



Employee Self Service User Guide

March 2026

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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.

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). You will be asked to change your password after accessing the system for the first time. Please note that your password must have at least 8 characters and must contain alpha, numeric and upper lower-case letters.

After successfully changing your password, you will be required to register your authenticator. This can be completed in one of two ways: by scanning the QR code with your phone's camera, or by manually entering the authentication key. [Please click here for instructions on how to download and install an authenticator.](#)

[Please click here to access myHR](#)

If you are a **reporting manager** please access your People Manager account via this [link](#). Note that People Manager accounts must first be set up and authorised but your line manager. Please email myhr@westlothian.gov.uk for further details.

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.

3. Multi-factor authentication

From 10th March 2026, MyHR will transition to a Multi-Factor Authentication (MFA) method. This provides enhanced protection and security by requiring users to verify their identity using additional information beyond a username and password. This additional layer of authentication helps ensure that users accessing the system are who they claim to be and protects your personal data.

By default, all users will be required to register using an authenticator application. An authenticator app is a software application, typically installed on a smartphone, that provides an additional layer of security for online accounts by generating time based, one-time passwords. You will need to have a valid internet connection or ability to connect to Wi-Fi in order to set up your authenticator. We recommend using Google Authenticator, which can be downloaded from all major app stores (Google Play, Apple App Store, or Microsoft Store). As a new user, you will be prompted to set up your authenticator application during your initial login.

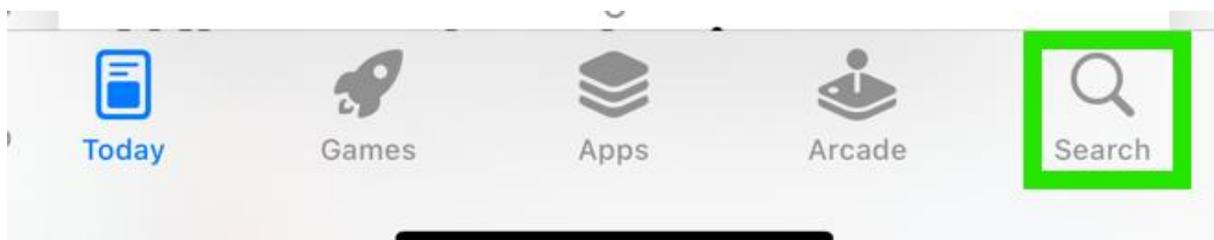
Alternatively, users who do not have access to a smartphone can register using an email address (one other than your MyHR email address). We require two different emails for the purpose of security, this is to ensure the password reset and authentication process cannot be achieved through the same method. For details on how to register using the email method, please see [here](#).

➤ Downloading and setting up Google authenticator

You will first need to download an authenticator application. We recommend using Google Authenticator, which can be downloaded from the App Store (for Apple users) or the Google Play Store (for Android/Microsoft users). The authenticator must be installed on a mobile device with an active internet connection.

For Apple users:

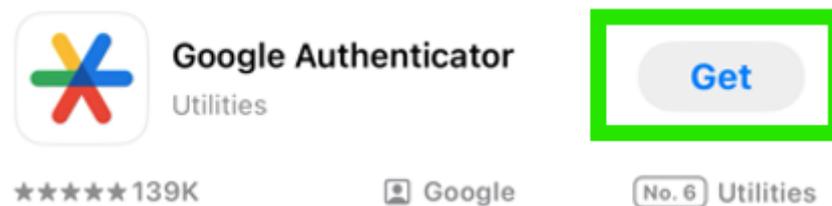
1. Open the App Store on your iPhone or iPad. It's the blue icon with a white "A"  in your app list.
2. Tap Search. It's the magnifying glass icon at the bottom right corner.



3. Type 'Google Authenticator' into the Search bar and tap search. This displays a list of matching search results.



4. Tap 'GET'. Depending on your settings, you may have to verify your PIN or approve the download. When the download is complete, the 'GET' button will change to 'Open', and Authenticator's icon will be added to your app list.

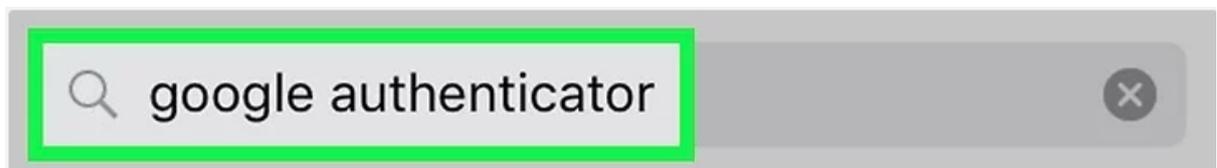


For Android users:

1. Open the Play Store on your Android. It's the multicolour triangle icon labelled "Play Store" in your app list.



2. Type 'Google Authenticator' into the Search bar and tap search. This displays a list of matching search results.



3. Tap the green Install button. Depending on your settings, you may have to verify your PIN or approve the download. When the download is complete, the "Install" button will change to "Open," and Authenticator's icon will be added to your app list.



Google Authenticator
Google LLC

3.7★

619K reviews

100M+

Downloads

3

PEGI 3 ⓘ

Install on more devices

➤ Setting up your Authenticator

When you first open Google Authenticator app, you will see this screen:



Stronger security with Google Authenticator

Get verification codes for all your accounts using
2-Step Verification

Get started



- Click 'Get started'



Welcome to Google Authenticator

Sign in to back up your codes to your Google Account



A user profile card featuring a pink circular profile picture with the letter 'J', a blacked-out name, and a dropdown arrow on the right. Below the card is a blue button with the text "Continue as" followed by a blacked-out name.

[Use Authenticator without an account](#)

- You can either log into your google account or click "Use Authenticator without an account"

➤ **First time login in – Registering your authenticator**

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:

