



# Employee Self Service User Guide

April 2025

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Please refer to the relevant user guides for the following processes which can be found on my toolkit [Welcome to Human Resources - West Lothian Council](#)

- Annual Leave
- Learning

## 1. About This Guide

This guide gives you comprehensive information about how to use employee self-service and acts as a reference point in case you need to know about any particular feature.

### ➤ How to use this Guide

You can use the contents page to find a specific topic or, you can read through the entire guide to help you understand what you can do on myHR. Within the guide we have used screen shots to illustrate the self-service screens and any steps you need to make when making a change or submitting claims.

There are separate guides available for

- Learning
  - Annual Leave
- 

## 2. Getting Started with myHR Employee Self Service

### ➤ What is myHR

myHR is West Lothian Council's employee self-service system that enables you to:

- View and update some of your own personal details.
  - View your sickness absence details.
  - Submit Special Leave requests and submit Time & Expenses claims.
  - View and request Annual leave.
  - Book a Learning course.
- 

### ➤ Security

When you log into myHR, the data you see only be viewed by you. Your Reporting manager will be able to view limited details. It is in your own interest to keep it accurate and up to date.

You can help ensure your myHR data is secure by following these simple rules:

- Never give your username and password to anyone else.
- Never leave personal data on screen for others to see.
- Always log out of myHR when not in use.

#### Data Protection

The data contained in this system and its usage is subject to general data protection regulations and [West Lothian Council's Information- Governance Policy](#).

## ➤ New User Set up

**When first set up on the system you will receive an email advising that your account has been set up and a link to access myHR.**

Dear

Please be advised that your 'myHR' account has been set up.

Your username is as follows:

Your initial password is your NI Number (all uppercase characters with no spaces). After initial login you will be asked to create a memorable password which must contain alpha and numeric characters (at least 8) with no spaces. Please [click here](#) for guidance on how to do this. You will be provided with a memorable password recovery code which **must be saved** to be able to reset your memorable password in future.

[Please click here to access myHR](#)

If you are a **reporting manager** please access your People Manager account via this [link](#)

Please use the same username and password to access People Manager.

Whichever you access first, myHR or People Manager and you change your password, you are changing the password for both and the new changed password should be used going forward.

**Never save your password to your device.**

Kind Regards

HR Services

**(To open links – hold Ctrl on keyboard and click on link)**

**Capital letters should be used when entering your National Insurance number.**

Login page is displayed

Employee Self Service

iTrent

Login

\* Username (required)

Forgotten username?

\* Password (required)

Forgotten password?

Login

Contact administrator

- Type your Username: This is your employee number and **this never changes**.
- Type your Password: Your Initial password will be your National Insurance number (Please use capital letters).
- You will be asked to change your password after accessing the system for the first time.
- Click on Login button once to get started



Employee number can be found on your payslip or P60. Your reporting manager will also be able to give you this number.

You are then required to input 3 random characters from your memorable password. You can either type them using your keyboard or select them from the provided drop-down menu (case sensitive). **Please double check your answers before submitting.**

**Employee Self Service**

**iTrent**

## Memorable password

Please choose the characters, indicated below, from your memorable password.

\* 1 (required)

Please choose 

\* 2 (required)

Please choose 

\* 4 (required)

Please choose 

**Forgotten memorable password**

Login  

 **Contact administrator**

## Disclaimer notice

**The first time you access myHR a Disclaimer notice will display for you to read.**

**After you have read the statement please tick box “I agree to the above privacy statement” and click Accept.**

**You cannot access myHR until this has been done.**

### Disclaimer

#### Data Protection

All personal information is held and processed by West Lothian Council in accordance with data protection law.

West Lothian Council have put in place appropriate technical security and organisational measures to prevent personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In addition, the council limits access to your personal information to those who have a business need to access such information. Where it is necessary to share information with a third party, they will only process personal information on our instruction and they are subject to a duty of confidentiality.

Further information is available in the council’s privacy notices regarding:

Contract of Employment

If you have any questions please contact [hrsupport@westlothian.gov.uk](mailto:hrsupport@westlothian.gov.uk)

I agree to the above privacy statement.

**Accept privacy statement**

## ➤ Logging onto myHR

To access myHR at any time please click on this link to the login page – it is recommended you save link to your favourites

[https://trent.westlothian.gov.uk/trentlve\\_ess/ess/dist/#/login?page=login](https://trent.westlothian.gov.uk/trentlve_ess/ess/dist/#/login?page=login)

myHR is a web-based system so you can access it using a PC, Laptop, tablet, Android and iPhone smart phones. (Please use Google chrome).

From 1<sup>st</sup> of April 2025, you are required to create a memorable password. Please see [here](#) for more details.

### iPhone

Bookmarking (shortcut) to iTrent link for an iPhone

- Browse to [https://trent.westlothian.gov.uk/trentlve\\_ess/ess/dist/#/login?page=login](https://trent.westlothian.gov.uk/trentlve_ess/ess/dist/#/login?page=login)
- At bottom of Safari click on 'send to' icon. This is a square with an arrow pointing upwards.
- Scroll down to Add Bookmark & Select.
- Name Bookmark (if required).
- Ensure LOCATION is set to Bookmarks & Save.
- **NEVER SAVE YOUR PASSWORD**

View Bookmarks (shortcuts)

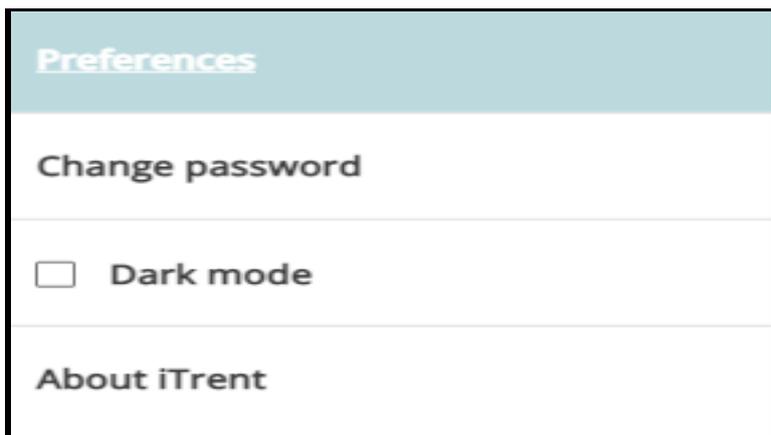
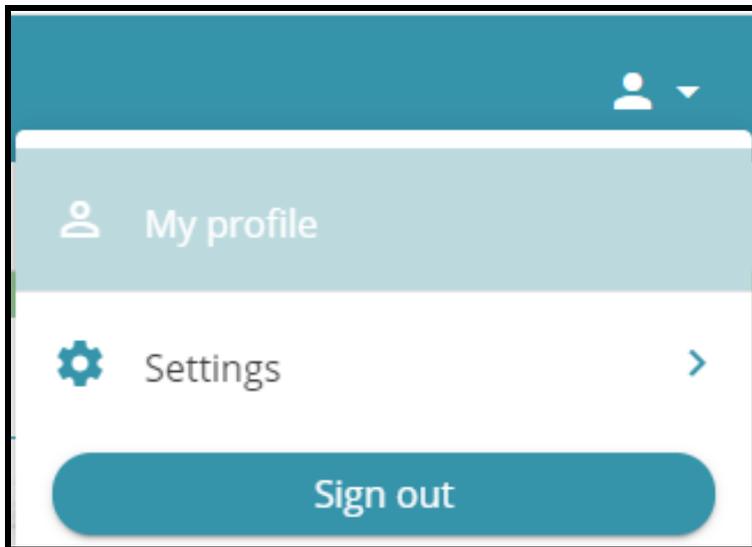
- Open Safari.
- At bottom of Safari click on 'book' icon.
- Ensure 'book' icon is highlighted, if not select it.
- Your bookmark should appear.

### Android phone

Creating a shortcut to myHR on Smartphone Home Screen.

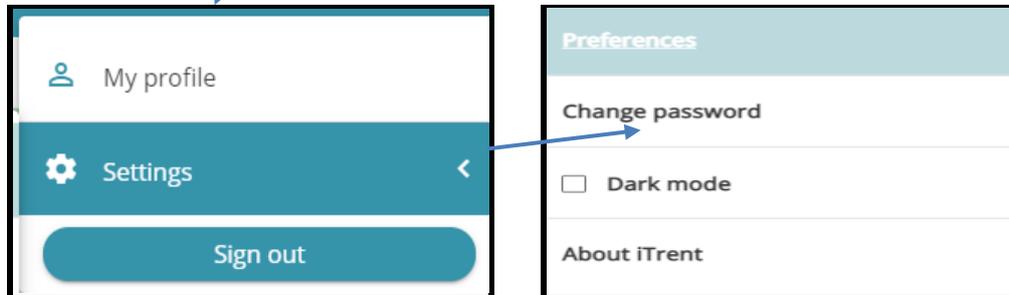
- Launch "Chrome" app.
- Open the website or web page you want to pin to your home screen. For myHR go to [https://trent.westlothian.gov.uk/trentlve\\_ess/ess/dist/#/login?page=login](https://trent.westlothian.gov.uk/trentlve_ess/ess/dist/#/login?page=login)
- Tap the menu icon (3 dots in upper right-hand corner) and tap Add to home screen.
- You'll be able to enter a name for the shortcut (MyHR) and then Chrome will add it to your home screen.
- **NEVER SAVE YOUR PASSWORD**

Utility menu



## Change main password or memorable password

To change your passwords after your first log in: To set this up click on the icon.  which can be found on the right at the top of the page. When you click the icon, a drop-down menu will appear.



### Select Change password

- ❖ Passwords expire after 90 days
- ❖ You cannot use any password you have previously used.
- ❖ Passwords must have at least 8 characters and must contain alpha, numeric and upper- and lower-case letter
- ❖ Passwords will deactivate after three unsuccessful attempts (invalid password message will keep appearing) If this happens please use the Forgotten password process
- ❖ **NEVER SAVE YOUR PASSWORD**

### People manager users only

Whichever you access first myHR or People Manager and you change your password, you are changing the password for both and the new changed password should be used going forward

### Dark mode

If Dark mode is ticked your background view will be dark. This view can help with accessibility issues.

To exit myHR click on Sign out

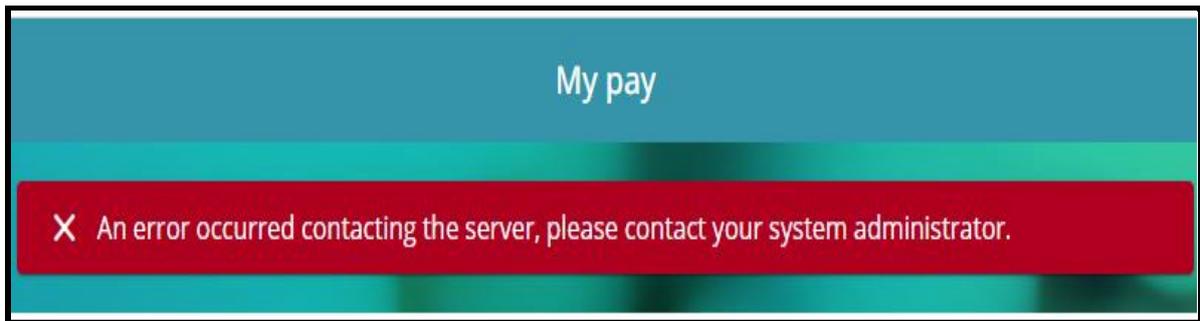


**Home page**  
page



this button can be used to return to the home page from any

If you have not signed out of myHR after a period of time and access again you will receive this warning message



**Log out and log back in again to access myHR again.**

# Home page

The screenshot shows the 'Home' page of a user interface. At the top, there is a navigation bar with a home icon, the text 'Home', and a user profile icon. Below this, the user's name 'Mr David Test' and a 'View profile' link are displayed. A sidebar on the left contains navigation options: 'Home', 'My time', 'My pay', and 'Learning'. The main content area is divided into several sections: a welcome message 'Good morning David, welcome back!' with a 'Reorder dashboard' button; a 'Latest company news' section with three cards for 'Help', 'myHR Information', and 'Employee Information Briefin...'; a 'Flexitime' section with a message 'There is no Flexitime scheme currently attached'; a 'Holiday' section showing '241.282 Hours available' and buttons for 'Book holiday' and 'View holiday in calendar'; and a 'Latest payslips' section with two PDF links for '26 May 2022' and '28 Apr 2022'. On the right, there is a calendar for October 2022, a '+ Add event' button, and a 'My events' section showing a holiday on 11 Oct 2022.

This screenshot shows a different section of the dashboard. On the left, there are two sections: 'Sickness' with a 'View all sickness' link and a 'View sickness in calendar' button; and 'Other absence' with a 'View all other absence' link, an '+ Add other absence' button, and a 'View other absence in calendar' button. In the center, there is a summary of claim statuses: '16 Authorised' (with a green checkmark), '0 Awaiting authorisation' (with a brown hourglass icon), '2 Provisional' (with a brown hourglass icon), and '0 Errors' (with a red exclamation mark icon). Below this summary is an '+ Add claim' button. On the right, there is a '+ Add event' button and a 'My events' section showing a holiday on 11 Oct 2022.

