the afternoon.

You should enter the end date of your holiday

And again, you should select whether the end holiday date is a full day or just the morning.

---

\* Absence type (required)

Personal holiday x ▾

\* Holiday period (required)

More than one day x ▾

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

24/01/2022 📅

\* Full or part day (required)

Full day x ▾

\* End date (dd/mm/yyyy) (required)

28/01/2022 📅

\* Full or part day (required)

Full day x ▾


\* Position (required)

Please choose ▾

Notes

I need these days off

Save Cancel Book holiday

Then click the  button which will send the request to your reporting manager the same as a full day and part day request, which you should receive an e-mail notification for.

Your reporting manager will consider your request and you should receive an e-mail notification advising whether they have authorised or not authorised your request.

The holiday, if authorised will deduct the correct number of hours off your holiday entitlement balance.

If you do not have the public holidays deducted from your record automatically, then you can also add the days taken instead by selecting '**Bank Holiday (Variable)**' instead of Personal Holiday and following the same steps as above. This option would mainly be used by employees who work shifts and would be expected to work statutory public holidays as they fall.


\* Absence type (required)

Bank Holiday (Variable) x ▾

## 5.4 Cancelling a holiday which has been authorised by your Reporting Manager

Select the holiday you wish to cancel from the absence summary page (**you cannot cancel holidays which are in the past**).

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
24 Jan 2022	28 Jan 2022	21	Personal holiday	Recruitment Advisor	Authorised	

This will take you into the holiday details screen. Click on the  button at the bottom of the page.

\* Absence type (required)

Personal holiday

\* Holiday period (required)

More than one day

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

24/01/2022

\* Full or part day (required)

Full day

\* End date (dd/mm/yyyy) (required)

28/01/2022

\* Full or part day (required)

Full day

\* Position (required)

Recruitment Advisor (Recruitment, Miss Hollie E Dorman, 12/03/2019, POSN28360) (Cur

Notes

I need these days off

Save

Delete

Cancel

Book holiday

You will receive a warning message as follows:

Delete record?

Close X

⚠ Are you sure you want to delete this record?

Confirm

Cancel

Select 'Confirm' and this will cancel the holiday. This will amend your holiday balance and will also notify your reporting manager that you have cancelled authorised annual leave.

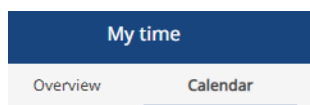
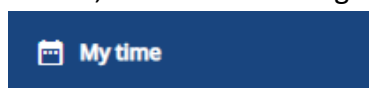
## 5.5 Amending a holiday which has been authorised by your Reporting Manager

You should **NEVER** amend holidays that have already been authorised. Please refer to **cancelling a holiday which has been authorised by your Reporting Manager** section above to delete the existing holiday and re-request it is using the correct dates.

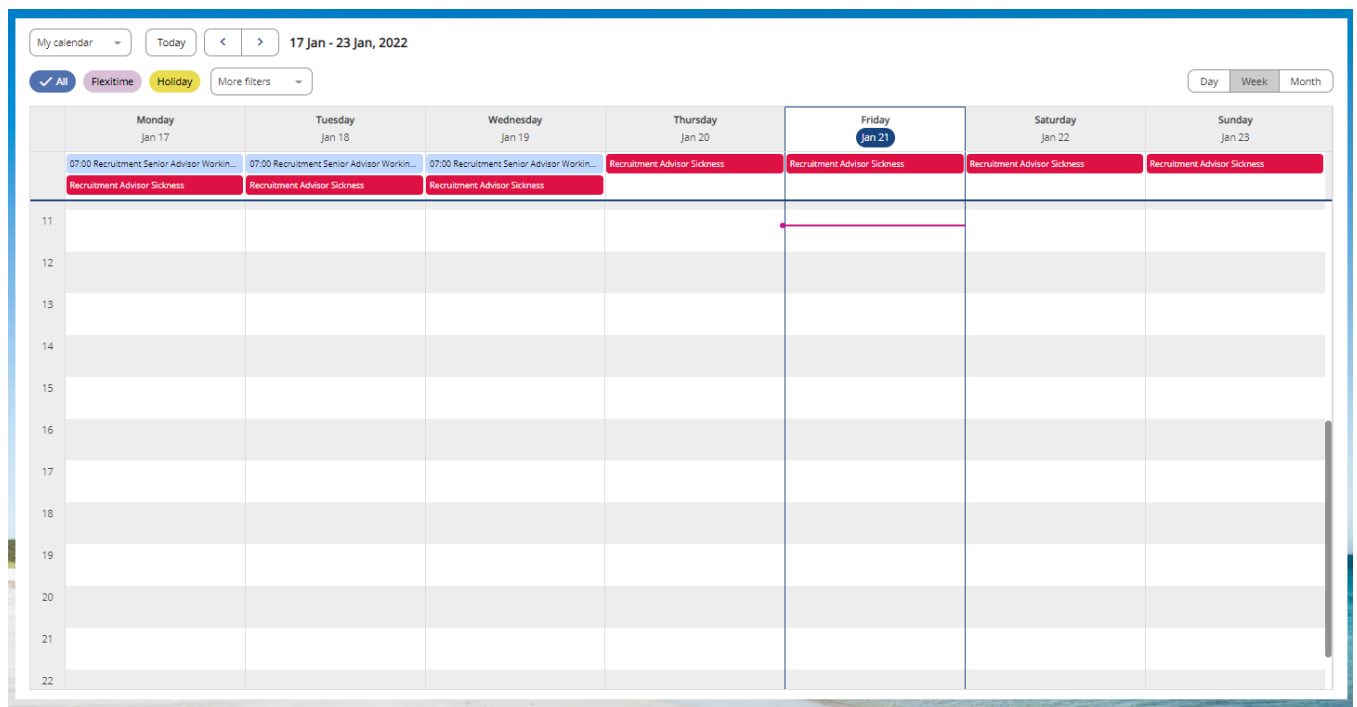
If the holiday you wish to amend is in the past, your Reporting Manager will need to delete this on your behalf.