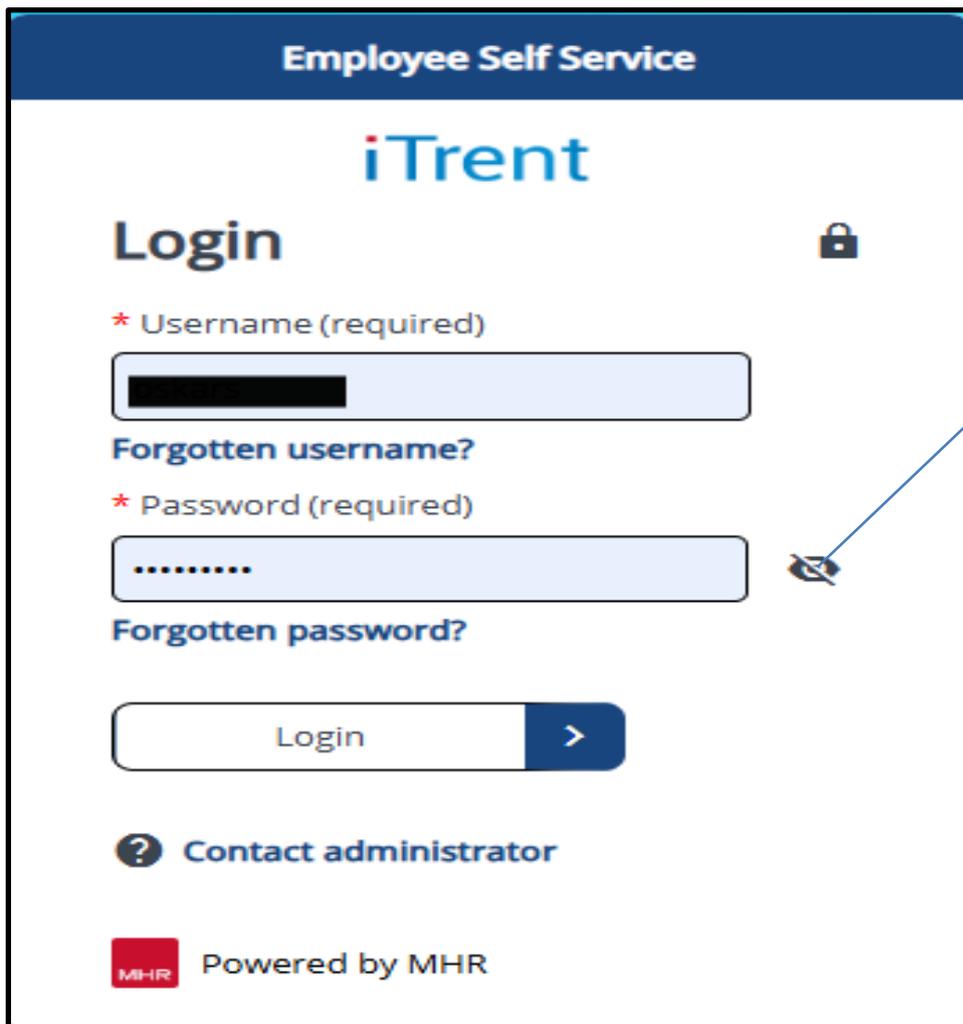
Contract of Employment

If you have any questions please contact hrsupport@westlothian.gov.uk

I agree to the above privacy statement.

[Accept privacy statement](#)

[Click here to log in](#)



You can select this icon to toggle the visibility of your password

- 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 with no spaces).
- 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.

After clicking on login, you are required to choose a new password. Please note that your password must have at least 8 characters and must contain alpha, numeric and upper lower-case letters.

- Passwords expire after 90 days.
- Password will deactivate after three unsuccessful attempts (invalid login will keep appearing) If this happens please use the Forgotten password process.

 You must change your password before you can continue.

iTrent

Change password

* New password (required)



* Confirm password (required)



 [Contact administrator](#)

After successfully changing your password, you will be required to register your authenticator. This can be completed in one of two ways: by scanning the QR code with your phone's camera, or by manually entering the authentication key.

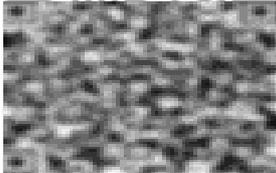
[Please click here for instructions on how to download and install an authenticator](#)

Employee Self Service

iTrent

Secure your account.

To help protect your account, you are now required to register for multi-factor authentication.

1. Install a recommended authentication app on your mobile device.
  
2. Open the app and add a new account by scanning this QR code.


If you are unable to scan the QR code, you can add an account manually instead by entering the key below into your app. You can set any account name, just make sure it is something that you remember.



3. ***** Please enter the verification code shown in your app below.
(required)

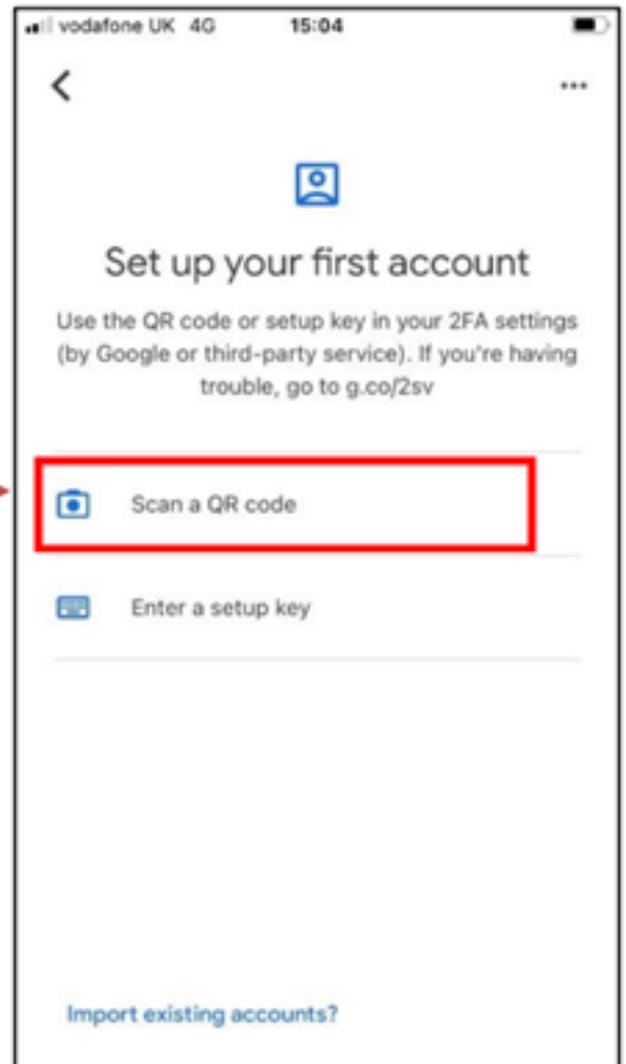
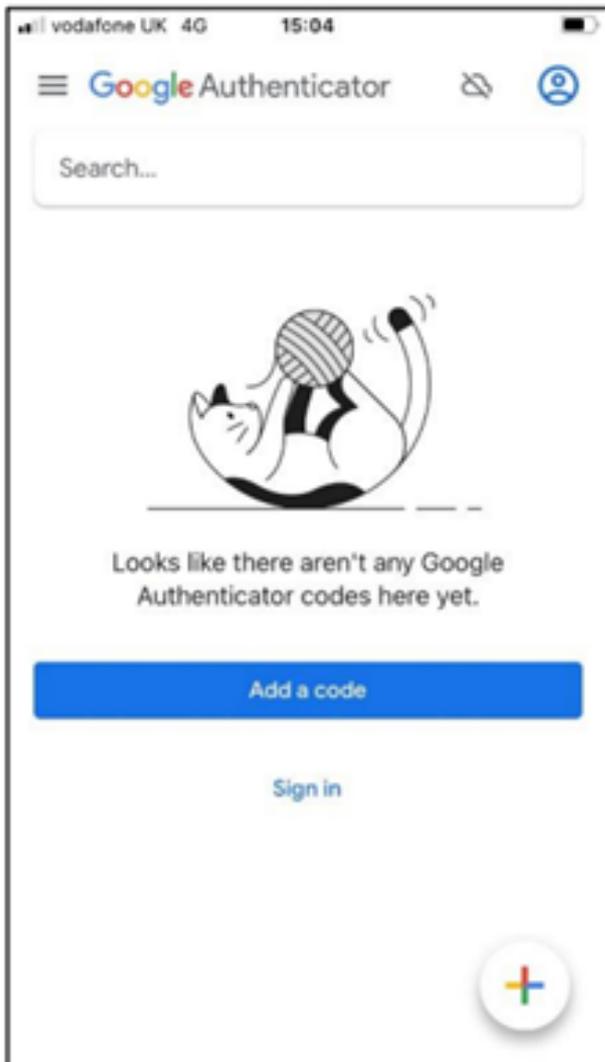


 [What is multi-factor authentication?](#)