## **Dashboard**

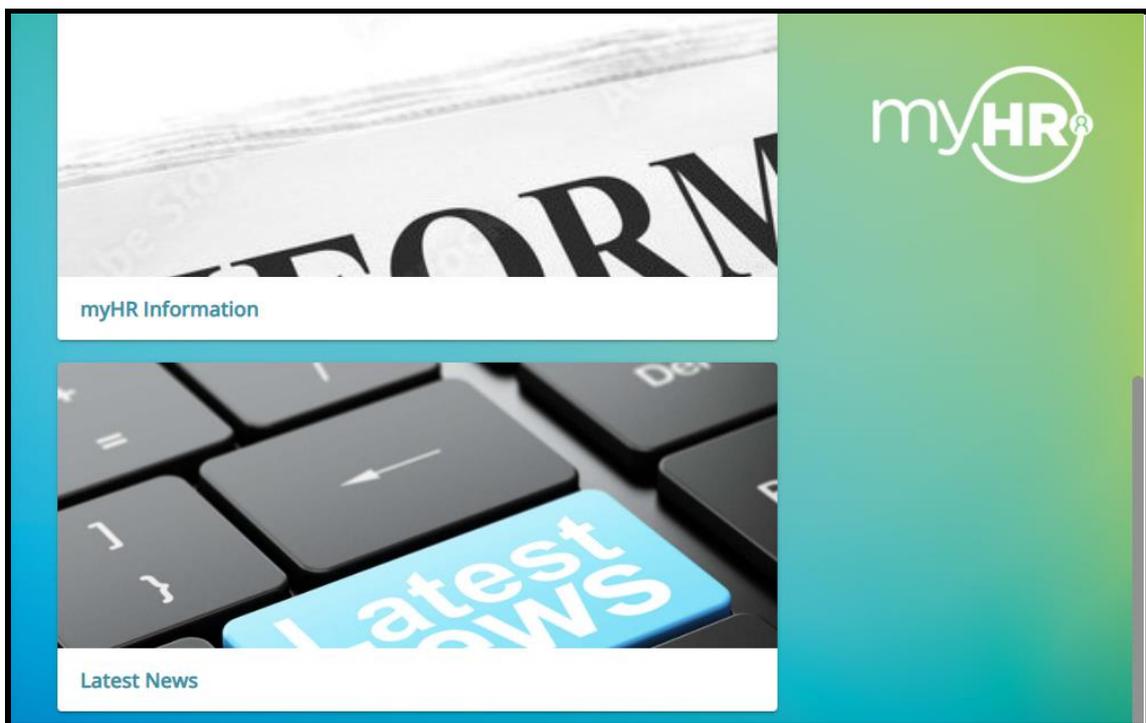
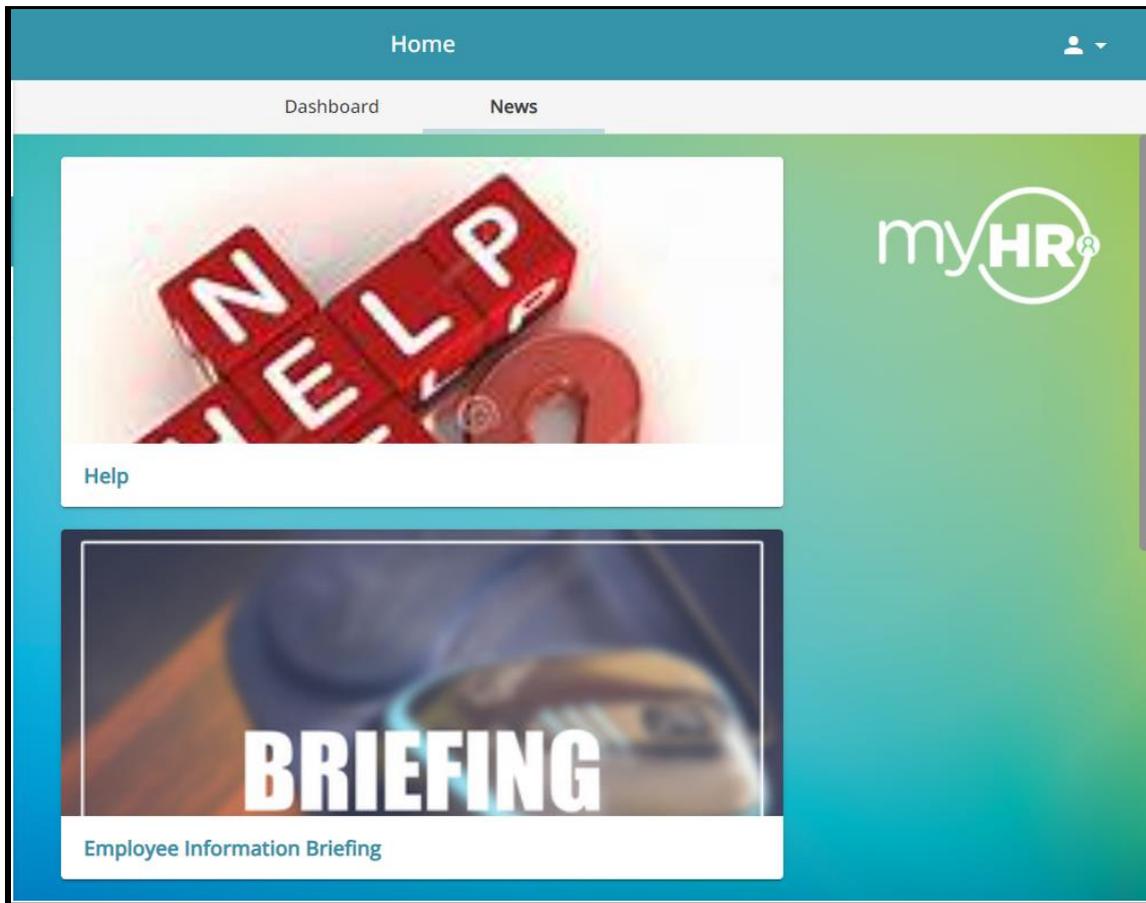
**Displays the latest company news which you can view by clicking on the arrows under the cards displayed.**

**You can also view your**

- ❖ Sickness absences**
- ❖ Latest payslips (download also if required)**
- ❖ Add and view Other absence**
- ❖ Book and view all your holidays**
- ❖ Add and view all your Time & Expenses claims**

## News

Can view all news items by clicking on cards displayed



## Example:

### Click on Help card – information displayed

#### Help

Information relating to MyHR's (employee self service) can be found at the link below. Here you will find

- Employee User Guide
- Quick links to access pages within the guide
- A list of Digital Champions for each service area

<https://www.westlothian.gov.uk/my-hr>

Paydates and Payscale information can be found here <https://www.westlothian.gov.uk/article/33247/Payroll>

### Click on myHR information – information displayed

#### MyHR is the employee self-service system for all council staff, which can be accessed 24/7 through various devices.

Access the system using the button below:

[Log in to MyHR >](#)

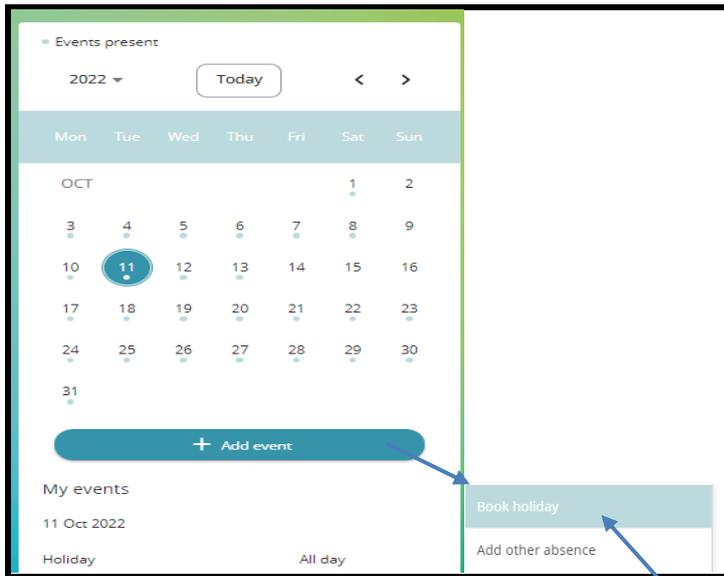
You will be able to view your data, including:

- Personal information
- Absence information (including sickness and special leave requests)
- Payslips (current and payslips from April 2020)
- P60s (2020/21 onwards)
- Current job position (including hours and continuous service date)

As an employee you can:

- update your personal information at any time (including equalities information)
- change your bank account details
- request Special Leave (e.g. bereavement leave) and annual leave\*
- make overtime and expenses claims \*

There is an events calendar displayed on the right-hand side of the screen



Any holidays/Other absences that you have booked will be displayed under My events

In Add event you can book a holiday and add a Other absence here.

➤ **What to do if you forget your username?**

Your username is your employee number and this **never changes.**

If you forget your username you can find it on your payslip or P60 and you can also ask your reporting manager.

**Do not use the Forgotten username link on the login page**

Employee Self Service

iTrent

Login

\* Username (required)

[Forgotten username?](#)

- What to do if you forget your main password or memorable password?
- Scenario 1 – Main Password

Passwords will deactivate after three unsuccessful attempts (**invalid details message will keep appearing**)

If this happens please use the Forgotten password process.

If you forget your password click the “Forgotten password?” link

Employee Self Service

iTrent

Login

\* Username (required)

Forgotten username?

\* Password (required)

Forgotten password?

Login

Contact administrator

iTrent

Forgotten password

\* Username (required)

\* Email address (required)

Email

Cancel

- Enter your username – employee number
- Enter your myHR email address in Email address (required)
- Click the 'Email' button

After clicking 'Email' you will see the following message.

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)

Email > Cancel

#### Email addresses

Please ensure you use the correct email address, this should be the email address you advised that you wish to be assigned to your myHR account.

Email addresses can be your

- ❖ Work email address (if you have one)
- ❖ Personal email address

Employees cannot change their myHR email address

Email addresses can be changed as follows:

- myHR Correspondence: Change yourself via myHR
- myHR email: Request via [HRSupport@westlothian.gov.uk](mailto:HRSupport@westlothian.gov.uk)
- e-payslip: Request via [payroll@westlothian.gov.uk](mailto:payroll@westlothian.gov.uk)

**Education staff only**

Please do not try to use glow email addresses you will not be able to access your account.

Glow email addresses where not assigned to any myHR accounts.

Your work email address is .org account e.g. David.Test@westlothian.org.uk

Email is received in your mailbox (example below) – Click on Reset password button and you will be asked to enter a new password.

If the password you enter is the same as your old password you will be informed.

- Passwords expire after 90 days.
- Passwords will deactivate after three unsuccessful attempts (invalid login will keep appearing) If this happens please use the Forgotten password process.
- You cannot use any password you have previously used.
- Password must have at least 8 characters and must contain alpha, numeric and upper- and lower-case letter.

**Hi Anita Marie,**

You recently requested to reset your password for your MyHR / People Manager account. Use the button below to reset it.

**This password reset is only valid for the next 6 hours.**

**Please DO NOT save your password on your device**

[Reset your password](#)

If you did not request a password reset, please ignore this email or contact [myhr@westlothian.gov.uk](mailto:myhr@westlothian.gov.uk) if you have questions.

Thank you  
HR Services

**If you do not receive this email in your inbox within the specified timeframe, please check your Junk mail before contacting HR as a potential problem.**

**You can only use the Reset your password link once if you try more than once you receive a warning message.**



Detected a potential security violation. No further action will be allowed.

The screenshot shows the iTrent 'Reset password' form. At the top, the iTrent logo is displayed in blue. Below it, the title 'Reset password' is shown in a large, bold, dark blue font. To the right of the title is a small black padlock icon. The form contains two input fields, each preceded by a red asterisk and the text '(required)'. The first field is labeled '\* New password (required)' and the second is '\* Confirm password (required)'. To the right of each input field is a small black icon of a crossed-out eye, indicating that the password fields are hidden. At the bottom of the form, there are two buttons: a green 'Save' button and a grey 'Cancel' button.

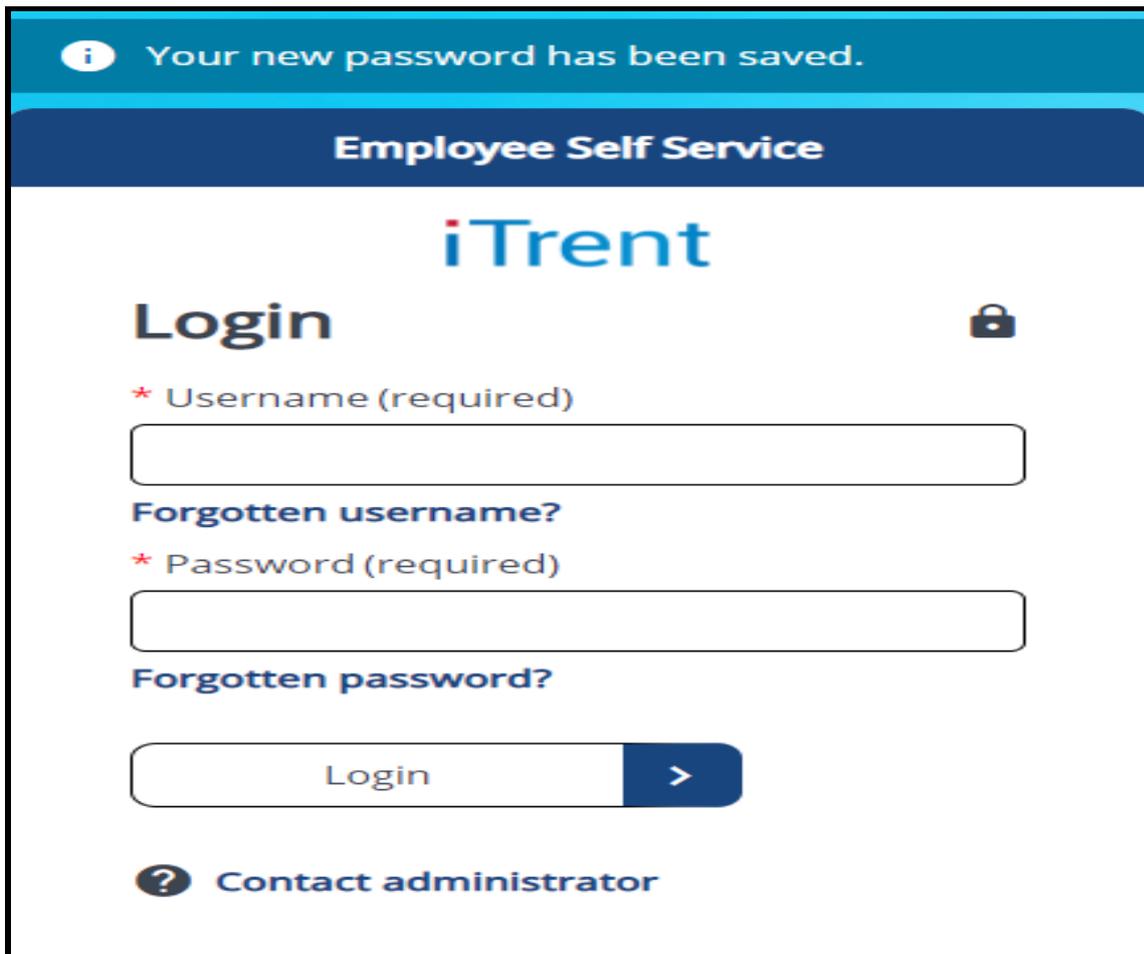
If you do not reset your password within the 6-hour time limit you will receive the following warning message. You will have to start the Forgotten password reset process again.