## 5.6 Viewing your calendar

You can view your calendar by selecting the “My Time” tab at the far left of your home screen, and then selecting the ‘Calendar’ tab at the top of the screen.

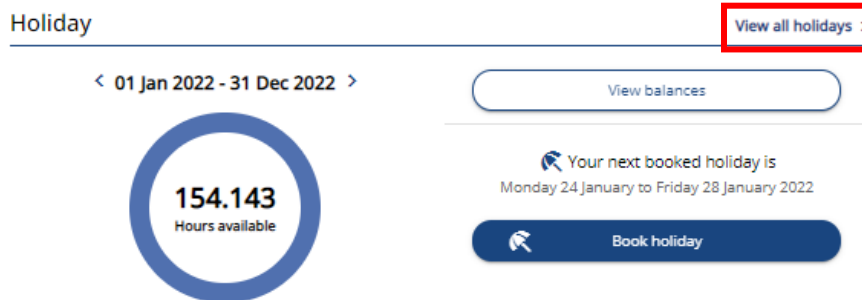


You will then see a view similar to this:-

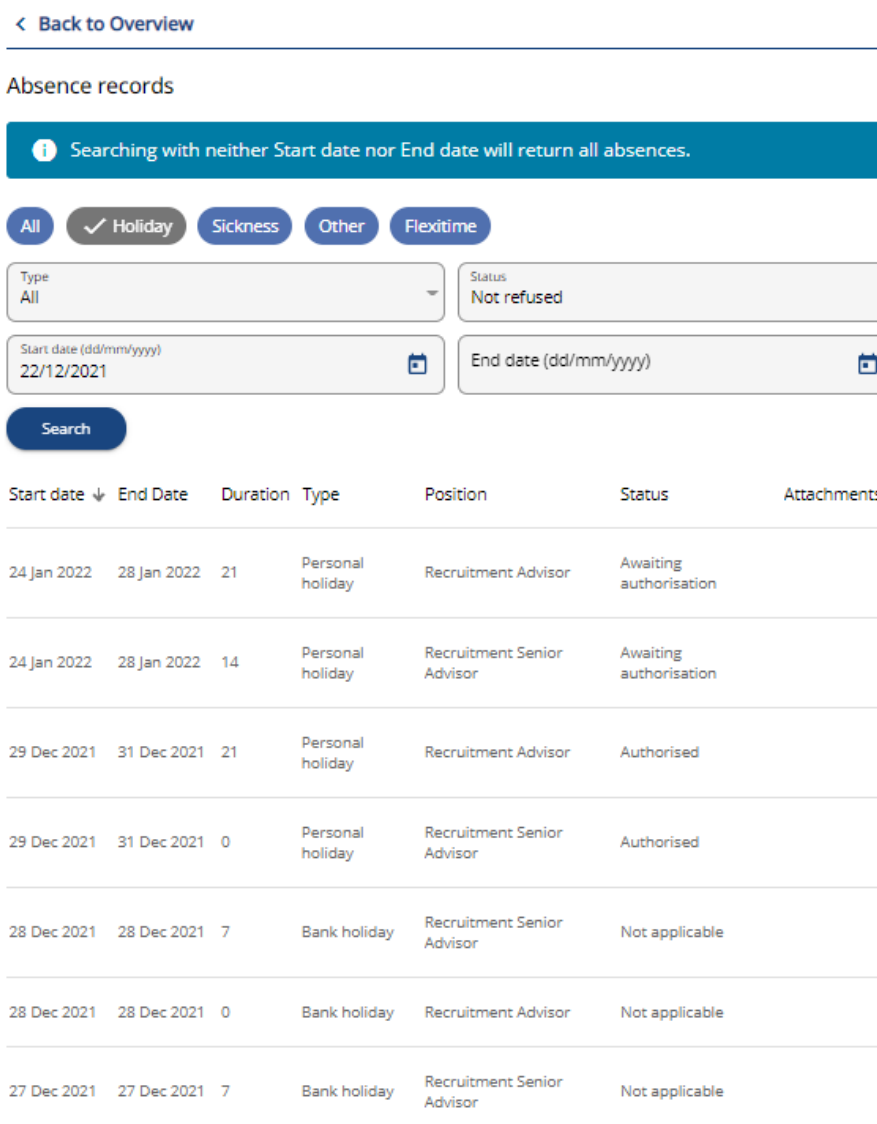


## 5.7 Viewing all holidays


You can view all holidays by clicking on **'View all Holidays'** option on the top right of your **'Holiday'** tab under **'My Time'**.



You will see the following list appear which will allow you to enter dates to search between. You can type the date in or use the calendar. You can also search on all holidays, authorised and/or refused



Start date ↓	End Date	Duration	Type	Position	Status	Attachments
24 Jan 2022	28 Jan 2022	21	Personal holiday	Recruitment Advisor	Awaiting authorisation	
24 Jan 2022	28 Jan 2022	14	Personal holiday	Recruitment Senior Advisor	Awaiting authorisation	
29 Dec 2021	31 Dec 2021	21	Personal holiday	Recruitment Advisor	Authorised	
29 Dec 2021	31 Dec 2021	0	Personal holiday	Recruitment Senior Advisor	Authorised	
28 Dec 2021	28 Dec 2021	7	Bank holiday	Recruitment Senior Advisor	Not applicable	
28 Dec 2021	28 Dec 2021	0	Bank holiday	Recruitment Advisor	Not applicable	
27 Dec 2021	27 Dec 2021	7	Bank holiday	Recruitment Senior Advisor	Not applicable	

Click on the  button and you will see a list of holidays:

[< Back to Overview](#)

---

Absence records

*i* 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)  
01/10/2021

End date (dd/mm/yyyy)  
30/11/2021

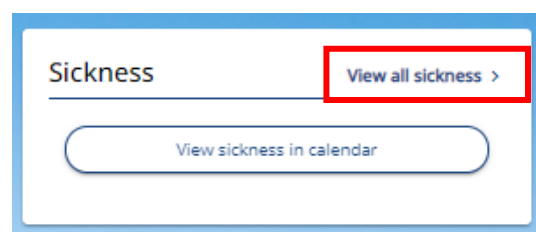
[Search](#)