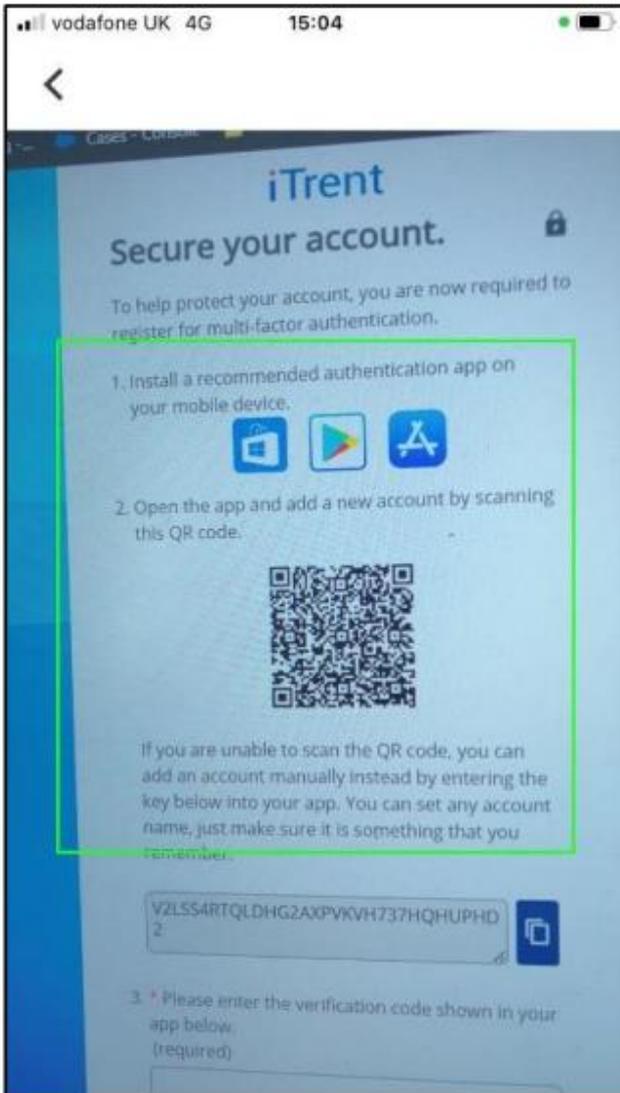
 Powered by MHR

➤ How to scan QR code

- Open your Authenticator

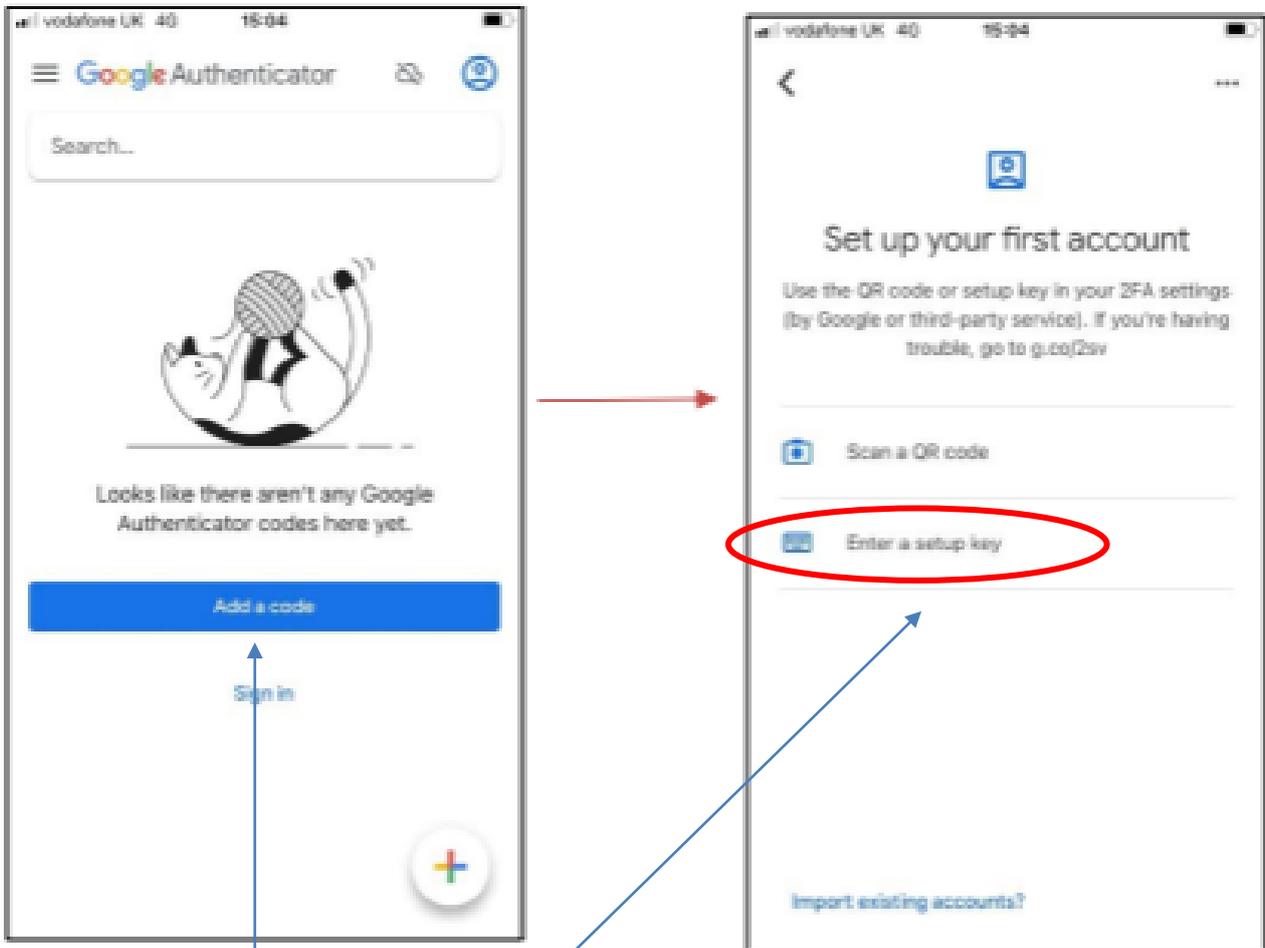


- Click "Add a code", followed by "Scan QR code". This will open your device's camera.



- Point the device's camera towards the QR code. This will scan and create an account in the authenticator app.
- The name and user email will be shown against this account. The six-digit verification code will now be available for input.
- Depending on your device settings, you may be prompted to allow the authenticator application to access your camera. Please select "Allow" to proceed.