Detected a potential security violation. No further action will be allowed.

This screenshot shows the iTrent 'Reset password' form after a security violation. The iTrent logo and the title 'Reset password' are still present at the top. However, the input fields and the 'Save' button are no longer visible. Only the 'Cancel' button remains at the bottom of the form. A small black padlock icon is still visible to the right of the title.

When you successfully change your password, this screen is displayed



The screenshot shows a web interface for 'Employee Self Service' with the 'iTrent' logo. At the top, a blue banner displays the message: 'Your new password has been saved.' Below this is a 'Login' section with a lock icon. It contains two required input fields: 'Username (required)' and 'Password (required)'. Each field has a corresponding link: 'Forgotten username?' and 'Forgotten password?'. A 'Login' button with a right-pointing arrow is positioned below the password field. At the bottom of the login section, there is a link with a question mark icon labeled 'Contact administrator'.

### Saved Passwords

You should never save your password to any device as this can stop you accessing the system.

You will need to delete any saved passwords from your devices and then use the Forgotten password process to create a new password.

MyHR system teams cannot delete your saved passwords.

➤ **Scenario 2 – Forgotten Memorable password**

After logging in, you will be directed to the memorable password page. If you forget your memorable password, click the “Forgotten memorable password” link.

**Employee Self Service**

**iTrent**

## Memorable password

Please choose the characters, indicated below, from your memorable password.

\* 1 (required)

Please choose 

\* 2 (required)

Please choose 

\* 6 (required)

Please choose 

[Forgotten memorable password](#)

Login  Cancel

 [Contact administrator](#)

You will then need to enter your recovery code, which you should have saved earlier during the initial setup. This is your 16-digit code in the following format: 'XXXX-XXXX-XXXX-XXXX.' Once entered, please click "Continue".

Employee Self Service

iTrent

## Forgotten memorable password

Please enter your account recovery code in the field below to continue

\* Recovery code (required)

Continue

Cancel

Lost recovery code?

MHR Powered by MHR

If the recovery code is accepted, you will then be prompted to choose a new memorable password (see below for details). Once chosen, click "Save".

Employee Self Service

iTrent

## Create memorable password

Please create a memorable password. You will be asked to input characters from this for future logins.

Your memorable password cannot contain spaces and must not include your main password.

\* New memorable password (required)

\* Confirm memorable password (required)

Before you continue, please confirm your main password below for verification.

\* Password (required)

Save Cancel

Contact administrator

- Your memorable password must be at least 8 characters long.
- Your memorable password cannot contain any spaces.
- Your memorable password must not include your main password.

Once your memorable password has been created, make sure to note down your NEW recovery code. When you're ready, click "Continue".

**NOTE THAT ANY PREVIOUS RECOVERY CODES WILL NOW BE INACTIVE. PLEASE USE THIS NEWLY CREATED CODE FOR ANY FUTURE RESETS.**

Employee Self Service

iTrent

## Final step

You have now created your memorable password.

Your recovery code is below. Please save this as you will need it to access your account if you need to reset your memorable password.

QTGK-275J-LZNU-R3DT

Ensure you have saved your recovery code in a safe location before continuing.

Continue

MHR Powered by MHR

If you have misplaced or forgotten your recovery code, please email [myhr@westlothian.gov.uk](mailto:myhr@westlothian.gov.uk)

## View profile



You will see your name in the left-hand corner of the screen with a View profile icon.

When you click on View profile all your personal details are displayed.

A screenshot of the "My profile" page. The page has a teal header with a home icon, the title "My profile", and a user icon. A left-hand navigation menu includes "Home", "My time", "My pay", and "Learning". The main content area is divided into sections: "My personal details" (with an "Edit" link), "Confidential information", "Contact information", and "Friends and family". The "Contact information" section includes fields for home mailing address, home telephone, myHR correspondence, and myHR email address. The "Friends and family" section contains a table of emergency contacts. On the right side, there is a calendar for October 2022 and a "My events" section showing a "Working day" event on 11 Oct 2022 from 08:00 hours. A blue arrow points from the "View profile" link in the top-left corner to the "View profile" link in the left-hand navigation menu.

Miss Anita M Test  
View profile

Home  
My time  
My pay  
Learning

My profile

Personal Employment Talent

My personal details Edit

Confidential information

Select the links below to view or amend your information  
Special requirements >  
Sensitive information >

Events present

2022 Today < >

Mon Tue Wed Thu Fri Sat Sun

OCT 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

+ Add event

My events

11 Oct 2022

Working day 08:00 hours

Contact information

Home - Mailing Address: Happy Street, 62, Calder, LIVINGSTON, WEST LOTHIAN, EH66 KYT, United Kingdom

Home telephone: 01506123456

myHR correspondence: [Redacted]

myHR Email Address: [Redacted]

+ Add address + Add contact details

Friends and family

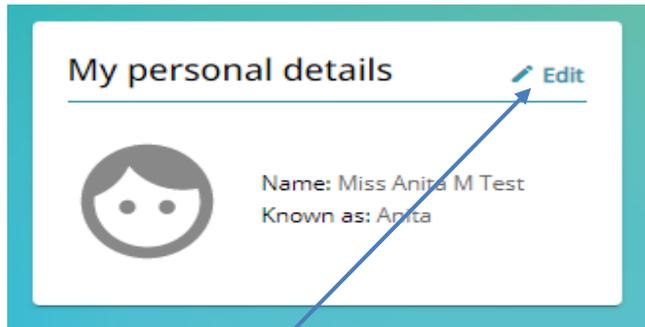
Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Alan Tester	Husband	0740000012	Yes
Emergency contact	Minnie Mouse	Daughter	07714099184	No

+ Add emergency contact

## My personal details

- ❖ Confidential information – includes Special requirements /Sensitive information
- ❖ Contact information
- ❖ Friends and family
- ❖ Bank details
- ❖ Private vehicles

## My personal details



My personal details section, you can view, add and change certain information held about you in the Council's HR/Payroll system.

You can change your surname /title/pronouns/preferred names/marital status in this section by clicking Edit – you are unable to amend any of the grey boxes

You are unable to change your date of birth. In the event it is incorrect and it requires changing, please email [hrsupport@westlothian.gov.uk](mailto:hrsupport@westlothian.gov.uk)

My personal details



Profile image selection

Upload image
Delete image

No profile image is currently in use

**\* Surname (required)**

**\* Forename (required)**

Forename 2

Forename 3

**\* Title (required)**

Pronouns

Preferred surname

**Make the change – Save**

**When you make a change, an email notification will be sent to you.**

**Click on Back to Personal to bring you back to Personal page.**

### Confidential information

## Confidential information

---

Select the links below to view or amend your information

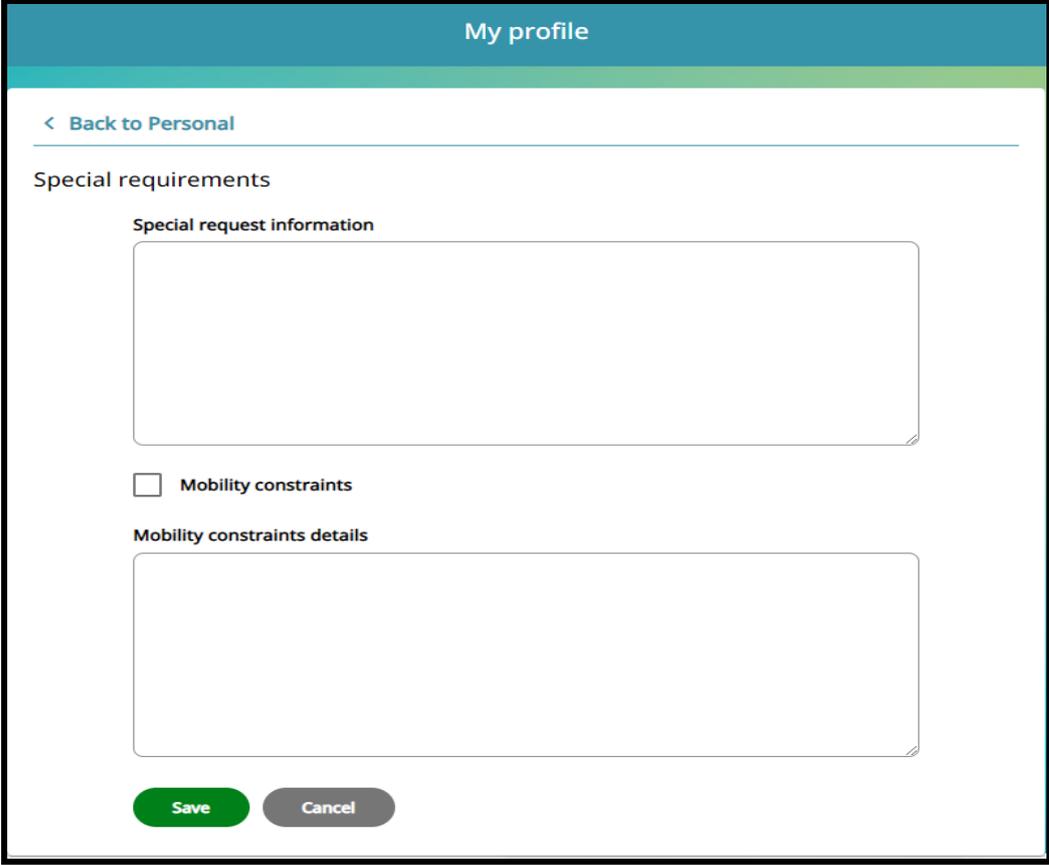
[Special requirements >](#)

[Sensitive information >](#)

**Confidential information section, you can view, add and change certain information held about you in the Council’s HR/Payroll system.**

## Special requirements

If you have any special requirements e.g. Mobility issues, you can record your information here.



The screenshot shows a mobile application interface for editing a profile. At the top, there is a teal header with the text "My profile". Below the header is a light green bar. Underneath, there is a blue link with a left-pointing arrow and the text "< Back to Personal". The main content area is titled "Special requirements". It contains a section labeled "Special request information" with a large, empty text input field. Below this is a checkbox labeled "Mobility constraints". Underneath the checkbox is another section labeled "Mobility constraints details" with a large, empty text input field. At the bottom of the form, there are two buttons: a green "Save" button and a grey "Cancel" button.

## Sensitive information

This screen contains information that the Council has about you with regards to sensitive information such as Religion, Ethnic origin, Sexual orientation and disability.

On your first visit to the system, please enter your information in this area. This is to enable the council to make their legal obligations with regards to equality legislation.

Please note you are not required to complete any of these fields on this screen and you have an option to select prefer not to say.

### Sensitive information

 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.

**Marital status**

Married x ▼

**Religion**

Prefer not to say x ▼

**Ethnic origin**

Prefer Not to Say x ▼

**Place of birth**

**Nationality**

Italian x ▼

**Sex identifier**

Prefer not to say x ▼

**Gender reassignment**

When you make a change, an email notification will be sent to you.

You can also update /amend any changes that may occur with your Carer responsibilities

e.g. Your children are no longer under 18 years old

- In “Do you have caring responsibilities” – choose None
- In “Area of caring responsibility” – Choose No longer applicable
- Save

Additional fields

Do you have caring responsibilities

Yes

Area of caring responsibility

Children under 18

Save Cancel

## Contact Information

In Contact information section, you can view, add and change your contact details, view amend and add your address.

### Contact information

---

 Home - Mailing Address: 61 Castle Kevin Drive, West Calder, WEST LOTHIAN, EH32 8TH, United Kingdom

---

 My HR Correspondence Email:

---

 My HR Email Address:

---

 Work Telephone: 01506 112156

[+ Add Address](#) [+ Add Contact Details](#)

## Email addresses

### ❖ myHR Correspondence Email

- myHR Correspondence Email address can be changed by you. Click on link and make change.
- This email address is where all your correspondence from HR / Payroll will be emailed to.

### ❖ myHR Email Address

- myHR Email Address cannot be changed by you – this is used to send notifications to you when an action is carried out on the system.
- Employees who have a council email address this will be their “myHR email address”

myHR email address for employees who do not have a Council’s email address will be their personal email address.

Please contact [hrsupport@westlothian.gov.uk](mailto:hrsupport@westlothian.gov.uk) if you wish to change this.

To amend contact information

Click on relevant link

Contact information

Home - Mailing Address: 61 Castle Kevin Drive, West Calder, WEST LOTHIAN, EH32 8TH, United Kingdom

My HR Correspondence Email: [Redacted]

My HR Email Address: [Redacted]

Work Telephone: 01506 112156

+ Add Address    + Add Contact Details

Example: Home – Mailing Address

Address details

**i** 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  
EH66 KYT

Premises  
Happy Street

\*Building number/street (required)  
62

Neighbourhood  
Calders

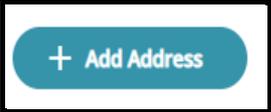
Post town  
LIVINGSTON

County  
WEST LOTHIAN

Country  
United Kingdom

You can amend your address here by over keying information already there.

Save

A blue rounded rectangular button with a white plus sign icon and the text "Add Address" in white.

If your address has changed – Click on Add Address button

- A blank screen is displayed
- Enter your new address
- Save
- Message is displayed – Address has been set as a new mailing address



When you make a change or add a new address, an email notification will be sent to you.

## Contact details

+ Add Contact Details

Click on Add Contact Details and choose which contact type you want to add from drop down list.

Contact details

\*Contact type (required)

My HR Correspondence Email

Home telephone

**My HR Correspondence Email**

Personal Mobile

Work Mobile

Work Telephone

\*Contact at (required)

Save Cancel + Add Contact Details

Add in information you want added

Save

If you have more than one contact detail to add click on Add Contact details button again.