Start date	End Date	Duration	Type	Position	Status	Attachments
11 Oct 2021	15 Oct 2021	21	Personal holiday	Recruitment Senior Advisor	Authorised	
11 Oct 2021	15 Oct 2021	14	Personal holiday	Recruitment Advisor	Authorised	

## 6. Sickness Absence

### 6.1 Sickness Details

To view your sickness details, click on the **My Time** tab and select '**View all Sickness**'



To view a specific sickness absence, select the record as follows:

[< Back to Overview](#)

### Absence records

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

[All](#) [Holiday](#) [✓ Sickness](#) [Other](#) [Flexitime](#)

Type: [All](#) Status: [Not refused](#)

Start date (dd/mm/yyyy): [22/12/2021](#) End date (dd/mm/yyyy):

[Search](#)

Start date ↓ End Date Duration Type Position Status Attachments

10 Jan 2022 Sickness Recruitment Advisor Not applicable [📎](#)

10 Jan 2022 13 Jan 2022 Sickness Recruitment Senior Advisor Not applicable [📎](#)

Once you select the record, you should see details of your sickness absence displayed on the sickness details screen.

[< Back to Absence records](#)

### Sickness details

**i** Please ensure upon your return to work, you end your sickness absence by entering the last day that you were unfit for work including non working days. Failure to do so will result in a discrepancy in your wages.

\* Absence type (required)

Sickness

\* Absence reason (required)

Back pain - 06

☐ Hide absence reason

\* Sickness period (required)

More than one day

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

10/01/2022

\* Full or part day (required)

Full day

\* End date (dd/mm/yyyy) (required)

\* Full or part day (required)

Please choose

\* Position (required)

Recruitment Advisor (Recruitment, Miss Hollie E Dorman, 12/03/2019, POSN28360) (Cur



If the sickness has an end date and the sickness is correct you do not need to do anything and should close the record by selecting '**Back to Absence Records**' at the top left hand of the screen.

## 6.2 Ending a sickness

If you are absent from work due to sickness, upon your return to work you will be required to enter the date your sickness absence ended if the end date is blank.

You would do this by selecting the sickness record from the absence summary screen shown above and this will display the sickness details screen.

< Back to Absence records

---

Sickness details

Please ensure upon your return to work, you end your sickness absence by entering the last day that you were unfit for work including non working days. Failure to do so will result in a discrepancy in your wages.

\* Absence type (required)  
Sickness


\* Absence reason (required)  
Back pain - 06

☐ Hide absence reason

\* Sickness period (required)  
More than one day

\* Start date (dd/mm/yyyy) (required)  
10/01/2022


\* Full or part day (required)  
Full day

\* End date (dd/mm/yyyy) (required)  
 

\* Full or part day (required)  
Please choose

\* Position (required)  
Recruitment Advisor (Recruitment, Miss Hollie E Dorman, 12/03/2019, POSN28360) (Cur

You should enter an end date (dd/mm/yyyy) or select the calendar to choose the date. Click on the drop down 'Full or part day' and select '**Full Day**'.

Click on the  button to save the record and this will send an email to your manager confirming that you have returned to work.

It is extremely important that you complete this information accurately as soon as you return to work. Failure to do so will result in you being recorded as being absent from work due to sickness and could impact on your pay.

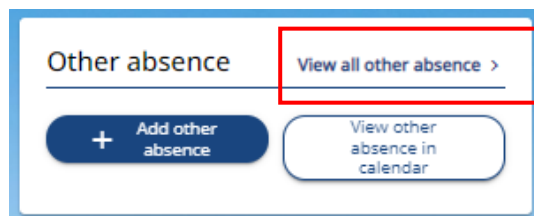
If you are unable to end your sickness absence, you must contact your reporting manager who will arrange for this to be completed on your behalf.

## 7. Other absence details

### 7.1 View other absence details

Other absence details relate to all other leave, other than holiday and sickness absence.

To view your other absence details, go to '**My time**' and select '**Other** Absence', Click on '**View all other absence**' and you will be taken into the Other absence summary page:-



You will see other absence details at the bottom of the screen.

[< Back to Overview](#)

#### 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)

01/01/2019

End date (dd/mm/yyyy)

Search

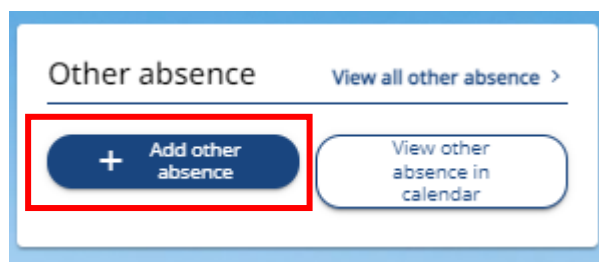
Start date	End Date	Duration	Type	Position	Status	Attachments
03 Feb 2020	03 Feb 2020		Training & Development - Day Release	Recruitment Advisor	Authorised	
11 Dec 2019 AM	11 Dec 2019 AM		Training & Development - Training Course / Conference	Recruitment Advisor	Authorised	
28 Mar 2019 PM	28 Mar 2019 PM		Training & Development - Training Course / Conference	Recruitment Advisor	Authorised	
27 Mar 2019 AM	27 Mar 2019 AM		Training & Development - Training Course / Conference	Recruitment Advisor	Authorised	
21 Mar 2019 PM	21 Mar 2019 PM		Training & Development - Training Course / Conference	Recruitment Advisor	Not authorised	

To view an individual other absence record you should select the record you wish to view, and you will be redirected to the record's full details.