➤ **How to manually enter key for verification**



- Click Add a Code
- Click Enter a setup key

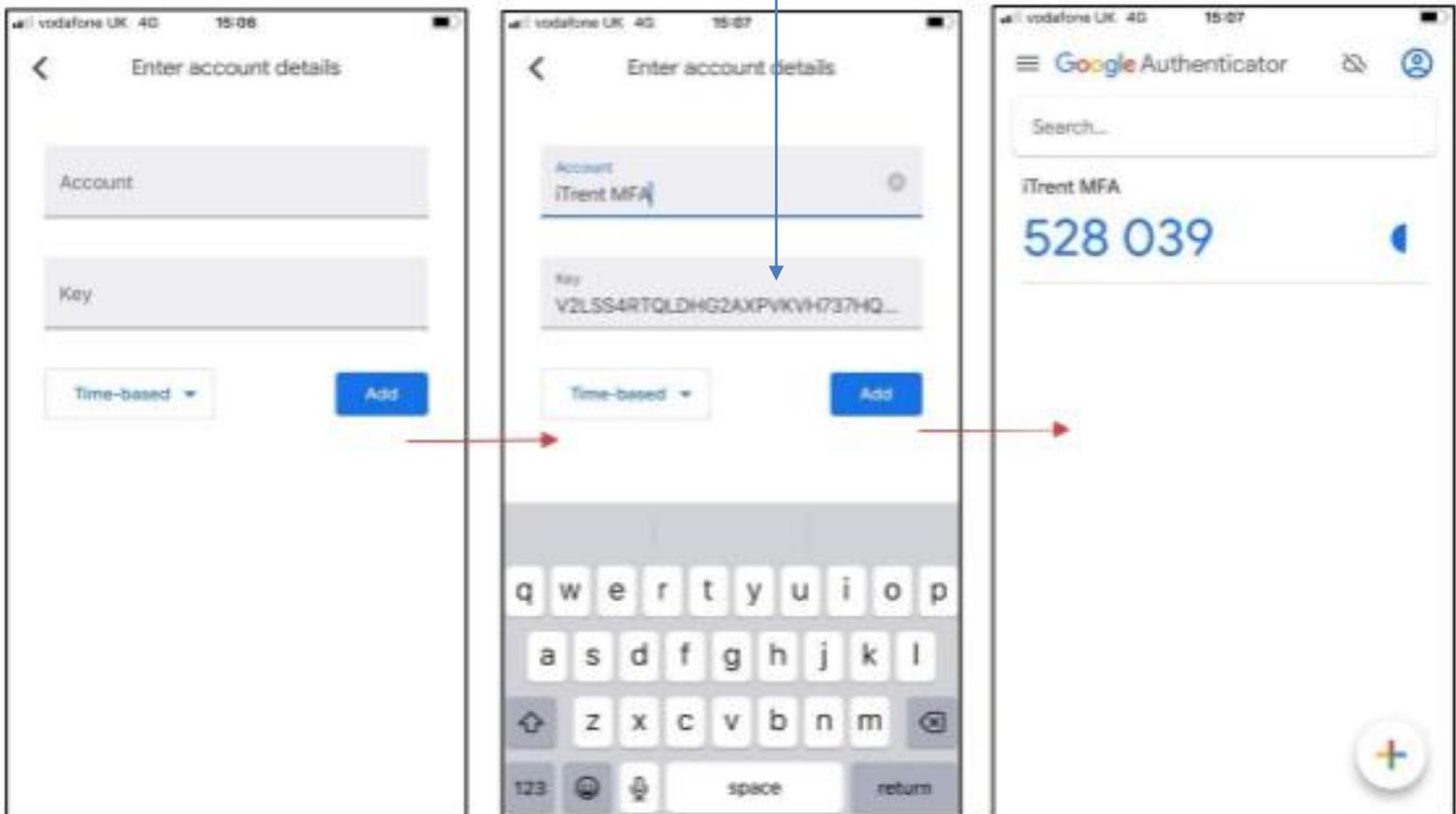


If you are unable to scan the QR code, you can add an account manually instead by entering the key below into your app. You can set any account name, just make sure it is something that you remember.

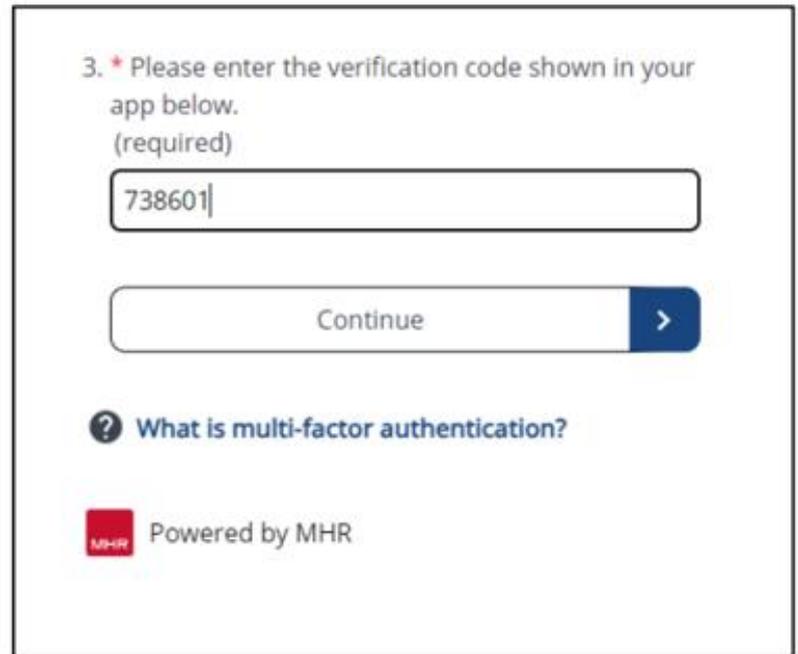
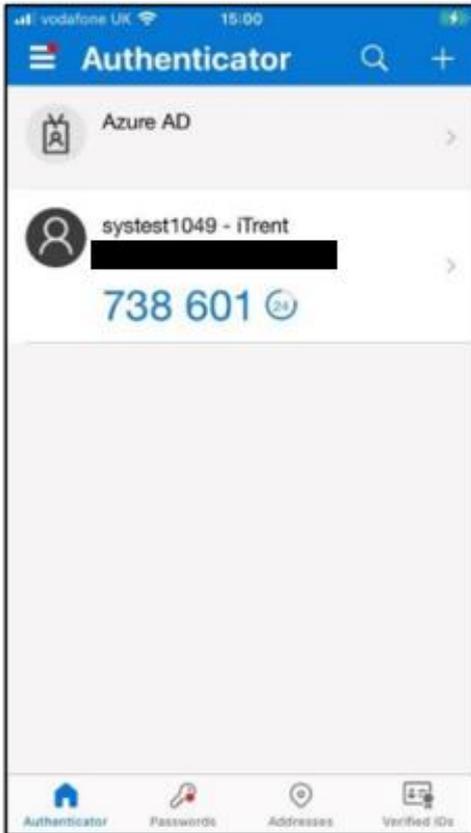
6235LRZJEGBX3IY5WFCWKRXMVTL355UD



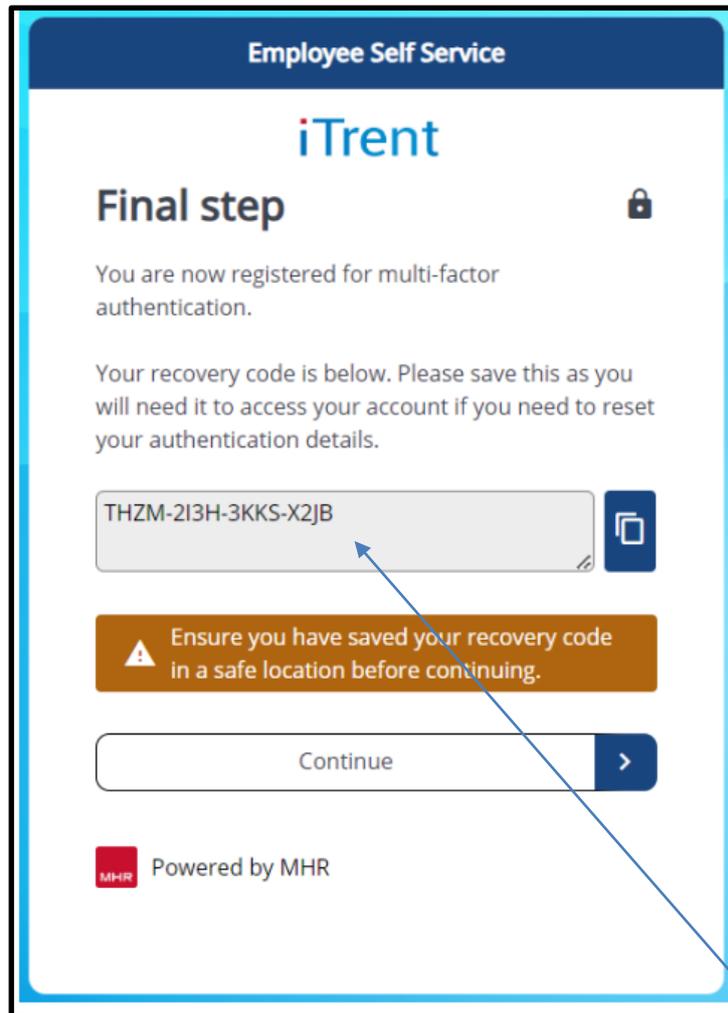
- The key (which can be seen from the "Secure your account" screen) should be copied into the "Key" field.