## Friends and family

In this screen you can maintain your emergency contact details. Emergency contacts are used when the Council needs to get in touch with your nominated contact (friend or family member) in the event of an emergency.

### Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	asfsfjhsfsdf	Husband	dsdsadsa	Yes
Emergency contact	Test Tester	Not Specified	01607 851747 / 07402365154 /0141205163 (HMW)	No
Emergency contact	Test Tester 2	Son		No

[+ Add Emergency Contact](#)

Click on Add Emergency Contact button

### Emergency contact

**\* Contact name (required)**

**Relationship to me**

**Contact at**

**Contact email**

Primary contact

Use as next of kin

Enter details - Save

If the contact you are adding is to be the primary contact please tick the box (you can only have one primary contact).

## Bank details

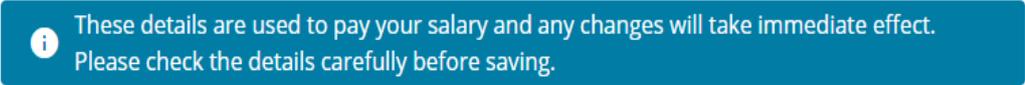
This page shows the bank details that are used to pay you.

Bank details		
Account name	Bank name	Sort code
A Testeing	Royal Bank of Scotland	831605

You can only amend your bank details by clicking on the information already there.

Please be aware of the warning message at top of screen

Bank details



\* Sort code (required)

Bank name

Roll number

\* Account number (required)

\* Account name (required)

**PLEASE NOTE: If you have changed your bank account within 8 days of pay day, your pay will have already been processed to the bank. We therefore recommend that your old account is left open until you have been paid.**

**Please be mindful when changing bank details that the correct details are entered to ensure your salary is not paid into an incorrect bank account.**

- **Overtyping with new details**
- **When you change the bank sort code, the bank name will change on the screen**
- **Roll number field is only used for those accounts that are from certain Building Societies**
- **If your sort code is not recognised a message will appear saying invalid sort code. If this happens contact Payroll at [payroll@westlothian.gov.uk](mailto:payroll@westlothian.gov.uk) ask them to check your sort code on your behalf**
- **If payroll has already been processed, this change will take effect from the next payroll run**
- **Save**

**When you change your bank information, an email notification will be sent to you.**

## Private vehicles

This screen should only be completed if you are authorised to use your own car for business journeys.

Before you can claim business mileage your vehicle must be added here.

Vehicle details

\* Vehicle type (required)

Car

\* Vehicle registration (required)

SG14 GPU

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

01/03/2022

End date (dd/mm/yyyy)

\* Engine size (cc) (required)

1200

\* Fuel type (required)

Petrol

Default vehicle for expenses

Save Delete Cancel + Add Vehicle

- Start Date – The system will only allow mileage to be claimed from this date – if you add a claim prior to this date you will receive an error message on claim **“Error You have no default vehicle”**
- Default vehicle for expenses must be ticked if this is the vehicle you wish to claim mileage for.
- You will not be able to claim mileage unless this box is ticked. An error message will display when you try to claim your business mileage in Time and Expenses if this is not ticked.
- End Date – **Please do not enter an end date when adding a vehicle.**
- End dates should only be entered when the car will no longer be used to claim mileage.
- If you are no longer using your car for council business please enter an end date.

You will receive an email notification when you add or amend a vehicle.

Your reporting manager will be advised that you have added a vehicle and they are required to check your documents each time a vehicle is added and update in People Manager.

You should not claim mileage until these checks have been made – please refer to the council's [Policy on Business Travel and Subsistence](#)

Managers are required to verify that authorised car users, for whom they are responsible, have the following checked:

- Driving licence,
- a comprehensive business use motor insurance policy
- Valid MOT certificate
- Driver Declaration and Authorisation form.

Where an employee has agreed to use their own car for undertaking business mileage, payment of all allowances will only be made where Services have completed the relevant documentation.

### **Driving at Work Policy**

West Lothian council is committed to protecting, so far as is reasonably practicable, the health and safety of all its employees and others who could be affected by the hazards associated with work related driving.

This policy applies to all employees who drive at work on council business whether this is a key responsibility of their job or a means of travelling between council locations for work purposes.

To refer to this policy please click on this link [Driving at Work Policy](#)

Relevant employees are required to complete a Driving Authorisation and Declaration form when requested annually and resubmit a form if there are any subsequent changes to their details.

This form should be completed and passed to your reporting manager.

They are required to verify that relevant employees have completed this form on an annual basis and update checks in People Manager.

Please click on link to access form [Driving Declaration and Authorisation form](#)

(This form now includes the Own Vehicle Authorisation form)

Business use mileage cannot be claimed until this form has been completed.

### **Motorcycle**

If you are adding a motorcycle, fuel type should be Not-applicable.

**Employees who drive at work but do not use their own vehicle for council business**

All employees who drive whilst at work both in council and private vehicles, must on an annual basis have their drivers licence checked and complete a Drivers Declaration Authorisation form (which includes a medical declaration) annually and be authorised to drive by their reporting manager.

Please click on link to access form [Driving Declaration and Authorisation form](#)

When these checks are completed your reporting manager will record the checks in employee's record in People Manager.

Employee and Reporting manager will receive an email reminder 90/60/30 days before these checks are due to be renewed.

For further information please refer to the Driving at Work Policy.

Click on this link [Driving at Work Policy](#)

## Employment

To view details of your employment with the council click on information displayed.

Personal	Employment	Talent
<h3>My employment</h3>		
Period of employment	Position	Department
31 Jul 1989 - present	Section Leader	Systems and Information Team

### Current job details

#### Job details

<b>Department</b> Systems and Information Team	<b>Position reference</b> J0000382
<b>Position name</b> Section Leader	<b>Start date (dd/mm/yyyy)</b> 31/07/1989
<b>Payroll reference</b> [REDACTED]	<b>Contractual hours</b> 18.00

#### Work pattern

18 hrs (03:36 03:36 00:00 03:36 00:00 03:36 03:36)

---

#### Manager

**Reporting manager and job title**  
Mrs [REDACTED] - Team Leader (Systems and Information)

- ❖ Your current position details are read only.
- ❖ If you believe the details to be incorrect please contact your reporting manager.
- ❖ If your reporting manager is incorrect in Manager field please ask your current reporting manager to email [myHR@westlothian.gov.uk](mailto:myHR@westlothian.gov.uk)
- ❖ Please email [hrsupport@westlothian.gov.uk](mailto:hrsupport@westlothian.gov.uk) if you require more information about your post.
- ❖ If you believe your work pattern is incorrect please contact your reporting manager

Please note: The start date is the date you started working for the organisation not the date you started in this post.

Any future posts you may have will display the date you started in the post.

Employees who more than one post will see all post displayed in this screen.

Click on a post and information about that post is displayed.

My employment		
Period of employment	Position	Department
25 Feb 2013 - present	Cleaner	Civic Centre
25 Feb 2013 - present	Domestic	Deans House
25 Feb 2013 - present	Supply/Casual	Supply (Social Policy)
25 Feb 2013 - 30 Jun 2020	Cleaner	Supply (Cleaning)

## Resignation notification

When you resign from your post in myHR the following details should be entered in this screen.

Resignation notification

\* Last working day (dd/mm/yyyy) (required)

  Resign from all positions

\* Resignation statement (required)

- Enter your Last working day – Please be mindful that you are still required to work your notice period. This date should be after all annual leave due to you has been taken
- You must complete a resignation statement.
- If you have more than one post and only want to resign from one – click on relevant post in Current Job details and continue to complete resignation.
- If you have more than one post and wish to resign from them, all please tick Resign from all positions
- Save

Your reporting manager and you will receive an email notification confirming your resignation entry – if you have more than one post you will receive an email notification for each post.

Your reporting manager will complete a Leavers form and send to HR Support to be processed.

You cannot delete a resignation entry.

Please discuss with your manager if there has been an error in the date.

**Off – Boarding:** When you leave you will still have access to myHR for a period of 60 days to allow you to access any Payslips/P60'S you may require, you can also download your P45.

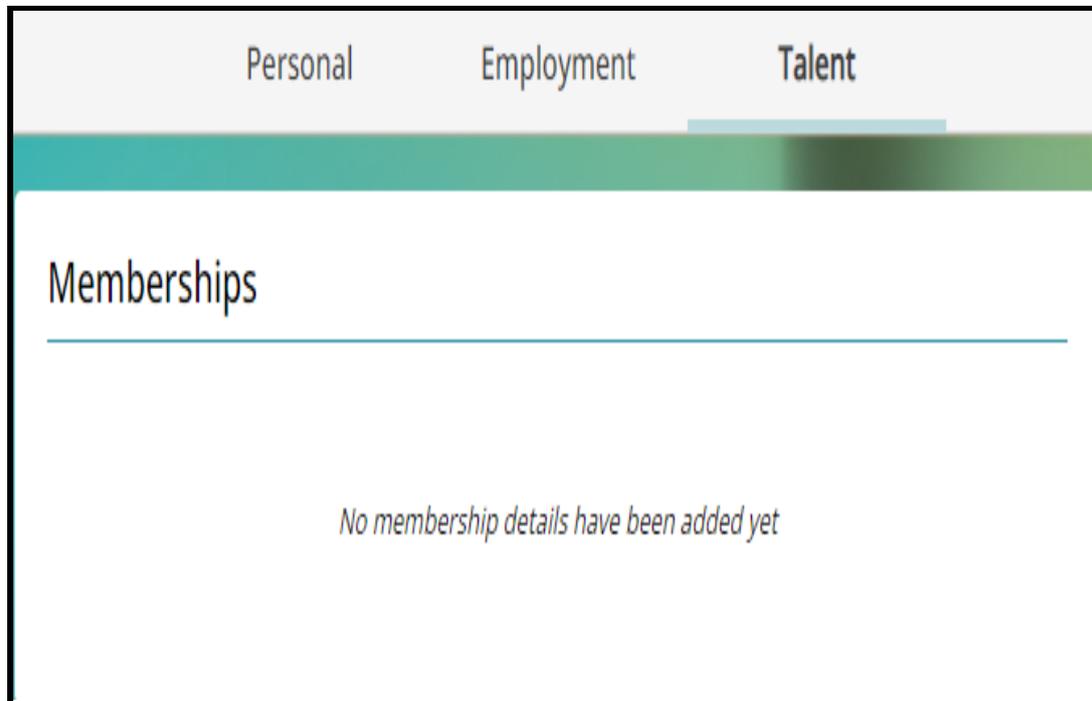
Also, to allow any late payments to be processed for you by payroll.

## Talent

### Memberships

Teachers can view their GTC membership number here.

Currently you cannot add any memberships details to this screen.



## My time

The screenshot displays the 'My time' dashboard for Mrs Anita M TESTER2. The interface includes a navigation menu on the left with options for Home, My time (selected), My pay, and Learning. The main content area is divided into sections for Holiday, Sickness, and Other absence. The Holiday section shows 101.8 hours available and a 'Book holiday' button. The Sickness section has a 'View sickness in calendar' button. The Other absence section has an 'Add other absence' button and a 'View other absence in calendar' button. The myHR logo is visible on the right side of the dashboard.

### In My time you can

- ❖ **Book a holiday**
- ❖ **View your sickness absences**
- ❖ **Add a Other absence**

Please refer to the myHR annual leave user guide on how to book a holiday.

## Overview

### Sickness

Click on view all sickness

[View all sickness >](#)

- ❖ Enter start date and end date if you want to view your sickness for a specific period of time.
- ❖ Searching with neither Start date nor End date will return all absences.

### Example - Sickness absence entry

[< Back to Absence records](#)

---

#### Sickness details

**\* Absence type (required)**

Sickness

**\* Absence reason (required)**

Accidents, Incidents & Poisoning - Chemical burns

Hide absence reason

**\* Sickness period (required)**

More than one day

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

24/03/2022

**\* Full or part day (required)**

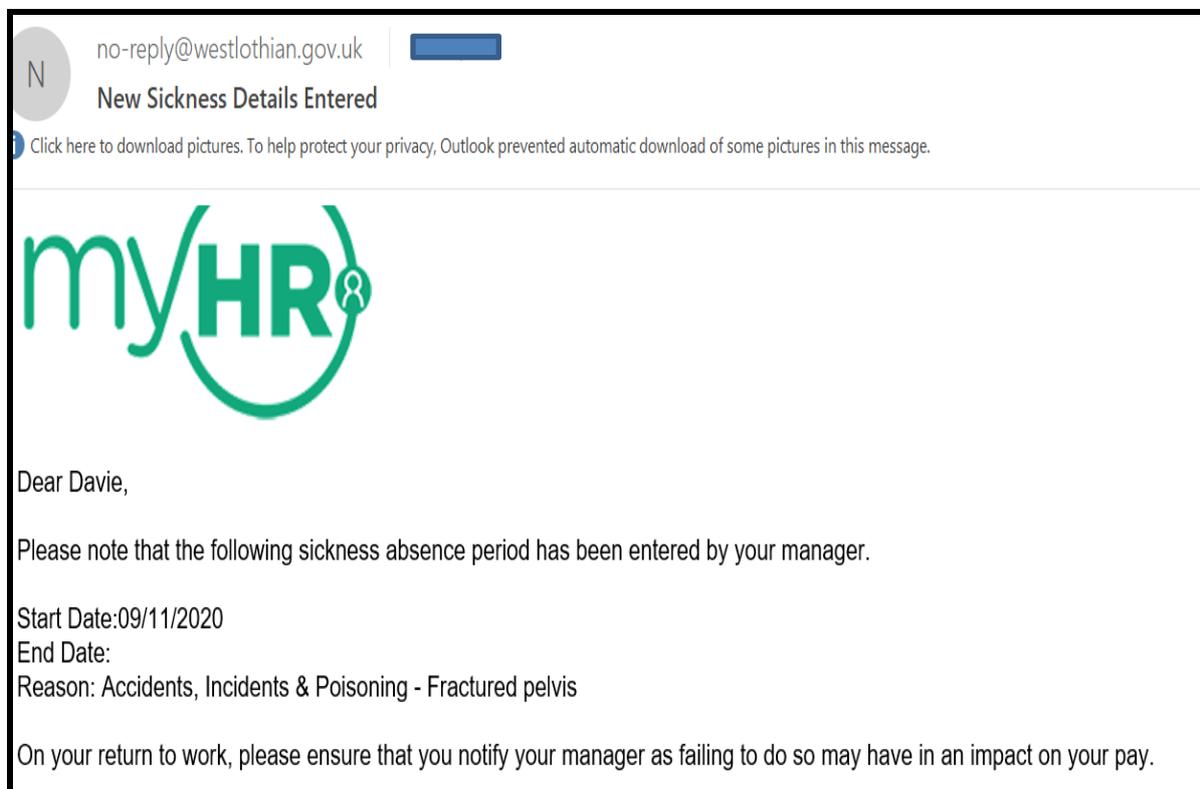
Full day

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

**\* Full or part day (required)**

## Sickness absence process

- ❖ **When you contact your reporting manager to advise of your sickness absence, they will update the system with the start date and the expected end date of your absence. An email notification will be sent to you.**



## Return to work

- **On your return to work you must advise your reporting manager, they will then enter last day of your absence in the system, if this end date is not entered, this can affect your salary as you will be recorded as still been absent.**
- **The sickness end date is day before you come back to work, not the last day you would have worked i.e. If you are absent from work Monday to Friday and do not work Saturday and Sunday, your sickness end date would be Sunday.**
- **You will receive an email notification to advise that an end date has been entered for you by your reporting manager.**
- **When you do return to work and have advised your reporting manager please review in myHR to check your end date has been entered by your reporting manager.**
- **On your return you are required to complete a self-certificate and your reporting manager will arrange a return to work interview.**

**Please contact your reporting manager if end date has not been entered and if any of the details are not correct**

**Email you will receive when an end date has been entered by your reporting manager.**



Dear David,

Your sickness absence has been updated, the records note you being absent between: 05/10/2022-07/10/2022.