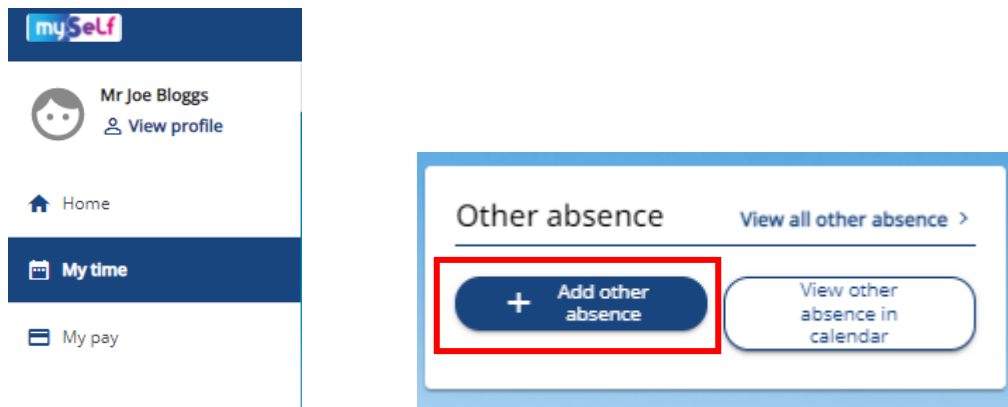
#### 7.1.1 Add other absence details

You can request other absence on mySelf by following the below steps

- On your main home screen dashboard, go to where it states, '**Other Absence**' and you will see an option to '**Add Other Absence**'

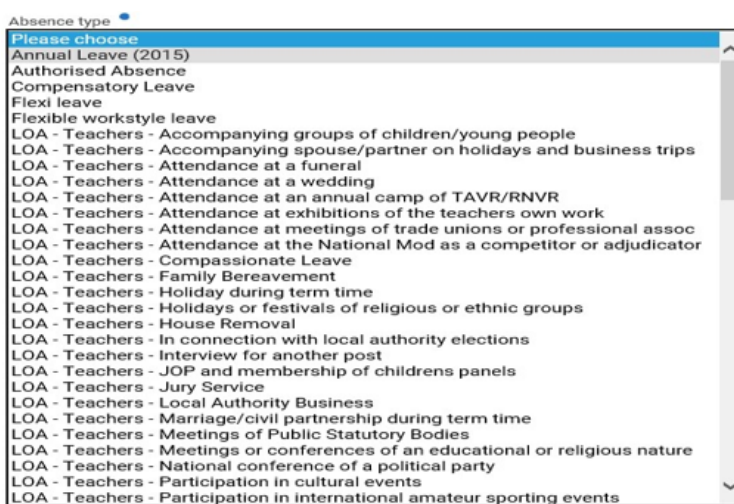


- Or click on the **'My Time'** tab on your main home screen at the left-hand side, and go to the **'Other Absence'** box and select **'Add Other Absence'**



This will open the other absence details screen.

You should select the type of leave by using the drop-down box next to 'Absence type'



In the absence period, you should select 'Full day', 'Part Day' or 'More than one day' from the absence period drop down box.

### Other absence details


\* Absence type (required)

Special Leave - Bereavement ✕ ▼

\* Absence period (required)

Full day ✕ ▼

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

20/01/2022 

\* Position (required)

Please choose ▼


#### Notes


Save

Cancel

+ Add other absence

Enter your absence start date in the 'start date' box. Alternatively, you can select the calendar as shown below. This will open the calendar for you to select the date which will automatically appear in the start date box.

Start date (dd/mm/yyyy) 




Oct

▼

2019

▼



Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Today

Done

After you have chosen the date, select **Done** then click on the **Save** button at the bottom of the screen.

If you have already had an absence in for the day you are requesting, you will see a warning message as shown below:

✕ This absence overlaps with the following existing absence(s):  
10/02/2022 - 10/02/2022 (Personal holiday)

Once you have booked and saved your other absence request, this will send an email through to your reporting manager to consider your request and you should receive an email notification of this.

Once your manager has considered your request, you will receive an email confirming whether your request has been authorised or not authorised.

If you require a part day other absence select 'Part Day' and the following screen will appear:

#### Other absence details

\* Absence type (required)

Special Leave - Bereavement x

\* Absence period (required)

Part day x

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

20/01/2022

\* Morning or Afternoon (required)

Please choose

Morning

Afternoon

Specify time

Notes

Save

Cancel

+ Add other absence

You should enter the start date as detailed in the previous section and select whether the other absence is in the morning or afternoon.

Should the time off you require be less than a full morning or an afternoon, you should select the 'specify time' option and this will prompt you to enter the start time, hours absent and end time for your request.

\* Morning or Afternoon (required)

Specify time x

Start time (hh:mm)

09:00

Hours absent


02:30

End time (hh:mm)

11:30

When using the 'specify time' option please ensure you enter the hours absent as this is required in order to update your records.

**Please Note: when claiming time back for Special Leave, the maximum time claimed must not exceed your daily target hours, therefore you cannot accrue flexi when claiming Special Leave.**


Click the  button which will send the request to your reporting manager.

Again, this will send an e-mail through to your reporting manager to consider your request and you should receive an e-mail notification of this.


Once your manager has considered your request, you will receive an email confirming whether your request has been authorised or not authorised.

If you require other absence which is more than one day, you should select the 'More than one day' option:-


\* Absence period (required)

More than one day 


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

20/01/2022 


\* Full or part day (required)

Afternoon 

\* End date (dd/mm/yyyy) (required)


21/01/2022 

\* Full or part day (required)

Full day 

You should select whether the first day of your other absence request is a full day or just the afternoon.

You should enter the end date of your other absence ensuring that you select whether the end other absence date is a full day or just the morning.

Then click the  button which will send the request to your reporting manager.



Again, this will send an e-mail through to your reporting manager to consider your request and you should receive an e-mail notification of this.

Once your manager has considered your request, you will receive an email confirming whether your request has been authorised or not authorised.

## 7.2 Attaching Supporting Evidence

As you are aware, there are certain occasions where you are required to provide supporting documentation when applying for other leave, for example if you are required to attend a hospital appointment, are attending court, or attending an annual training camp if you are a member of non-regular forces.

Attaching this supporting evidence electronically to your request will assist your manager in considering your request promptly.