- Any account name can be given; however, it is recommended to use something identifiable as the name will be shown against this account (iTrent MFA, for example). Select "Time based".
- Press 'Add' to create the account. The six-digit verification code will now be available for input. It refreshes every 30 seconds and will be available to view every time you open the app.



- Enter the six-digit verification code generated by the authenticator app on your device to gain access. It is important to note that you should NOT put a space between the digits. So, in the example above, you would type in 738601 not 738 601.



Once your authenticator has been successfully added, you will be given a recovery code. Take note of the recovery code and store it in a safe place as you may need it to re-register your authenticator app details.

➤ How to log in using email authentication method

In order to log in using the email authentication method, please email myhr@westlothian.gov.uk and explain that you require this to be switched on. Please note that by default users are required to log in using the authentication app. We would only apply the email authentication method if you do not have access to a smartphone with apps. The process for setting up the authenticator application has been clearly documented and is strongly recommended to ensure optimal account security.

For security purposes, we require two different email addresses. This ensures that the password reset and authentication processes cannot be completed through the same method. Please note that the email address used to reset your main password is the original email address that was used to set up your account. This is different from the email address that will be applied for MFA purposes.

Once we have confirmed that email authentication has been enabled for your account, please navigate to the login page and sign in as usual using your 7-digit employee number as your username and your primary password. If you receive an “invalid login” error message, this indicates that incorrect credentials have been entered. You have three login attempts before the system locks your account. To reset your primary password, please click [here](#) for guidance.

The system will then send an automated email containing a 6-digit verification code to your registered MFA email address. Please enter this code on the verification screen shown below. If you do not receive the email within five minutes, please select the “Resend email” option to trigger it again.

The image displays two screenshots of the iTrent application interface, connected by a right-pointing arrow. The left screenshot is titled "iTrent application" and "Login". It features the iTrent logo, a lock icon, and two input fields: "* Username (required)" and "* Password (required)". Below the password field is a "Forgotten password?" link. A "Login" button with a right arrow is at the bottom. A "Contact administrator" link is also present. The right screenshot is titled "Employee Self Service" and "Verify". It features the iTrent logo, a lock icon, and a message: "* We have sent a verification code to your email address. Please enter this in the field below. (required)". Below this is a single-line input field. A "Continue" button with a right arrow and a "Resend email" button are at the bottom. Both screenshots include the "Powered by MHR" logo at the bottom left.

➤ Multi-factor Authentication frequently asked questions

Please find below a list of common questions that may arise when using Multi-Factor Authentication (MFA):

What should I do if I lose my phone?

You can reset your Authenticator via the re-register option. You will require your recovery code in order to do this. Please see [here](#) for guidance.

What if I leave my phone at home?

In urgent cases, we may temporarily switch your authentication method to email. This is subject to approval, as changing authentication methods may pose a security risk. Where possible, you may be asked to wait until you have access to your phone.

What if my phone is stolen?

Notify MyHr@westlothian.gov.uk immediately. Your account may be temporarily disabled to prevent unauthorised access. Once you have a replacement device, you will be required to re-register MFA.

What if I lost my recovery code?

Contact MyHr@westlothian.gov.uk stating this and we will force a reset.

What if my phone battery is dead?

You will need to recharge your phone in order to access the authenticator app and complete sign-in.

Can I switch my MFA device later?

Yes. You can re-register MFA on a new device using your recovery code.

Can I switch from email-based MFA to app-based MFA at a later stage?

Yes. Please email us on MyHr@westlothian.gov.uk and request that the app-based MFA method be enabled.

What if I change phones or reinstall the app?

If you change phones, reinstall the app, or accidentally remove it, you can re-register using your recovery code.

What if my phone screen is damaged?

You will need to repair the screen or obtain a replacement phone. If you receive a new phone, you can re-register using your recovery code.

Which authentication apps are supported?

We currently support Google Authenticator. Other apps, such as Microsoft Authenticator, may also work but are not officially supported.

Can I use the app on my personal device?

Yes. You may use a personal smartphone with a valid internet connection.

What if I do not have a smartphone?

If you do not have access to a smartphone, your account may be configured to use email based authentication. However, the use of an authenticator application is strongly recommended, as it provides a higher level of security and better protects your data.

What if I do not have internet access on my phone?

An internet connection is required to set up the authenticator app and to receive authentication codes.

Can I use more than one device for MFA?

No. Only one device can be registered for MFA at a time.

Why am I not receiving a verification code?

This may be caused by an incorrect setup, lack of internet access, disabled notifications, or other technical issues. Please contact MyHr@westlothian.gov.uk for further support.

What should I do if my authentication code does not work?

Please re-register your authenticator app using your recovery code.

4. Account reset options

An 'Invalid login' message will appear after the first incorrect password attempt, and it will continue to appear with each subsequent incorrect attempt. This message does not mean that your account is invalid. It indicates that you are entering incorrect details. After 3 failed attempts, your account will be locked, and you will need to use the 'Forgot Password' option to unlock it. Please ensure that you have no password saved to your device and that you are keying in the correct password when logging in. If you require extra guidance on how to remove saved password then please let us know by emailing myhr@westlothian.gov.uk.

➤ 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 unable to access Authenticator / Lost Authenticator code / Lost recovery code?**

- **Scenario 1 – Forgot main log in password**

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

Employee Self Service

iTrent

Login

* Username (required)

Forgotten username?

* Password (required)

Forgotten password?

Login

Contact administrator

Powered by MHR

iTrent

Forgotten password

* Username (required)

* Email address (required)

Email > Cancel

[Contact administrator](#)

- Enter your username – this is your 7-digit employee number
- Enter your myHR email address in Email address field
- Click the 'Email' button to initiate the forgotten password option

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

If the username and email address supplied match those in the system and the email provided is not used for email authentication, an email containing a link to reset your password will be sent to the email address, and should be received within the next 15 minutes.

iTrent

Forgotten password

* Username (required)

* Email address (required)

Email > Cancel

[Contact administrator](#)

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
- e-payslip: Request via 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 30 minutes.

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 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.

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

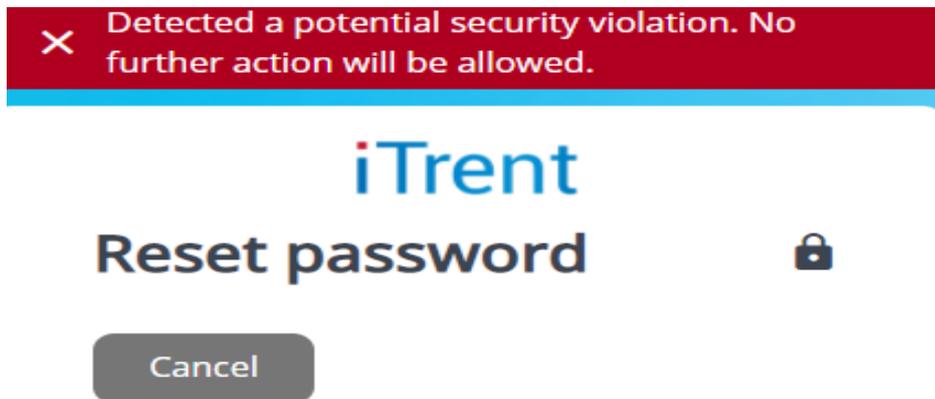
iTrent
Reset password 

* New password (required) 