Regards  
HR Services

## Other absence

Click on view all other absence

[View all other absence >](#)

- ❖ Enter start date and end date if you want to view your Other absences for a specific period of time.
- ❖ Searching with neither Start date nor End date will return all Other absences.

### Example – Other absence entry

[< Back to Absence records](#)

---

#### Other absence details

**\* Absence type (required)**

Other Paid Leave x ▾

**Absence reason**

Paid - Court Witness x ▾

Hide absence reason

**\* Absence period (required)**

Full day x ▾

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

02/03/2022 

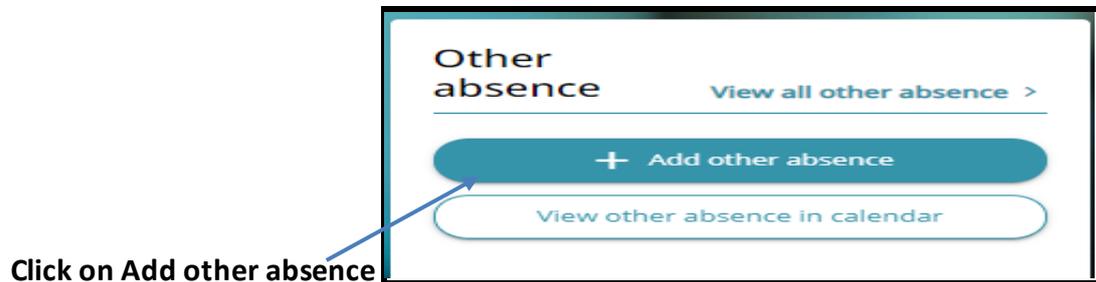
**Position**

Section Leader ( [REDACTED] , Systems and Information Team, 300... x ▾

**Notes**

## To request a Other absence

Employees can request other leave or time off work in certain circumstances. This must adhere to the Council's [Family Care and Other Special Leave policy](#).



Click on Add other absence

Other absence details

\* Absence type (required)

Other Paid Leave x ▾

Absence reason

Paid - Hospital / Clinic Appointment x ▾

Hide absence reason

\* Absence period (required)

Full day x ▾

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

02/03/2022 

Notes

- Choose absence type from drop down list
- Choose absence reason from drop down
- Choose absence period e.g. Full day etc
- Start date for Part day or Full day
- Start date and End date for More than one day
- Save

If you select Part day a new field appears and you will then have to select Morning / Afternoon or Specify time.

Other absence details

\* Absence type (required)

Other Paid Leave

Absence reason

Paid - Bereavement Leave

Hide absence reason

\* Absence period (required)

Part day

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



\* Morning or Afternoon (required)

Please choose

Morning

Afternoon

Specify time

If you choose Specify time you are required to enter the Start time and End time e.g. 08:00 – 11:00 and number of hours absent e.g. 03:00.

\* Morning or Afternoon (required)

Specify time

Start time (hh:mm)

08:00

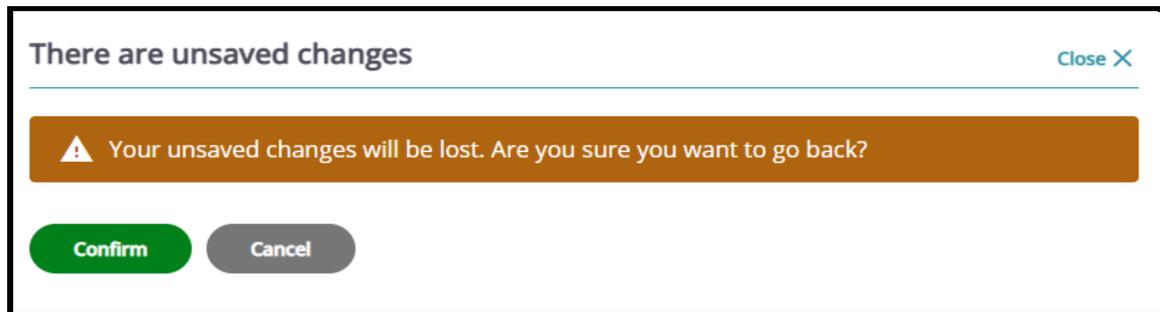
Hours absent

03:00

End time (hh:mm)

11:00

if you do not click “Save” after entering details and you then click “Back to Overview” (top of the page) the following warning message is displayed.



A system generated email will be sent to your reporting manager for them to review and either authorise or not authorise your request. When your reporting manager processes your request, you will receive an email notifying you of the outcome.

### Amend an Other absence request

You can amend a future dated authorised Other absence request

- ❖ You cannot amend a future Other absence request that has not been authorised by your reporting manager
- ❖ You cannot amend a retrospective Other absence request, you will need to contact your reporting manager requesting that this is to be done

### To amend a future dated authorised request

- Open request
- Make changes
- Save

You will receive an email when this is done and so does your reporting manager.

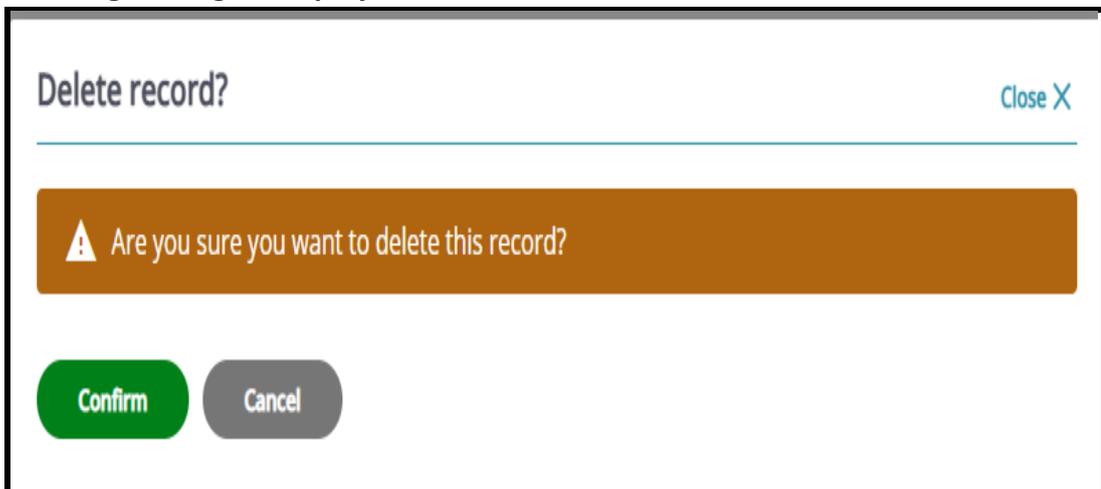
## Delete a Other absence request

You can delete a future dated authorised Other absence request

- ❖ You cannot delete a future Other absence request that has not been authorised by your reporting manager
- ❖ You cannot delete a retrospective Other absence request, you will need to contact your reporting manager requesting that this is to be done
- ❖ If you wish for an unauthorised entry to be deleted you will need to contact your reporting manager requesting that this is to be done

To delete a future dated authorised request

- Open request
- Click Delete button
- Warning message is displayed



- Click Confirm

You will receive an email when this is done and so does your reporting manager.

## Warning messages

### Sickness absence

If you request a **Other absence** and it overlaps with a sickness absence entry, a warning message is displayed. You will not be able to save the **Other absence** entry.

Other absence details

**X** This absence overlaps with the following existing absence(s):  
07/03/2022 - 08/03/2022 (Sickness)

- ❖ This indicates that your reporting manager has not ended your sickness absence. In this instance you will need to contact your reporting manager as it will not allow you to save the **Other absence** request.
- ❖ When the end date has been entered by your reporting manager will be then able to request the **Other absence**.

If you have previously submitted a future dated **Other Absence** request but was on sickness absence leave on the dates you had requested, your reporting manager should delete your **Other Absence** request.

### Holiday absence

If you request a **Other absence** and it is the same day you have booked a holiday for, a warning message is displayed. You will not be able to save the **Other absence** entry.

Other absence details

**X** This absence overlaps with the following existing absence(s):  
01/03/2022 - 01/03/2022 (Personal Holiday)

- ❖ This indicates that you have already booked a holiday for this date.
- ❖ The booked holiday will have to be deleted if you want to request the **Other absence** for this date.
- ❖ If it is a **future** dated holiday booking and it has been **authorised** by your reporting manager you will be able to delete it in myHR. A notification email will be sent to your reporting manager advising that you have deleted this booking.
- ❖ If the booked holiday date is retrospective you will have to ask your reporting manager to delete the booking for you.
- ❖ You will then be able to request the **Other absence**.

## Multi Posts

If you want to apply for leave in all your posts you will need to do a Other absence request for each post **except any supply posts you may have**

The screenshot shows a web form for submitting an absence request. At the top, there is a dropdown menu set to 'Other Paid Leave'. Below this, the 'Absence reason' is set to 'Paid - Bereavement Leave'. There is a checkbox for 'Hide absence reason' which is currently unchecked. The 'Absence period' is set to 'Full day'. The 'Start date' is '01/03/2022'. The 'Position' dropdown is open, showing a list of jobs: '<All Jobs>', 'Cleaner (Mrs Anita M TESTER2, Civic Centre, [redacted], J0009818) (Current)', 'Domestic (M [redacted], Deans House, [redacted], 12096) (Current)', and 'Supply/Casual (, Supply (Social Policy), [redacted], J0013099) (Current)'. A blue arrow points from the first job in the list to the 'Save' button at the bottom of the form. The 'Save' button is green, 'Cancel' is grey, and 'Add other absence' is blue with a plus sign.

- Choose first post from drop down
- Save

Then do same again for each remaining post – **never do a request for a supply post.**

A system generated email will be sent to your reporting manager for each post and for them to review and either authorise or not authorise your request. When your reporting manager processes your request, you will receive an email notifying you of the outcome.

If you only want to apply for leave in one post only

- Choose relevant post from drop down list - email requesting authorisation will be sent to reporting manager for this post only

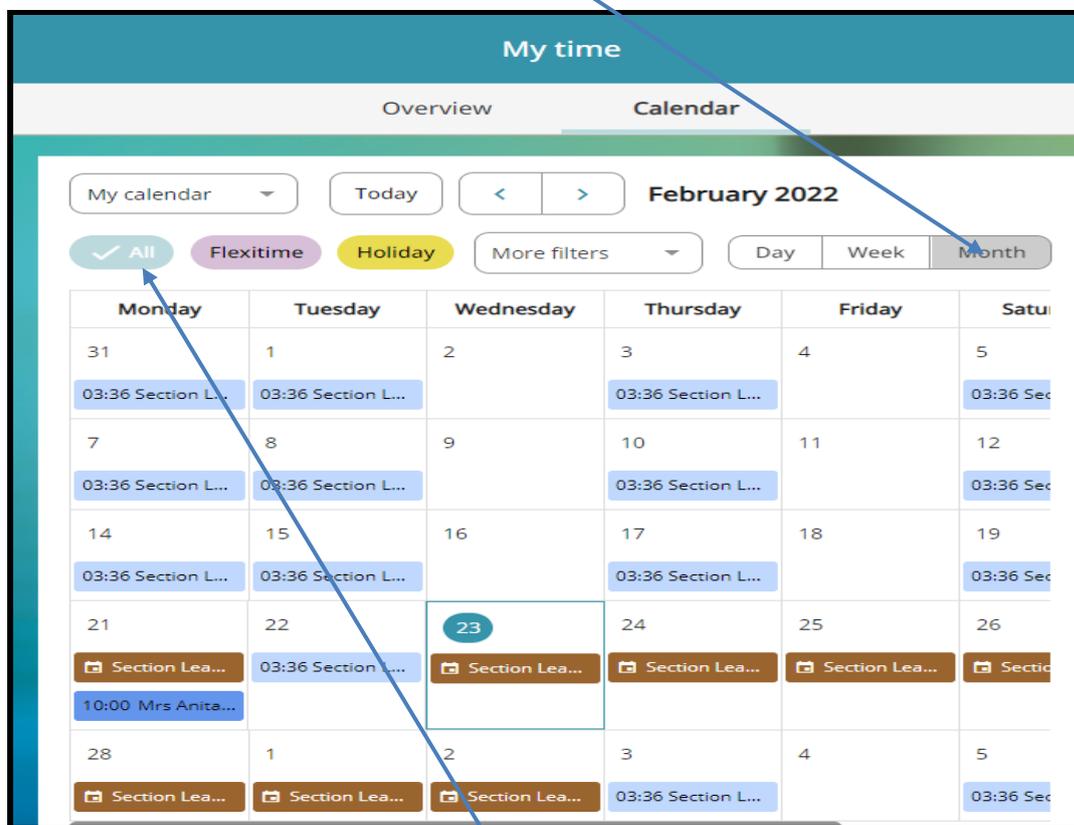
<b>&lt;All Jobs&gt;</b>
Cleaner (Mrs Anita M TESTER2, Civic Centre, [REDACTED], J0009818) (Current)
Domestic (Ms [REDACTED]'s House, [REDACTED] J0012096) (Current)
Supply/Casual (, Supply (Social Policy), [REDACTED], J0013099) (Current)