### Absence records

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

AllHolidaySicknessOtherFlexitime

TypeAllStatusNot refused

Start date (dd/mm/yyyy)22/12/2021End date (dd/mm/yyyy)

Search

Start date	End Date	Duration	Type	Position	Status	Attachments
20 Jan 2022 PM	21 Jan 2022		Special Leave - Jury Service	Recruitment Senior Advisor	Awaiting authorisation	
20 Jan 2022 PM	21 Jan 2022		Special Leave - Jury Service	Recruitment Advisor	Awaiting authorisation	

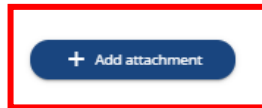
Once you have completed the other absence details and clicked save, you should go back to the main absence screen. You should then click on the attachment (paperclip icon) relevant to the other absence details that you want to attach the supporting documentation to.

This will open the following screen. Select Add at the bottom of the screen.

[< Back to Absence records](#)

## Document attachments

No attachments have been added yet



This will open the document attachment screen.

Document attachment details

Close X

\* Document name (required)

Evidence

Document type

Absence Certification

☐ Link

+ Upload file

No file selected

Save

Cancel

You should name the document i.e Evidence, then click on 'choose file' to upload the document that you will have previously saved to your computer/device and click save. If you have more supporting evidence, you should follow the same procedure and once you have uploaded this information and saved this, you should exit the screen by clicking on the [Close X](#) at the top right-hand side of the screen.

Document attachment details

Close X

\* Document name (required)

Evidence

Document type

Absence Certification

☐ Link

+ Upload file

No file selected

Save

Cancel

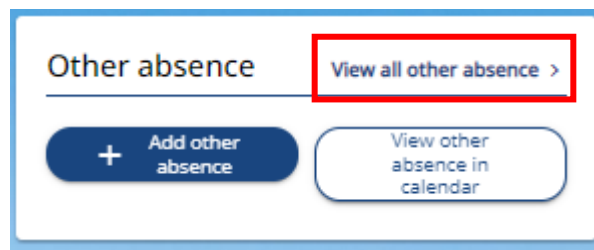
An alert will then be forwarded to your reporting manager to advise that you have attached further information to your request and will allow them to review this.

If you do not have the facility to upload supporting evidence to your request, you should arrange for a paper copy to be passed to your manager for information.

If you need to amend the information you have entered, you can do so by re opening the absence but only if the absence is in the future. You will be unable to change an absence that has already passed. If this happens then your manager will be able to make the necessary changes for you.

### 7.3 Viewing all other absence

You can view all other absence by selecting the '**View other Absence**' option at the right-hand side of the other absence tab



You can enter details to search on, such as between a range of dates, or just selecting search to see all details.



AllHolidaySickness✓ OtherFlexitime

TypeAllStatusNot refused

Start date (dd/mm/yyyy)22/12/2021

End date (dd/mm/yyyy)

Search

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
20 Jan 2022 PM	21 Jan 2022		Special Leave - Jury Service	Recruitment Senior Advisor	Awaiting authorisation	
20 Jan 2022 PM	21 Jan 2022		Special Leave - Jury Service	Recruitment Advisor	Awaiting authorisation	

This will bring up details of all other absence and you have the option of filtering by absence type should you wish to do so.

## 7.4 Other Absence Types which are not included in mySelf

Whilst every effort has been made to include as much other absence types on mySelf as possible, there are several absence types which are not included at this time.

These are listed below.

- Maternity Leave
- Adoption Leave
- Shared Parental Leave
- Maternity/Adoption/Shared Parental Leave/Keep in Touch days
- Maternity Support Leave/Paternity Leave/Adoption Support Leave
- Carers Leave
- Career break

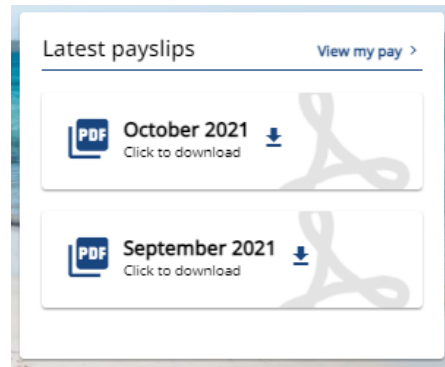
Should you wish to request this type of other absence, you should discuss this with your reporting manager in the first instance.

## 8. Pay and Benefits

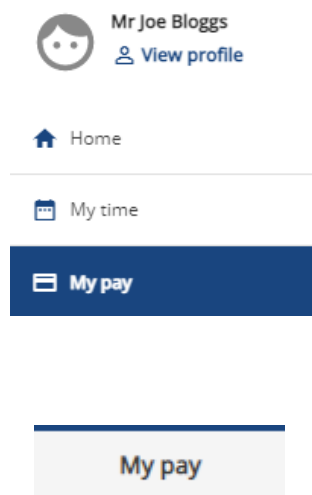
### 8.1 Payslips

To view a current payslip:

- Either select '**Latest Payslips**' from the Quick links on the Homepage on whatever payslip you wish to view



- or select the '**My Pay**' tab at the left-hand side of your mySelf and within here ensure you are on the '**My Pay**' tab at the top of the screen



Within here, you will be able to view all your payslips as shown below:-

## Payslips

[View my bank details >](#)

**i** Searching with neither Start date nor End date will return all payslips.

Start date (dd/mm/yyyy)



End date (dd/mm/yyyy)



Search

Download all

Pay date	Download
14 Oct 2021	<a href="#">Download</a>
30 Sep 2021	<a href="#">Download</a>
16 Sep 2021	<a href="#">Download</a>
02 Sep 2021	<a href="#">Download</a>
19 Aug 2021	<a href="#">Download</a>
05 Aug 2021	<a href="#">Download</a>
22 Jul 2021	<a href="#">Download</a>
08 Jul 2021	<a href="#">Download</a>

Click anywhere on the payslip (shown above) to display the information contained within it.