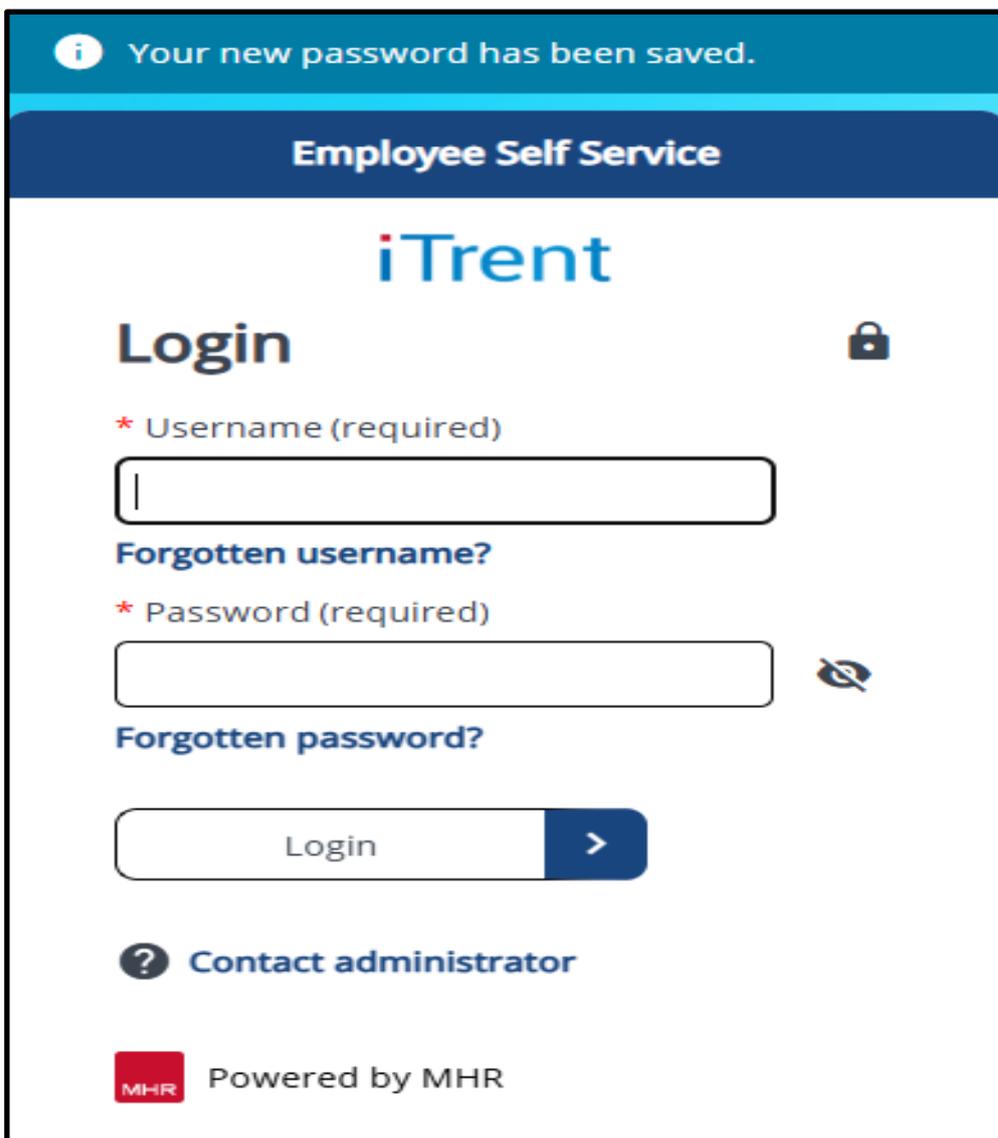
* Confirm password (required) 

Save **Cancel**

If you do not reset your password within the 30-minute time limit you will receive the following warning message. You will have to start the Forgotten password reset process again.



When you successfully change your password, this screen is displayed



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 – Unable to access Authenticator / Lost Authenticator Code / Lost recovery code

If access to your authenticator is lost, you can reset it using the “Re-register” option. You will need your recovery code, which was issued when you first set up your authenticator.

To begin, please log in as usual using your username and password. Once logged in, click on the “Re-register” option, as shown below.

iTrent application

iTrent

Login

* Username (required)

Forgotten username?

* Password (required)

Forgotten password?

Login

Contact administrator

MHR Powered by MHR

iTrent application

iTrent

Verify

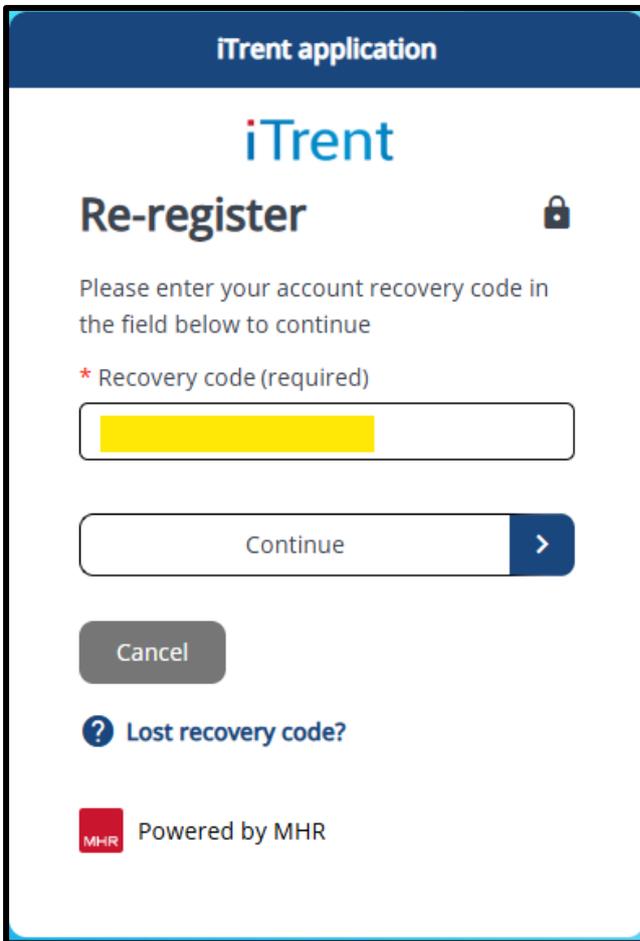
* Please enter the verification code from your authenticator app in the field below. (required)

Continue

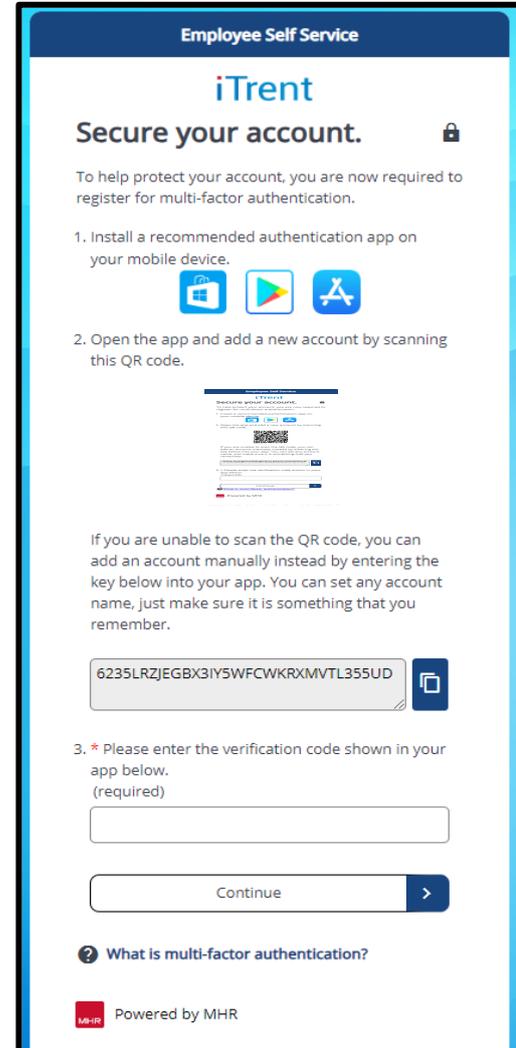
Re-register

MHR Powered by MHR

You are then required to key in your recovery code. Entering the correct recovery code and pressing 'Continue' will take you back to the 'Secure your account' registration form.