**DO NOT APPLY FOR LEAVE FOR ANY SUPPLY POSTS**

## Calendar

Click on Calendar

In calendar you can view by day/week/month



In this screenshot which is a month view **All** is ticked so everything that can be ticked in more filters is displayed in calendar

More filters list

Adoption leave

Bank holidays

Company holidays

Maternity/Paternity leave

Other absences

Working patterns

Sickness absences

Learning activities

### Example

If you just want to see your working pattern for a month – tick Working pattern

The screenshot shows a web-based calendar interface for February 2022. At the top, there are tabs for 'Overview' and 'Calendar', with 'Calendar' being the active tab. Below the tabs, there is a navigation area with 'My calendar' (dropdown), 'Today', and navigation arrows. The month 'February 2022' is displayed. A filter menu is open, showing options: 'Adoption' (unchecked), 'Bank holidays' (unchecked), 'Company holidays' (unchecked), 'Maternity/paternity' (unchecked), 'Other' (unchecked), and 'Working patterns' (checked). The calendar grid shows days from Monday to Saturday. Events are represented by blue bars labeled '03:36 Section L...'. The date '23' is highlighted in a teal circle. The interface also includes 'All', 'Flexitime', and 'Holiday' filter buttons, and 'Week' and 'Month' view toggles.

## My pay

The screenshot displays the 'My pay' interface. At the top, the user is identified as Mrs Anita M TESTER2 with a 'View profile' link. The navigation menu includes Home, My time, My pay (highlighted), and Learning. The main content area is titled 'Payslips' and includes a search filter: 'Searching with neither Start date nor End date will return all payslips.' Below this are input fields for 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)', along with 'Search' and 'Download all' buttons. A table lists the following pay records:

Pay date	Net pay	Download
28 Nov 2019	1,423.40	<a href="#">Download</a>
31 Oct 2019	956.62	<a href="#">Download</a>
26 Sep 2019	1,347.84	<a href="#">Download</a>
29 Aug 2019	1,387.96	<a href="#">Download</a>
25 Jul 2019	0.00	<a href="#">Download</a>

At the bottom of the page, a 'P60' link is visible.

### In My pay you can

- ❖ View your payslips
- ❖ Download your payslips
- ❖ View your P60
- ❖ Download your P60
- ❖ Make an overtime claim
- ❖ Make a sleep-in claim
- ❖ Make a mileage claim
- ❖ Make an expense claim

## My pay

### Payslips / P60

This section looks at how to view and download your payslips and P60's.

**Payslips** [View my bank details >](#)

**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	Net pay	Download
28 Nov 2019	1,423.40	<a href="#">Download</a>
31 Oct 2019	956.62	<a href="#">Download</a>
26 Sep 2019	1,347.84	<a href="#">Download</a>
29 Aug 2019	1,387.96	<a href="#">Download</a>
25 Jul 2019	0.00	<a href="#">Download</a>

**P60**

#### To view a payslip

- Click on a relevant pay date
- Payslip is displayed

Please note this payslip will not have a West Lothian Council logo on it

Payslip details: 28 Nov 2019 [Download](#)

<b>Employee Name</b>	Anita TESTER2	Tax Period	8
<b>Reference No.</b>	XXXXXXXXXX	Tax Code	S1255L Cumulative
		NI Number	XXXXXXXXXX
		NI Category	A

Payments				Deductions			This Period		
Payment	U/T	Rate	Cash	Deduction	Rate	Cash	Description	Value	
Mileage NT / West Lothian Council - Mileage			0.00	Tax		192.26	Taxable Payments	2,020.20	
Salary		17.04	1,138.44	NI - A		168.84	Pensionable Pay	3,656.03	
Holiday Overtime	77.28	0.083	6.41	Credit Union		220.00	Employer's NI - A	194.16	
Holiday Overtime NP	318.6	0.083	26.44	Social Club		2.00	Employer's Pension Paid TP	767.77	
Nursery Staff Allowance SS			85.42	GMB		13.70			
Overtime SCET Plain (Back Pay)			-0.52	LGPS (WLC)	6	105.78			
Overtime Plain	5	15.56	77.80						
Overtime Time & Half	10	31.86	318.60						
Shift Allowance	0.1	1138.4424	113.84						
Contractual Overtime 1.5	5	25.56	127.80						
Contractual Overtime Double	1	34.08	34.08						
Contractual Overtime Percent	0.1	1138.4424	113.84						
Cycle to Work	125		-25.00						
Cycleplus	40		-20.00						
Other			128.83						
<b>Total Payments</b>			<b>2,125.98</b>	<b>Total Deductions</b>			<b>702.58</b>	<b>NET PAY</b>	<b>1,423.40</b>

Year-to-date	
Description	Value
Tax Paid	1,910.35
NI Paid - A	1,581.35
Taxable Pay	17,930.62
Niable Pay	16,881.94

**To download a payslip**



- Click on Download button which can be found on right hand corner on payslip



- When downloaded a tab will appear at the bottom of your screen
- Click on tab to open payslip
- Payslip is displayed with West Lothian Council logo on it



**PRIVATE AND CONFIDENTIAL**  
(To be opened by the addressee only)

Anita TESTER2

<b>Payroll Name</b>		Staff	<b>Paydate</b>		28/11/2019
<b>Employee Name</b>		Anita TESTER2	<b>Tax Period</b>		8
<b>Reference No.</b>		3	<b>Tax Code</b>		S1255L / 0
			<b>N.I. Number</b>		N
			<b>N.I. Code</b>		A

Payments				Deductions		This Period	
Description	Units	Rate	Cash	Description	Cash	Description	Cash
<b>Section Leader</b>				Tax		Taxable Payments	
<b>Conserved Salary</b>				NI - A		2,020.20	
Contractual Overtime 1.5	5.00	25.56	127.80	Section Leader	168.84	Pensionable Pay	3,656.03
Contractual Overtime Double	1.00	34.08	34.08	LGPS (WLC) (6.00%)	105.78	Employer's NI - A	194.16
Contractual Overtime Percent	0.10	1138.44	113.84	Credit Union	220.00	Employer's Pension	767.77
Cycle to Work	125.00		-25.00	Social Club	2.00		
Cycleplus	40.00		-20.00	GMB	13.70		
<b>First Aid</b>		365.96	30.50				
Gross Recovery	150.00		-50.00				
Gross Recovery NP	160.00		-30.00				
Holiday Overtime	77.28	0.08	6.41				
Holiday Overtime NP	318.60	0.08	26.44				
Market Supplement			85.42				

**Year-to-date**

**To print payslip**



- Click on printer icon on screen top right-hand corner

**To save to your PC**



- Click on downward arrow

## Online payslip (E-payslip)

Your payslip is emailed to you each month by Payroll, if you do not receive this email please contact Payroll who can check that the email address they have for you is correct.

To access this payslip please enter your National Insurance number using capital letters.

Download your payslip from your iPhone you may need to enable pop up blockers on your phone

### Enable Pop Up Blocker for iPhones

- Go to > Settings > Scroll down to Safari > Disable Block-Ups

### View your P60

You can view and download your P60 – 2020/2021

Please note the P60s for 2019/20 were sent to employee's home addresses.

### Leavers - P45

You can view and download your P45



## Time & Expenses

This section looks at how

- ❖ To view
- ❖ Add
- ❖ Submit
- ❖ Amend your time and expense claims

The screenshot displays the 'Time & Expenses' section of the myHR system. The user is Mrs Anita M TESTER2. The interface includes a navigation sidebar with 'My pay' selected. The main content area features two tabs: 'In progress' (active) and 'Authorised'. Below the tabs are date pickers for 'Start date' (28/01/2022) and 'End date' (28/02/2022), a search button, and a table of claims. The table has columns for Claim name, Start date, Reference, Cut off date, and Status. Four claims are listed with statuses: Errors, Awaiting authorisation, Provisional, and Rejected. Each claim has a 'Summary' button. At the bottom is an 'Add claim' button.

Claim name	Start date	Reference	Cut off date	Status
Test WLC - Overtime Clai...	01 Feb 2022			Errors
Test WLC - Overtime Clai...	01 Feb 2022			Awaiting authorisation
Test WLC - Overtime Clai...	01 Feb 2022			Provisional
Test WLC - Overtime Clai...	01 Feb 2022			Rejected

On this page you can view which claims are in Progress

✓ In progress

or Authorised

✓ Authorised

by clicking on the relevant tabs and entering the start date and end date of the period you wish to view.

In progress claims can be:

- ❖ A claim Awaiting authorisation by the reporting manager
- ❖ A claim with Errors – indicates that there is an error on the claim and **needs to be rectified by you before it can be submitted**
- ❖ A claim Provisional – not submitted yet
- ❖ A rejected claim – manager has not authorised this claim, employee required to amend if necessary and resubmit or delete the claim
- ❖ Click on relevant status and the claim will be displayed



### Error reasons

#### Overtime

- ❖ Element left blank
- ❖ Details left blank
- ❖ Hours from and to left blank

#### Mileage

- ❖ Date of claim left blank
- ❖ Miles left blank
- ❖ Journey from and to left blank
- ❖ Reason for journey left blank

#### Expenses

- ❖ Element left blank
- ❖ Claim reason left blank
- ❖ Amount left blank

#### Cost Centre

- ❖ Invalid cost centre entered
- ❖ Nothing should be entered in this field if claim is for your substantive post
- ❖ If your expenses are to be charged to a different cost centre than your own – enter here.

To return to the Time & Expenses page click on Back to Time & Expenses on top of page

**Authorised claims are:**

- ❖ **Claims that have been authorised by your reporting manager and have been paid to you in your salary or will be paid in the next available salary pay date**

**To search for Authorised claims**

- **In status choose “Authorised” from drop down**
- **Start date – if you want claims that have been paid previously – choose a start date that is before the date’s overtime/expenses have been claimed for**
- **End date - todays date**
- **Click on Summary- details of claim are displayed**

The screenshot shows the 'Time & expenses' interface. At the top, there is a search filter section with a 'Status' dropdown menu set to 'Authorised'. Below this are two date pickers: 'Start date (dd/mm/yyyy)' set to '09/12/2022' and 'End date (dd/mm/yyyy)' set to '09/03/2023'. There are 'Search' and 'Clear search' buttons. Below the filters is a table with the following columns: Claim name, Start date, Reference, Cut off date, Status, and Summary. The table contains four rows of data, all with a status of 'Authorised'. Each row has a 'Summary' button next to it. At the bottom of the table is an '+ Add claim' button. A blue arrow points from the text 'Click on Summary- details of claim are displayed' to the 'Summary' button of the first row in the table.

Claim name	Start date	Reference	Cut off date	Status	Summary
West Lothian Council - Overtime Claims	01 Feb 2023		03 Feb 2023	Authorised	Summary
West Lothian Council - Mileage & Expenses	01 Feb 2023		03 Feb 2023	Authorised	Summary
West Lothian Council - Overtime Claims	01 Feb 2023		03 Feb 2023	Authorised	Summary
West Lothian Council - Mileage & Expenses	01 Feb 2023		03 Feb 2023	Authorised	Summary

[← Back to Time & expenses](#)

**Time & expenses claim summary: West Lothian Council - Overtime Claims**

Start date  
01/02/2023

Name  
Dr David Testing

Roads Operative (E) Position

Payroll  
Staff

Element	Type	Time/ Units/ Miles	Cash amount
Sleep In Hours	Time	1	9.78
<b>Total</b>			<b>9.78</b>

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

Print

To check which authorised claims have been paid to you in your salary go to My pay to view your monthly payslips.

To return to the Time & Expenses page click on Back to Time & Expenses on top of page.

**Before submitting an overtime claim please read the following:**

## Overtime

Overtime at enhanced rates will only apply when 36 hours a week have been worked.

Overtime will only be paid for complete 30 minutes of work.

Employees working overtime must take a break after 6 hours, this break will be unpaid.

Employees graded Band I and over are not entitled to overtime payments.

If your overtime is to be paid at a different rate i.e. If your Acting post is paid as an allowance amount and overtime worked is to be paid at the acting rate. Please email payroll to advise of this as your overtime rate will need to be amended by payroll [payroll@westlothian.gov.uk](mailto:payroll@westlothian.gov.uk)

All claims are submitted and paid a month in arrears and will be processed up to the payroll deadline for that month. Any claims authorised after the Payroll cut-off date will be carried forward to the next pay period.

The payroll cut-off date is the date by which the reporting manager must have authorised the claim, otherwise the claim will carry over to the following month – so please submit your claims promptly at the end of each month to allow your reporting manager sufficient time to action the claims.

## Employees

If you do work more than 6 hours enter 2 separate entries as follows:

1. Start to break
2. End of break to finish

## What cannot be claimed in myHR

You cannot claim Supply Hours in myHR. Teachers cannot claim additional hours in myHR.