Your payslip will be displayed in the format shown below:

[< Back to My pay](#)

Payslip details: 14 Oct 2021

Download

<b>Employee Name</b>		Joe Bloggs		<b>Tax Period</b>		28	
<b>Reference No.</b>				<b>Tax Code</b>			
				<b>NI Number</b>			
				<b>NI Category</b>		A	

Payments				Deductions			This Period	
Payment	U/T	Rate	Cash	Deduction	Rate	Cash	Description	Value
Basic Pay		11.8451	414.58	Tax		69.99	Taxable Payments This Period	838.08
Basic Pay		12.8044	448.15	NI - A		59.37	Pensionable Pay This Period	448.15
				Student Loans		0.00	Employer's NI This Period - A	72.13
				LGPS	5.5	24.65		

Year-to-date	
Description	Value
Tax Paid YTD	963.50
NI Paid YTD - A	792.89
Taxable Pay YTD	11,648.39
Niabile Pay YTD	11,759.31
Pension YTD	110.92

<b>Total Payments</b>	<b>862.73</b>	<b>Total Deductions</b>	<b>154.01</b>	<b>NET PAY</b>	<b>708.72</b>
-----------------------	---------------	-------------------------	---------------	----------------	---------------

You then have the option to download as a PDF file (which can then be saved, printed, or emailed).

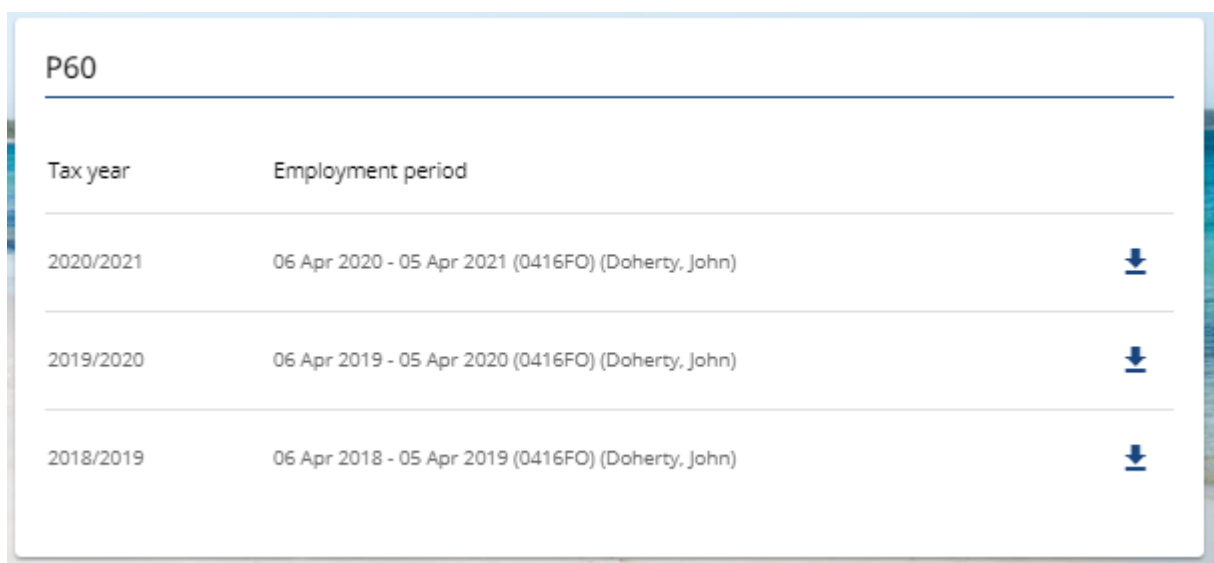
To save the payslip you are viewing, click on the 'Download' icon. This will download in a PDF format. The downloaded document will appear at the bottom of the screen showing the payslip. A downloaded payslip contains greater detail than the payslip which is shown on the screen.




This message appears if you are using Google chrome as your browser so downloading may vary slightly with each browser, but a download message usually appears at the bottom of the page.

**If using a shared PC, you must always be careful when saving and/or printing such personal information and should be always protected.**

## 8.2 P60

To view your P60, select the '**My Pay**' tab at the left-hand side of your mySelf and within here ensure you are on the '**My Pay**' tab at the top of the screen. Scroll down and underneath your payslips you will see a section for P60's



P60		
Tax year	Employment period	
2020/2021	06 Apr 2020 - 05 Apr 2021 (0416FO) (Doherty, John)	
2019/2020	06 Apr 2019 - 05 Apr 2020 (0416FO) (Doherty, John)	
2018/2019	06 Apr 2018 - 05 Apr 2019 (0416FO) (Doherty, John)	

P60's from 2015/2016 onwards will be available here to view, save and/or print.

You will be given option to download your P60 as you do with payslips.

**If using a shared PC, you must always be careful when saving and/or printing such personal information and should be protected at all times.**

### 8.3 Reimbursement for Spectacles / Eyesight Tests

Claims for reimbursement for glasses can now be made via mySelf and can be authorised by the manager in myTeam. Managers should only authorise any claims for reimbursement: -

- Once a HR/DSE1 form has been completed and signed by an optician and they have ascertained those glasses are deemed necessary solely for the use of D.S.E.
- The total value to be reimbursed must not exceed £50. An employee may purchase glasses at a higher price on the understanding that the difference is paid by the employee. A manager can only authorise up to a maximum of £50 or less if the value of the spectacles is less than this.
- When an expense form is completed on myself. Monies should be claimed using **element code 458** (titled **Eye Test / Specs**).
- If receipts are presented.

Further guidance and the form can be found by following the link below:-

<https://mynl.co.uk/knowledge-base/display-screen-equipment/>

Employees will be reimbursed by completing page 2 of the Time and Expenses claim form and using the element code listed above.



## 9. Employment

### 9.1 Experience

To view your employment details, select the '**My Profile**' tab at the top left of the Homepage, then go to '**My Employment**' tab at the top of this screen, you will be directed to the Employment summary screen:

My profile		
Personal	Employment	Talent
My employment		
Period of employment	Position	Department
12 Mar 2019 - present	Recruitment Advisor	Recruitment
16 Aug 2021 - present	Recruitment Senior Advisor	Recruitment
10 Dec 2018 - 11 Mar 2019	HR Operations Assistant	Team 3
02 Jul 2018 - 09 Dec 2018	Summer Placements	Summer Placements

If you have more than one post, then all posts will be shown here, and you will be able to view each of their information by clicking on the name of the post you wish to view.