The screenshot shows the 'iTrent application' interface. At the top, it says 'iTrent application' in a blue header. Below that is the 'iTrent' logo. The main heading is 'Re-register' with a lock icon. The text says 'Please enter your account recovery code in the field below to continue'. There is a red asterisk and the text '* Recovery code (required)'. Below this is a text input field with a yellow highlight. Underneath is a 'Continue' button with a right-pointing arrow. To the left of the 'Continue' button is a 'Cancel' button. Below the 'Continue' button is a link with a question mark icon: 'Lost recovery code?'. At the bottom left is the MHR logo and the text 'Powered by MHR'.



The screenshot shows the 'Employee Self Service' interface. At the top, it says 'Employee Self Service' in a blue header. Below that is the 'iTrent' logo. The main heading is 'Secure your account.' with a lock icon. The text says 'To help protect your account, you are now required to register for multi-factor authentication.' There are two numbered steps: 1. 'Install a recommended authentication app on your mobile device.' with icons for Microsoft, Google, and Apple. 2. 'Open the app and add a new account by scanning this QR code.' with a QR code image. Below the QR code is a text box containing the alphanumeric code '6235LRZJEGBX3IY5WFCWKRXMVTL355UD' and a copy icon. Step 3 says '* Please enter the verification code shown in your app below. (required)'. Below this is a text input field. At the bottom is a 'Continue' button with a right-pointing arrow. There is also a link with a question mark icon: 'What is multi-factor authentication?'. At the bottom left is the MHR logo and the text 'Powered by MHR'.

Once your recovery code has been accepted, you will be required to re-register your authenticator. Please refer to "[First time login – registering with your authenticator](#)" for guidance on completing the re-registration process.

The existing registration details will only be replaced at the point of successful re-registration i.e., pressing 'Continue' on the secure your account form with a new six-digit verification code.

If you have lost your **recovery code**, please contact MyHr@westlothian.gov.uk, stating this clearly and including your employee number (7-digit username).

➤ Unable to login using the email verification method

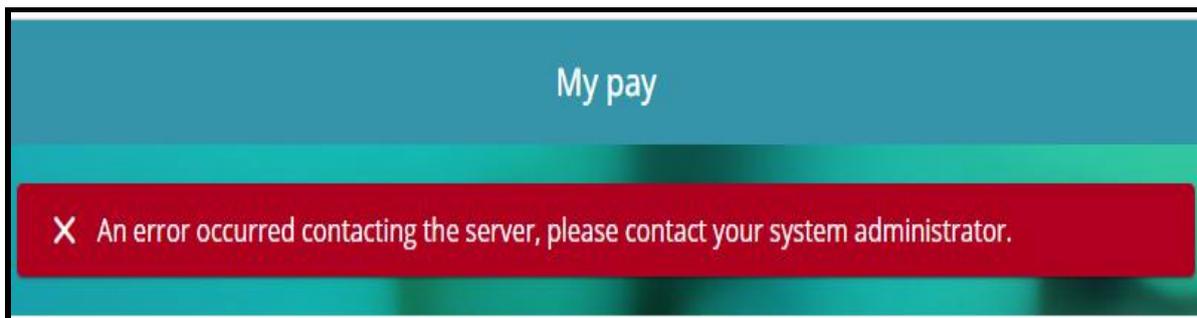
For the email verification method, users do not have access to the Re-register option. If you have lost access to your email account, please contact myhr@westlothian.gov.uk, clearly stating the issue and including your employee number (7-digit username).

A member of the team will ask you a series of security questions to verify your identity and will then update your email address accordingly. Once updated, your new authentication code will be sent to the newly updated email address.

5. Home Page

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

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

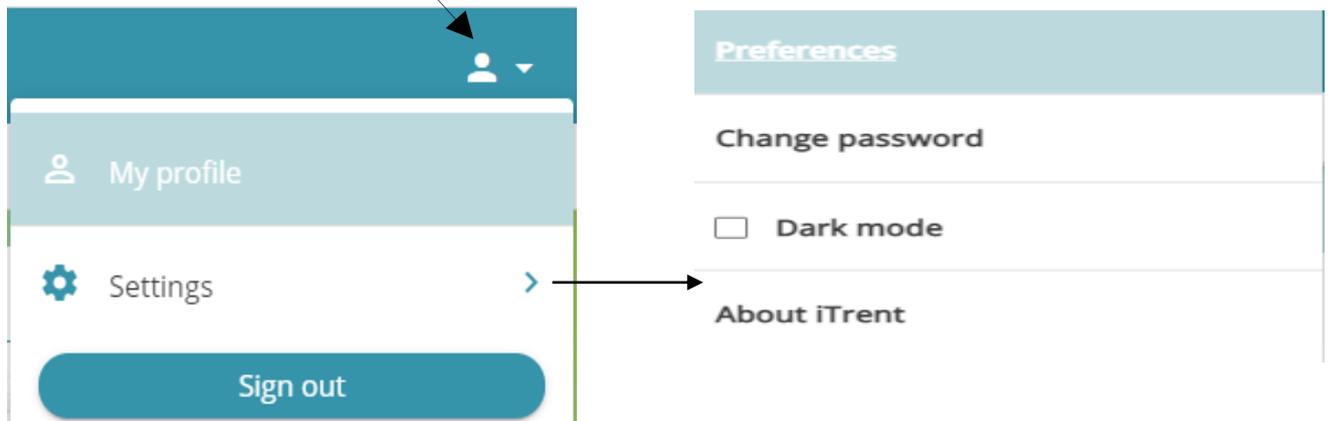
The screenshot shows a user's home dashboard. At the top, there's a navigation bar with 'Home', 'Dashboard', and 'News'. A user profile icon is on the left. Below the navigation, a welcome message says 'Good afternoon [redacted] welcome back'. A 'Reorder dashboard' button is present. The main content area is divided into several sections: 'Latest company news' with three cards for 'Help', 'myHR Information', and 'Covid 19 Reminder'; 'Holiday' section showing '180 Hours available' and a 'Book holiday' button; 'Latest payslips' with two PDF documents for '29 Jan 2026' and '25 Dec 2025'; and 'Latest time & expenses' section. On the right, there's a calendar for 'Events present' in 2026, showing the current date as the 11th of February. Below the calendar, there's a 'My events' list with one event on '11 Feb 2026' for 'Working day' lasting '07:12 hours'.

This screenshot shows a detailed view of the absence management section. It features two main panels: 'Sickness' and 'Other absence'. The 'Sickness' panel includes a 'View all sickness' link and a 'View sickness in calendar' button. The 'Other absence' panel includes a 'View all other absence' link, an '+ Add other absence' button, and a 'View other absence in calendar' button. To the right, there's a summary of absence claims: 16 Authorised (green checkmark), 0 Awaiting authorisation (hourglass icon), 2 Provisional (hourglass icon), and 0 Errors (red exclamation mark icon). Below this summary is an '+ Add claim' button. On the far right, there's a calendar snippet showing an event on '11 Oct 2022' for 'Holiday' lasting 'All day'.