The following payments can be claimed in myHR

Overtime Double
Overtime Plain
Overtime Time & Half
Public Holiday Double
Public Holiday Double NP
Public Holiday Plain

## Add a claim

Click on + Add claim button

**Time & Expenses**

✓ In progress    Authorised

Start date (dd/mm/yyyy) 24/01/2022    End date (dd/mm/yyyy) 24/02/2022

Search

Claim name	Start date	Reference	Cut off date	Status	
Test WLC - Overtime Clai...	01 Feb 2022			Awaiting authorisation	Summary
Test WLC - Mileage &...	01 Feb 2022			Errors	Summary

+ Add claim

Time & Expenses claim entry: New screen is displayed

**Time & Expenses claim entry: New**

Start date ●

Job title ●

Section Leader - 300413500

Claim template ●

Please choose

New

It is recommended you read the following information before making a claim

- ❖ Start date should be the 1<sup>st</sup> date of the month you have worked the overtime in e.g. you worked overtime in February so the start date should be 01/02/ 2022
- ❖ Claim forms should cover one calendar month e.g. All overtime claims for February (and only February) on one claim
- ❖ A new claim form should be started for each new month, and claims should not be accrued to redeem several month's claims in one go
- ❖ System will not allow a Start Date in the future

Claims this far in the future are not allowed

### To add an overtime claim

Time & Expenses claim entry: New

Start date

Job title

Claim template

Please choose

- West Lothian Council - Mileage & Expenses
- West Lothian Council - Overtime Claims

New

- Start date – enter 1<sup>st</sup> date in month e.g. 01/02/2022
- Job title - If you only have one post this will be populated but if you have more than one post you will need to choose the post you wish to claim overtime for

Job title

Please choose

- Cleaner - [redacted]
- Domestic - [redacted]

from the drop down list e.g.

- Claim template – Choose which ever applies to your claim i.e. if it is Overtime choose Overtime Claims
- New

Click on Page 1

Page 1 | Page 2

**Overtime Claim Form**

Please ensure all relevant details are complete and correct prior to submitting

Overtime Disclaimer:  
Overtime at enhanced rates will only apply when 36 hours a week have been worked.  
Overtime will only be paid for complete 30 minutes of work.  
You must take a 30-minute break if working more than 6 hours. If you do work more than 6 hours key 2 separate entries to reflect this.

Employees graded Band I and over are not entitled to enhanced rates for working overtime.

Element	Date	Details	Cost Centre	Hours		
				From	To	
<input type="text"/>	+ -					

Overtime Double  
Overtime Plain  
Overtime Time & Half  
Public Holiday Double  
Public Holiday Double NP  
Public Holiday Plain

Only the following elements can be claimed in myHR

- ❖ Overtime Double
- ❖ Overtime Plain
- ❖ Overtime Time & Half
- ❖ Public Holiday Double
- ❖ Public Holiday Double NP
- ❖ Public Holiday Plain

All other payments should continue to be claimed re the current process

e.g. Standby / Unsocial hours

## When and how to claim Public Holiday payments

### Public Holiday Plain

- ❖ You can claim Public Holiday Plain hours when you work a public holiday during your normal working week and will receive another day as a holiday.

### Public Holiday Double

- ❖ You can claim Public Holiday Double when you work a Public Holiday during your normal working week and will **not** receive another day as a holiday.

### Public Holiday Double NP (non-pensionable)

#### Scenario 1

- ❖ You can claim Public Holiday Double NP if you were not rostered to work on the public holiday e.g. Your working week is Tuesday to Saturday but Public Holiday is a Monday a non-working for you but are required to work.

#### Scenario 2

- ❖ Public holiday is a Monday and your normal working day is 7 hours – you work 9 hours on the Public Holiday  
Claim 7 hours at Public Holiday Plain time  
Claim 2 hours at Public Holiday Double NP

If you are unsure on what you can claim please discuss with your reporting manager in the first instance.

### How to make an Overtime claim

- In Element choose from drop down list what you are claiming for e.g. overtime plain
- Enter date – The date you enter is the date you worked the overtime hours
- Details– Input the reason for the overtime working
- Cost Centre – **Please leave Cost Centre field blank** - only time you should enter anything here is if it is to be costed to a different cost centre from your own cost centre

If it is to be costed to a different cost centre you will need to ask your reporting manager what the cost centre should be (can only be 5 digits)

- Hours From - To - Key in times of overtime working

Please note when you enter From and To, it must be entered in a 24-hour clock format (20:00 is 8pm).

- To add another line, click on +
- To remove a line, click on –
- If you are unable to complete your claim at any point and wish to return to it later,

Save draft

click on Save draft button at the bottom of the claim.

- Any claims that are saved as draft are provisional claims and have not been submitted to your reporting manager for authorisation

Submit

- When you are ready to submit your claim click the Submit button

### Completed overtime claim

Element	Date	Details	Cost Centre	Hours		
				From	To	
Overtime Plain	15/02/2022	test claim		18:00	19:00	+ -

Save draft Delete Submit Print

**Please do not copy/paste information from word to this claim form**

## How to submit an overtime claim

When you click Submit this page is displayed

< Back to Time & expenses

Payroll  
Staff

Start date  
01/10/2022

Cut off date  
10/06/2022 - This claim will not now be paid until  
28/07/2022.

Comments

**Disclaimer on Submit form:**

I confirm that the information I have provided is a true record of additional payments incurred in the course of my official duties.

Authorising group  
DEFAULT

Authorising role

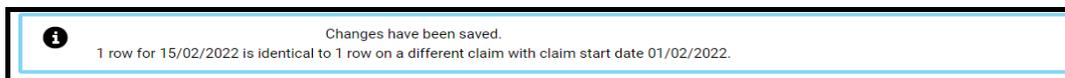
Password

Attach receipt

Submit

- **By submitting your claim, it confirms you have read the disclaimer and agree to its contents**
- **DO NOT enter anything in Authorising group or Authorising role**
- **Enter your main myHR password – this is the same password you used to log into myHR**
- **Submit**

- ❖ **After your claim is submitted the status changes from Provisional to Awaiting Authorisation and will now say Awaiting Authorisation on the Time & expenses front page**
- ❖ **Please be aware of any warning messages that will appear at the top of the screen when you submit a claim e.g. duplicate claim warning**



### **Always review your claim and amend before submitting**

- ❖ **When claim is submitted you will receive an email confirming that your claim has been forwarded to your reporting manager to Authorise/Reject and another email is sent when your reporting manager has actioned request.**
- ❖ **If your claim is rejected you should contact your reporting manager in the first instance to discuss this.**
- ❖ **You can amend the rejected claim (Status changes back to Provisional when original claim is rejected) and resubmit to your reporting manager if applicable.**

## Sleep ins – Page 2

Time & Expenses claim entry: Test WLC - Overtime Claim Form

Job title: Section Leader  
Employee: Mrs Anita M TESTER2  
Payroll: Staff

Page 1 | Page 2

**Overtime Claim Form**

Please ensure all relevant details are complete and correct prior to submitting

Overtime Disclaimer:  
Overtime at enhanced rates will only apply when 36 hours a week have been worked.  
Overtime will only be paid for complete 30 minutes of work.

Employees graded Band 1 and over are not entitled to enhanced rates for working overtime.

Element	Date	Cost Centre	Rate	No. of hours		Total	+ -
				From	To		
Sleep In Hours	<input type="text"/>	<input type="text"/>	01	<input type="text"/>	<input type="text"/>	0.00	

Save draft Delete Submit Print

### How to claim Sleep ins

- Enter date – The date you enter is the date you are claiming a Sleep in for
- Cost Centre – **Please leave Cost Centre field blank** - only time you should enter anything here is if it is to be costed to a different cost centre from your own cost centre
  - If it is to be costed to a different cost centre you will need to ask your reporting manager what the cost centre should be (can only be 5 digits)
- No. of hours – Enter start time to end time e.g. 10.00 to 13.00

Please note when you enter From and To, it must be entered in a 24-hour clock format (20:00 is 8pm).

- Total automatically populates e.g. 3.00 when claim is saved
- To add another line, click on +
- To remove a line, click on –
- If you are unable to complete your claim at any point and wish to return to it later,

**Save draft**

click on Save draft button at the bottom of the claim.

- Any claims that are saved as draft are provisional claims and have not been submitted to your reporting manager for authorisation

**Submit**

- When you are ready to submit your claim click the Submit button

### Completed Sleep in claim

Element	Date	Cost Centre	Rate	No. of hours		Total	+ -
				From	To		
Sleep In Hours	08/02/2022		01	10:00	13:00	3.00	+ -

## How to submit a Sleep-in claim

When you click Submit this page is displayed

< Back to Time & expenses

Payroll  
Staff

Start date  
01/10/2022

Cut off date  
10/06/2022 - This claim will not now be paid until  
28/07/2022.

Comments

**Disclaimer on Submit form:**

I confirm that the information I have provided is a true record of additional payments incurred in the course of my official duties.

Authorising group  
DEFAULT

Authorising role

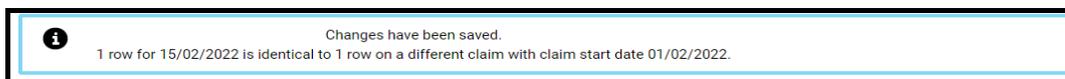
Password

Attach receipt

Submit

- **By submitting your claim, it confirms you have read the disclaimer and agree to its contents**
- **DO NOT enter anything in Authorising group or Authorising role**
- **Enter your main myHR password – this is the same password you used to log into myHR**
- **Submit**

- ❖ **After your claim is submitted the status changes from Provisional to Awaiting Authorisation and will now say Awaiting Authorisation on the Time & expenses front page**
- ❖ **Please be aware of any warning messages that will appear at the top of the screen when you submit a claim e.g. duplicate claim warning**



### **Always review your claim and amend before submitting**

- ❖ **When claim is submitted you will receive an email confirming that your claim has been forwarded to your reporting manager to Authorise/Reject and another email is sent when your reporting manager has actioned request.**
- ❖ **If your claim is rejected you should contact your reporting manager in the first instance to discuss this.**
- ❖ **You can amend the rejected claim (Status changes back to Provisional when original claim is rejected) and resubmit to your reporting manager if applicable.**

**Before submitting mileage claims please read the following:**

## **Mileage**

**Before submitting a claim for mileage, you must ensure you are authorised to use your own car for business journeys. Please refer to the council's [Policy on Business Travel and Subsistence](#)**

**You must have a valid Driving Licence / Insurance (which covers Business use) Mot if applicable: if your car is not eligible for a MOT your Car registration document must be produced. You must have completed a Driver Declaration and Authorisation Form which now includes the Own Vehicle Authorisation form.**

**Your reporting manager is required to check and record these documents on an annual basis and you will receive an email notification to advise you when your checks are due.**

**Each time you add a new vehicle your reporting manager is required to check the documents for your new vehicle.**

**Mileage should not be claimed until all these documents have been checked by your reporting manager**

**Claims for mileage must be made in accordance with the council's Business Travel and Subsistence policy**

**Council's schedule of mileage should always be used in the first instance**

- [Business Travel and Subsistence Policy](#)
- [Schedule of mileages](#)

**A valid vat receipt for fuel is required for each mileage claim that is made and should be retained by yourself for a period of 6 years (HMRC)**

## Driving at Work Policy

West Lothian council is committed to protecting, so far as is reasonably practicable, the health and safety of all its employees and others who could be affected by the hazards associated with work related driving.

This policy applies to all employees who drive at work on council business whether this is a key responsibility of their job or a means of travelling between council locations for work purposes.

To refer to this policy please click on this link [Driving at Work Policy](#)

Relevant employees are required to complete a Driving Authorisation and Declaration form when requested annually and resubmit a form if there are any subsequent changes to their details.

This form should be completed and passed to your reporting manager.

Please click on link to access form [Driving Declaration and Authorisation form](#)

Business use mileage cannot be claimed until this form has been completed.

It is recommended you read the following information before making a mileage claim

- ❖ Start date should be the 1<sup>st</sup> date of the month you are claiming mileage for e.g. you used your car for business in February so the start date should be 01/02/ 2022
- ❖ Claim forms should cover one calendar month e.g. All mileage claims for February (and only February) on one claim form
- ❖ A new mileage claim form should be started for each new month, and mileage claims should not be accrued to redeem several month's claims in one go
- ❖ System will not allow a Start Date in the future

Claims this far in the future are not allowed

## To add a Mileage claim

Time & Expenses claim entry: New

Start date

Job title

Claim template

Please choose  
West Lothian Council - Mileage & Expenses  
West Lothian Council - Overtime Claims

New

- Start date – enter 1<sup>st</sup> date in month e.g. 01/02/2022
- Job title - If you only have one post this will be populated but if you have more than one post you will need to choose the post you wish to claim overtime for

Job title

Please choose  
Cleaner -  
Domestic -

from the drop down list e.g.

- Claim template – Choose which ever applies to your claim i.e. if it is Mileage choose Mileage & Expenses from drop down list
- New

## Mileage claim form – page 1

Job title: Section Leader  
Employee: Mrs Anita M TESTER2

Page 1 | Page 2

**Page 1 - Mileage | Page - 2 Expenses**

Claims must be made in accordance with the Business Travel and Subsistence Policy. Please ensure you have read this policy before making a claim.

Travel and Subsistence|Schedule of Mileages

Claim reason must include full purpose of journeys, specifying meeting is not enough. When making a claim, the shortest route must be taken.

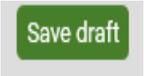
Vehicle	Scheme	Cost Centre		
DD28 5AD	West Lothian Council - Mileage			
Date of Claim	Miles claimed	Journey From	Journey To	Reason for Journey

  + -

[Save draft](#) [Submit](#) [Print](#)

### How to make a Mileage claim

- If you are claiming mileage for a motor cycle – choose in Scheme – West Lothian Council Motorcycle
- Do not have to change scheme for claiming mileage for a car
- Date of Claim – The date you enter is the date you want to claim mileage for
- Miles claimed – How many miles you wish to claim for that date
- Journey To – Journey From – Start of journey to end of journey
- Reason for journey
- Cost Centre – **Please leave Cost Centre field blank** - only time you should enter anything here is if it is to be costed to a different cost centre from your own cost centre If it is to be costed to a different cost centre you will need to ask your reporting manager what the cost centre should be (can only be 5 digits)
- To add another line, click on +
- To remove a line, click on –
- If you are unable to complete your claim at any point and wish to return to it later, click on



Save draft button at the bottom of the claim

- Any claims that are saved as draft are provisional claims and have not been submitted to your reporting manager for authorisation



- When you are ready to submit your claim click the Submit button
- Please refer to page 69 on how to submit a claim

### Completed mileage claim form

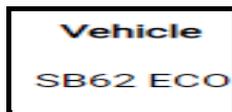
Vehicle	Scheme	Cost Centre
SB62 ECO	West Lothian Council - Mileage	

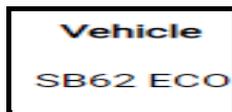
  

Date of Claim	Miles claimed	Journey From	Journey To	Reason for Journey
07/02/2022	5	Civic centre	Bathgate	team meeting

At the bottom of the form are buttons: Save draft, Delete, Submit, Print

## Default vehicle



- ❖ Your default vehicle is displayed on claim form  if this is not the vehicle you want to claim mileage for – this can be changed by you in View profile – Private vehicle
- ❖ If you have not added your vehicle in Private Vehicles this error message will appear and you will not be able to make a claim for mileage



- ❖ Please note that you will only be able to claim mileage from the **start date** you have entered for your car in Private vehicle – if you try to claim mileage prior to this date error message will say **“Error - you have no default vehicle”**.