#### Current job details

##### Job details

Department

Recruitment

Position reference

POSN28360

Position name

Recruitment Advisor

Personal reference

Start date (dd/mm/yyyy)

12/03/2019

Payroll reference

5009199

Contractual hours

17.50

Work pattern

C-17.5-2wk-wk1-th7-f7-wk2-w7-th7-f7

##### Manager

Reporting post

Recruitment Manager

Reporting manager and job title

Miss Hollie E. Dorman - HR Operations Advisor; Mrs [redacted] - Recruitment Manager

##### Location details

Address type

Mailing

House name

Dalziel Building

Number/Street

Floor 4

Local area

Scott Street



The start date detailed within the current job details screen relates to your continuous employment with North Lanarkshire Council or antecedent authority. If you have service from another employer which is recognised as reckonable service, this information is not detailed within mySelf for viewing purposes. This does not impact on your entitlement to occupational sickness and occupational maternity payments, annual leave, and redundancy.

However, if you have any queries in relation to your service, please contact [ESC-HelpdeskTeam@northlan.gov.uk](mailto:ESC-HelpdeskTeam@northlan.gov.uk) detailing your name and employee number and the nature of your query.

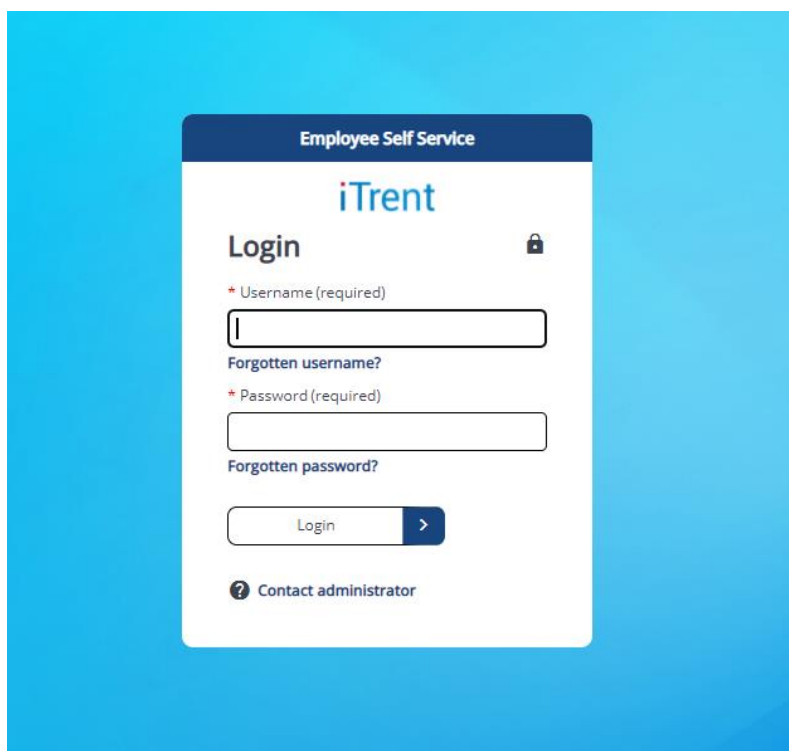
**Please note Employment details are for viewing purposes only and cannot be amended.**

## 10. Logging Out

If you are using mySelf on a shared or public computer or mobile device, it is critical that you log out of the system when you have finished your current session. Closing the browser is not sufficient to end your current session and secure your personal details.

To log out of mySelf go to the  icon at the top right of your screen and then select  at the bottom of the dropdowns.

After this, you will be returned to the mySelf login screen.

The image shows a login screen for the iTrent Employee Self Service system. The screen has a blue header with the text "Employee Self Service" and the iTrent logo. Below the header, the word "Login" is displayed next to a lock icon. There are two input fields: one for "Username (required)" and one for "Password (required)". Each field has a "Forgotten" link below it. At the bottom, there is a "Login" button with a right arrow and a link to "Contact administrator" with a question mark icon.

## 11 Saving mySelf to your Home Page on a Device

### 11.1 For iPhones/iPads (iOS Devices)

Type in your web address into Safari browser and wait for the page to load.



Go

Type [www.northlanarkshire.gov.uk/myself](http://www.northlanarkshire.gov.uk/myself) in the address bar then tap on

12:38

4G

[www.northlanarkshire.gov.uk/myself](http://www.northlanarkshire.gov.uk/myself)

Cancel

**(IMPORTANT: NEVER USE A SEARCH ENGINE E.G. GOOGLE TO SEARCH FOR THIS WEBSITE AS YOU WILL GET THE MESSAGE - INVALID LOGIN. ALWAYS TYPE THE ADDRESS STRAIGHT INTO YOUR BROWSER)**

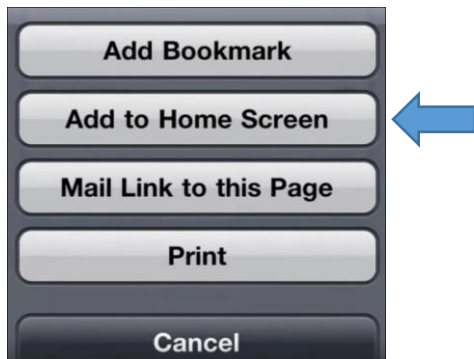
Once the webpage loads up on your device, scroll to the bottom of your screen

In older devices, you would click on this icon:



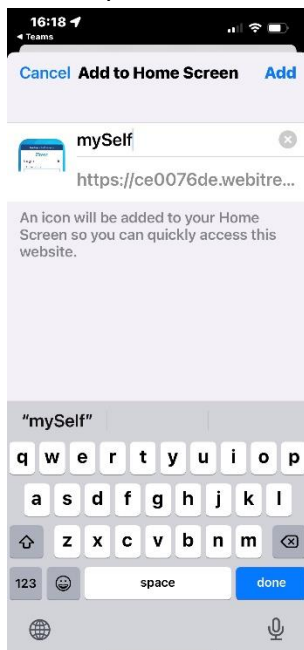
1e.