If you want to claim mileage for a motorcycle not a car (must be added in Private Vehicles as your default vehicle)

- Choose Motorcycle from drop down list in Scheme



## How to submit a Mileage claim

When you click Submit this page is displayed

Changes have been saved.

Time & expenses claim submission:

Claim template  
West Lothian Council - Mileage & Expenses

Job title  
Section Leader

Payroll  
Staff

Start date  
01/10/2022

Cut off date  
10/06/2022 - This claim will not now be paid until 28/07/2022.

Comments  
**DISCLAIMER:**  
I confirm that my car is insured for business use, and has a current MOT (if applicable)  
I further confirm that I hold a valid driving licence which permits me to legally drive this vehicle  
I certify that the information that I have provided is a true record of expenses incurred in the course of my official duties. All relevant receipts must be kept for a minimum 6 years plus current year.

Password

Attach receipt

Submit

- **By submitting your claim, it confirms you have read the disclaimer and agree to its contents**
- **Enter your main myHR password – this is the same password you used to log into myHR**
- **Submit**

**Please do not attach receipts – Fuel receipts should be retained by yourself for a period of six years.**

- ❖ **After your claim is submitted the status changes from Provisional to Awaiting Authorisation and will now say Awaiting Authorisation on the Time & expenses front page**
- ❖ **Please be aware of any warning messages that will appear at the top of the screen when you submit a claim e.g. duplicate claim warning**

Changes have been saved.  
1 row for 15/02/2022 is identical to 1 row on a different claim with claim start date 01/02/2022.

**Always review your claim and amend before submitting**

- ❖ **When claim is submitted you will receive an email confirming that your claim has been forwarded to your reporting manager to Authorise/Reject and another email is sent when your reporting manager has actioned request.**
- ❖ **If your claim is rejected you should contact your reporting manager in the first instance to discuss this.**
- ❖ **You can amend the rejected claim (Status changes back to Provisional when original claim is rejected) and resubmit to your reporting manager if applicable.**

## Expenses

- ❖ Claims for expenses must be made in accordance with the council's [Business Travel and Subsistence policy](#)
- ❖ Employees must only claim for their own individual expenditure and all claims must be supported by relevant receipts and retained by yourself for a period of six years (HMRC)

### To add an Expense claim

Time & Expenses claim entry: New

Start date

Job title

Claim template   
Please choose  
West Lothian Council - Mileage & Expenses  
West Lothian Council - Overtime Claims

New

- Start date – enter 1<sup>st</sup> date in month e.g. 01/02/2022
- Job title - If you only have one post this will be populated but if you have more than one post you will need to choose the post you wish to claim overtime for

Job title   
Please choose  
Cleaner -   
Domestic -

from the drop down list e.g.

- Claim template – Choose which ever applies to your claim i.e. if it is Expenses choose Mileage & Expenses from drop down list
- New

## Expense claim form – Page 2

Time & Expenses claim entry: (New)

Job title: Section Leader  
Employee: Mrs. Anita M TESTER2

Page 1 | **Page 2**

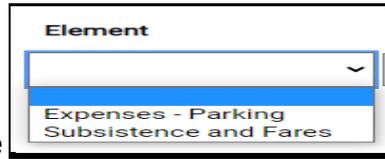
**Expenses Claim Form**

Claims must be made in accordance with the Business Travel and Subsistence Policy. Please ensure you have read this policy before making a claim.

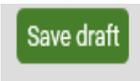
Element	Date	Claim Reason	Mode of Transport	Cost Centre	Amount	Total
<input type="text"/>	0.00					

Save draft Submit Print

## How to make an Expense claim

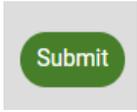


- **Element** – choose from dropdown type of expense
- **Date** - The date you enter is the date you want to claim expenses for
- **Mode of Transport** – Car /Bus/Taxi etc
- **Cost Centre** – **Please leave Cost Centre field blank** - only time you should enter anything here is if it is to be costed to a different cost centre from your own cost centre If it is to be costed to a different cost centre you will need to ask your reporting manager what the cost centre should be (can only be 5 digits)
- **Amount of expense you are claiming for**
- To add another line, click on +
- To remove a line, click on –
- If you are unable to complete your claim at any point and wish to return to it later, click on



Save draft button at the bottom of the claim

- Any claims that are saved as draft are provisional claims and have not been submitted to your reporting manager for authorisation



- When you are ready to submit your claim click the Submit button
- Please refer to page 69 for how to submit a claim

### Completed expense claim form

Expenses Claim Form

Claims must be made in accordance with the Business Travel and Subsistence Policy. Please ensure you have read this policy before making a claim.

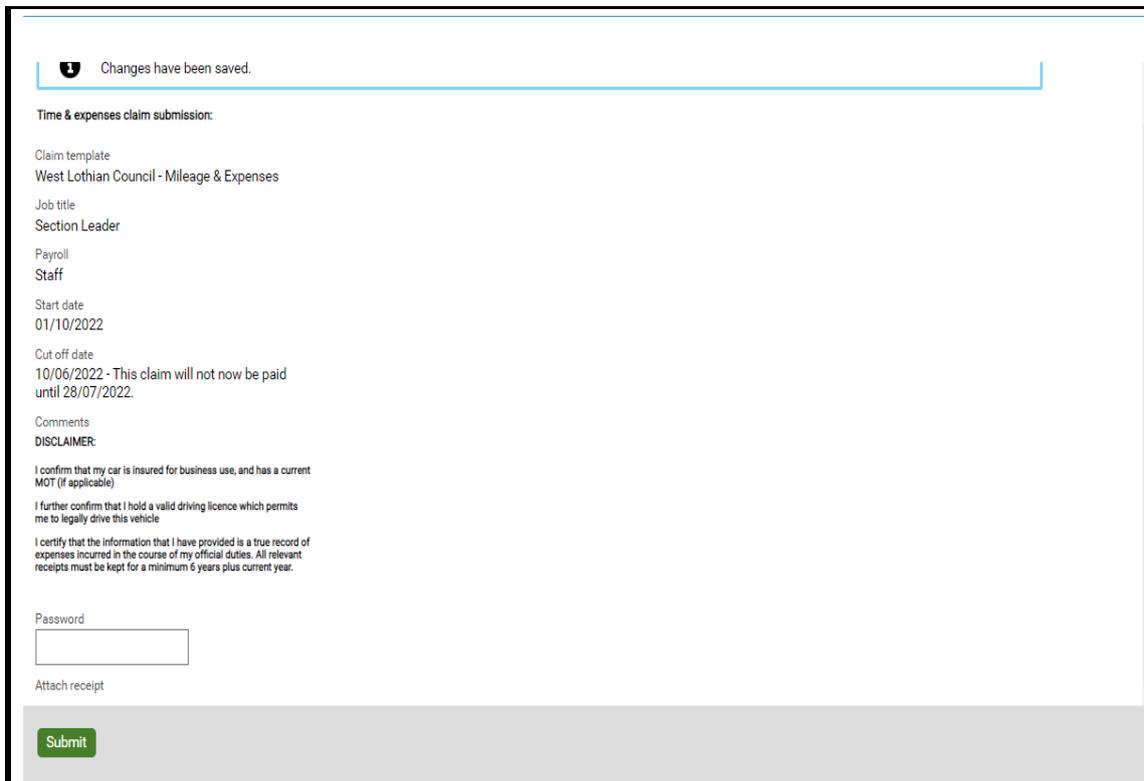
Element	Date	Claim Reason	Mode of Transport	Cost Centre	Amount	Total
Expenses - Parking	07/02/2022	test	car		2.00	2.00

Save draft
Delete
Submit
Print

- ❖ **When claim is submitted you will receive an email confirming that your claim has been forwarded to your reporting manager to Authorise/Reject and another email is sent when your reporting manager has actioned request.**
  
- ❖ **If your claim is rejected you should contact your reporting manager in the first instance to discuss this.**
  
- ❖ **You can amend the rejected claim (Status changes back to Provisional when original claim is rejected) and resubmit to your reporting manager if applicable.**

## How to submit an Expense claim

When you click Submit this page is displayed



**i** Changes have been saved.

Time & expenses claim submission:

Claim template  
West Lothian Council - Mileage & Expenses

Job title  
Section Leader

Payroll  
Staff

Start date  
01/10/2022

Cut off date  
10/06/2022 - This claim will not now be paid until 28/07/2022.

Comments  
**DISCLAIMER:**

I confirm that my car is insured for business use, and has a current MOT (if applicable)

I further confirm that I hold a valid driving licence which permits me to legally drive this vehicle

I certify that the information that I have provided is a true record of expenses incurred in the course of my official duties. All relevant receipts must be kept for a minimum 6 years plus current year.

Password

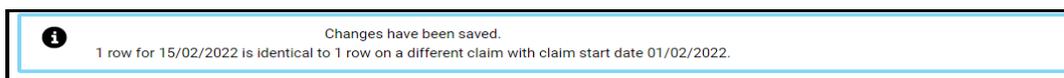
Attach receipt

**Submit**

- **By submitting your claim, it confirms you have read the disclaimer and agree to its contents**
- **Enter your main myHR password – this is the same password you used to log into myHR**
- **Submit**

**Please do not attach receipts – Fuel receipts should be retained by yourself for a period of six years.**

- ❖ **After your claim is submitted the status changes from Provisional to Awaiting Authorisation and will now say Awaiting Authorisation on the Time & expenses front page**
- ❖ **Please be aware of any warning messages that will appear at the top of the screen when you submit a claim e.g. duplicate claim warning**



**i** Changes have been saved.  
1 row for 15/02/2022 is identical to 1 row on a different claim with claim start date 01/02/2022.

**Always review your claim and amend before submitting**

## **Amend status of claim**

**When a claim has been submitted it can only be amended when status is “Provisional”.**

**Employees cannot amend a claim if status is Awaiting Authorisation – if your submitted claim requires amending**

- **Contact your reporting manager and ask them to reject the claim**
- **Employee amends rejected claim in myHR and resubmits**
- **Reporting manager will have a new task to process**

## **Delete a claim in myHR**

**You can only delete a claim if its status is Provisional**

- **Go back to view claim**
- **Click Delete button and claim will be removed**

## To view claims that have been processed

- In status choose “Authorised” from drop down
- Start date – if you want claims that have been paid previously – choose a start date that is before the date’s overtime/expenses have been claimed for
- End date - today's date
- Click on Summary- details of claim are displayed

### Time & expenses

Status  
Authorised

Start date (dd/mm/yyyy)  
09/12/2022

End date (dd/mm/yyyy)  
09/03/2023

Search Clear search

Claim name	Start date	Reference	Cut off date	Status	Summary
West Lothian Council - Overtime Claims	01 Feb 2023		03 Feb 2023	Authorised	Summary
West Lothian Council - Mileage & Expenses	01 Feb 2023		03 Feb 2023	Authorised	Summary
West Lothian Council - Overtime Claims	01 Feb 2023		03 Feb 2023	Authorised	Summary
West Lothian Council - Mileage & Expenses	01 Feb 2023		03 Feb 2023	Authorised	Summary

+ Add claim

**Time & expenses claim summary: West Lothian Council - Overtime Claims**

Start date  
01/02/2023

Name  
Dr David Testing

Roads Operative (E) Position

Payroll  
Staff

Element	Type	Time/ Units/ Miles	Cash amount
Sleep In Hours	Time	1	9.78
<b>Total</b>			<b>9.78</b>

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

Print

## Claims not paid in salary

Claims will not be paid to you in your salary until your reporting manager has authorised the claim and you should have received an email confirming this.

If your expected claim payments are not in your salary the following reasons may apply

- ❖ Your reporting manager has not authorised payment – Please contact your reporting manager
- ❖ It has been authorised by your reporting manager but missed the payroll cut off period your payment will be in the next available pay date.
- ❖ You can check the status of your claim in My pay – Time & Expenses

### In Progress

- Provisional – you have not submitted your claim to your reporting manager
- Awaiting Authorisation – Your reporting manager has not authorised your claim
- Error – claim cannot be submitted until errors in claim are corrected

### Authorised

- All authorised claims can be viewed

### Learning

Please refer to the myHR Learning user guide

## Help & Support

- If you still have difficulty logging on the system after you have followed instructions found in this guide please email [MyHR@westlothian.gov.uk](mailto:MyHR@westlothian.gov.uk)
- Contract query: [HRSupport@westlothian.gov.uk](mailto:HRSupport@westlothian.gov.uk)
- Payroll query: [payroll@westlothian.gov.uk](mailto:payroll@westlothian.gov.uk)
- Sickness absence query: [sicknessabsence@westlothian.gov.uk](mailto:sicknessabsence@westlothian.gov.uk)
- Learning & Development: [learn2develop@westlothian.gov.uk](mailto:learn2develop@westlothian.gov.uk)
- Policy & Advice query: [Hrpolicy@westlothian.gov.uk](mailto:Hrpolicy@westlothian.gov.uk)
- Annual Leave queries please contact your reporting manager
- Reporting manager queries please contact your reporting manager

## Intranet



Click on this tab to access

- **MyHR user guides**
- **Index list to guides**
- **Annual leave FAQs**
- **Assistance accessing myHR**