Then click on **Add to Home Screen**

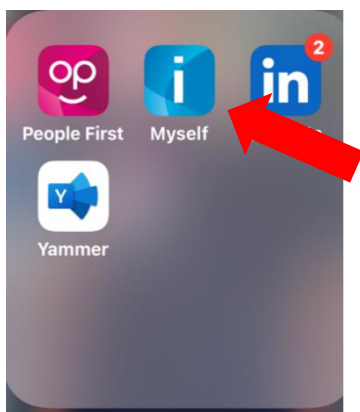


You then have an option to rename the bookmark. For example, to “**Myself**”.

Then tap **Add**.

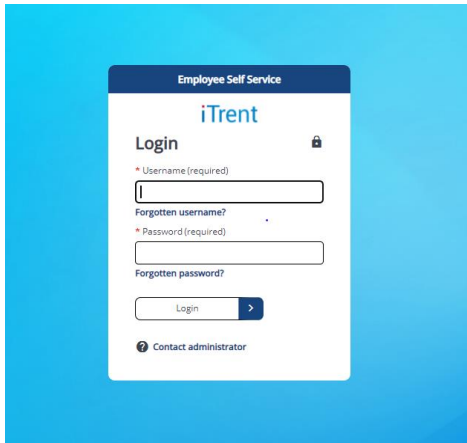


The bookmark will now appear on your Home Screen, looking like an app:




That's it. From now on, you can click on the app, and it will take you to your mySelf login page.

Remember, your username is always your employee reference number.




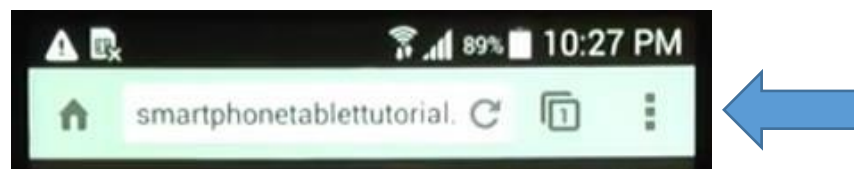
**(IMPORTANT: NEVER USE A SEARCH ENGINE E.G. GOOGLE TO SEARCH FOR THIS WEBSITE AS YOU WILL GET THE MESSAGE - INVALID LOGIN. ALWAYS TYPE THE ADDRESS STRAIGHT INTO YOUR BROWSER)**

### 11.2 For Android devices

Once again, type in your web address into your browser (e.g., Chrome ) and wait for the page to load, then you:

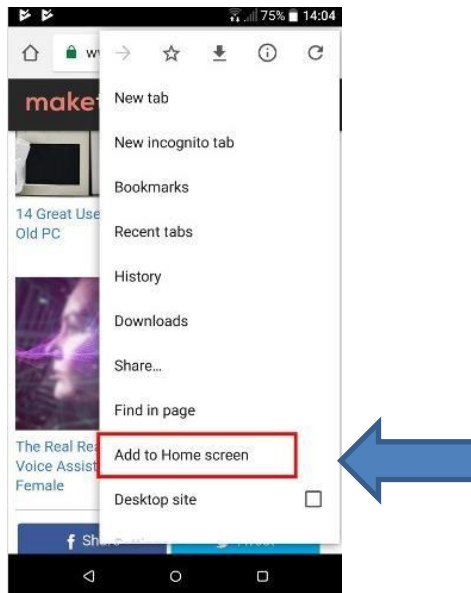
- 1) Type [www.northlanarkshire.gov.uk/myself](http://www.northlanarkshire.gov.uk/myself) in the address bar. **(IMPORTANT: NEVER USE GOOGLE TO SEARCH FOR THIS WEBSITE AS YOU WILL GET THE MESSAGE - INVALID LOGIN. ALWAYS TYPE THE ADDRESS STRAIGHT INTO YOUR BROWSER)**

- 2) Once the webpage loads on your device, click on the  icon at the top right corner



of the screen:

- 3) Then scroll down the options and click on **Add to Home Screen**

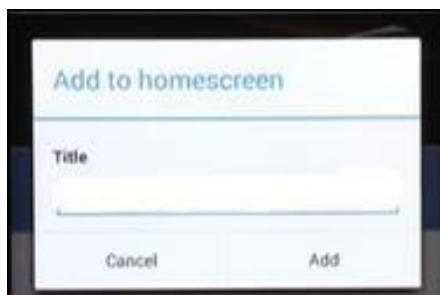


You then have an option to rename the bookmark by typing in the **Title** field.

For example, type “**Myself**”.

*(You may need to delete the information already in the Title field)*

Then click **Add**.

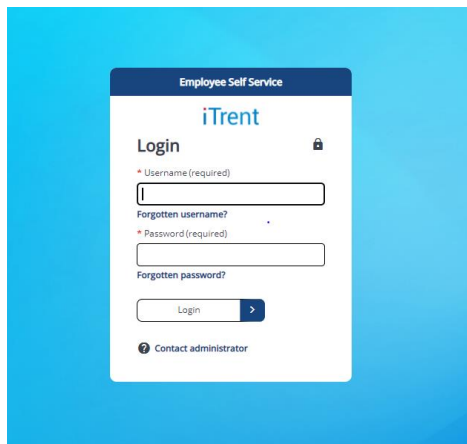


You will then receive a message on screen which says **Shortcut Myself added**.

NB: If you called the shortcut NLC, then the message will say Shortcut NLC added.

That’s it. From now on, you can click on the app/shortcut, and it will take you to your mySelf login page.

Remember, **your username is always your employee reference number**.



For further information on mySelf, including a wealth of “How to” Videos click [here](#) .

Alternatively, you can call the ESC People Helpdesk Team on 01698 403151 or by emailing [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk).



## **12. Mileage/Expenses/Overtime**

Please note that there are separate guidance documents for this. You can find them [here](#).

**[END OF GUIDANCE DOCUMENT]**