➤ Utility menu

The utility menu can be accessed from the home page and is located in the top right corner of the page (person icon). From this menu, you can perform the following actions:

- View your profile
- Set your preferences for the site (customise date format)
- Change your main password
- Toggle dark mode view



- ❖ Passwords expire after 90 days
- ❖ 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
- ❖ 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**

➤ Dark mode

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

➤ **Dashboards**

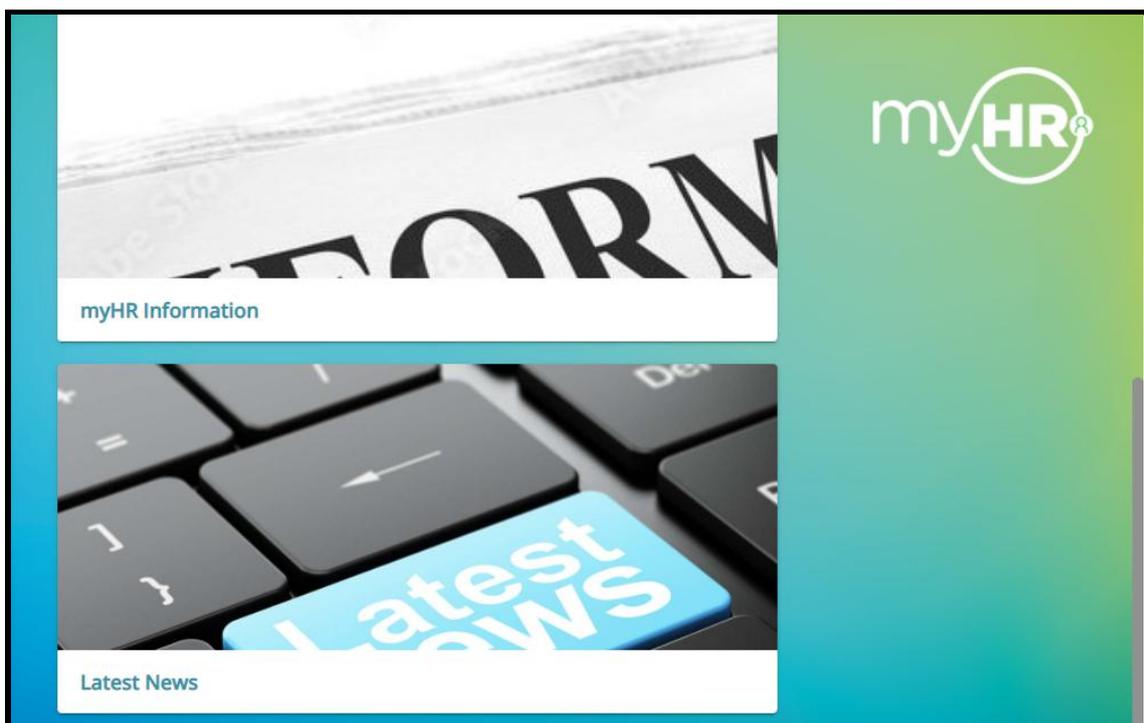
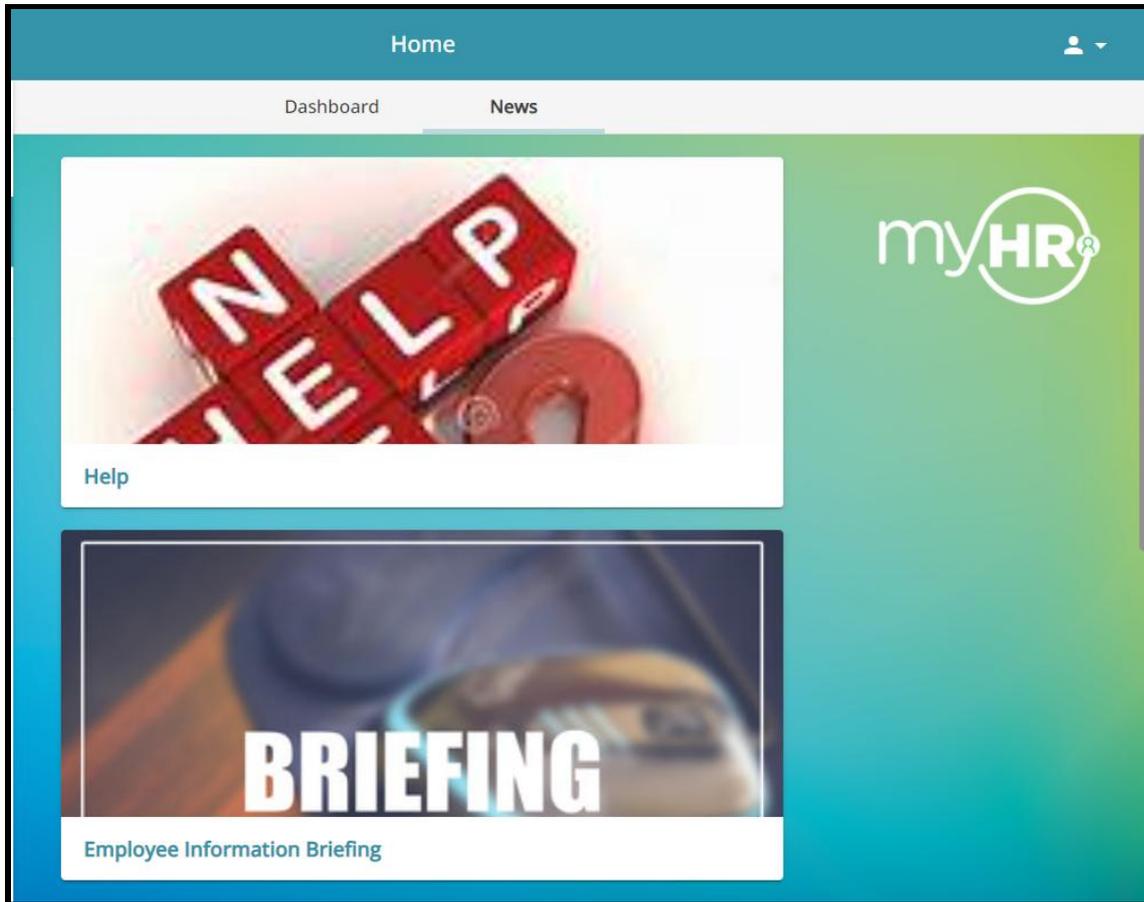
Displays the latest company news which you can view by clicking on the arrows under the cards displayed.

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 >](#)

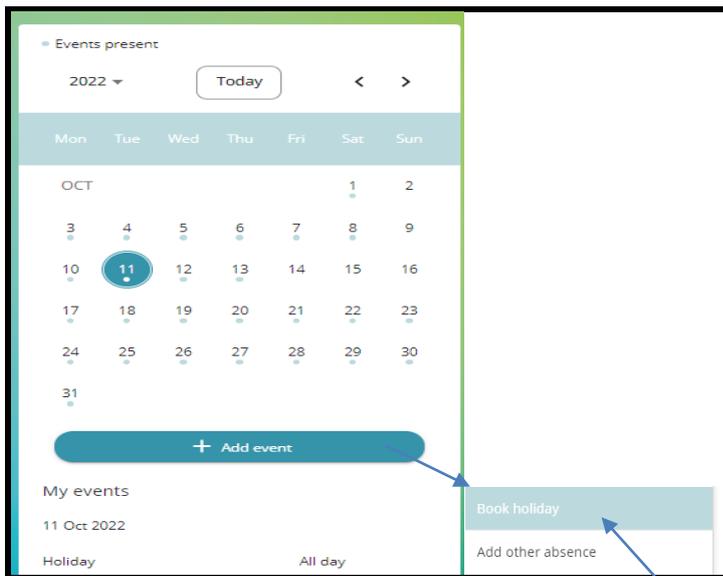
You will be able to view your data, including:

- 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

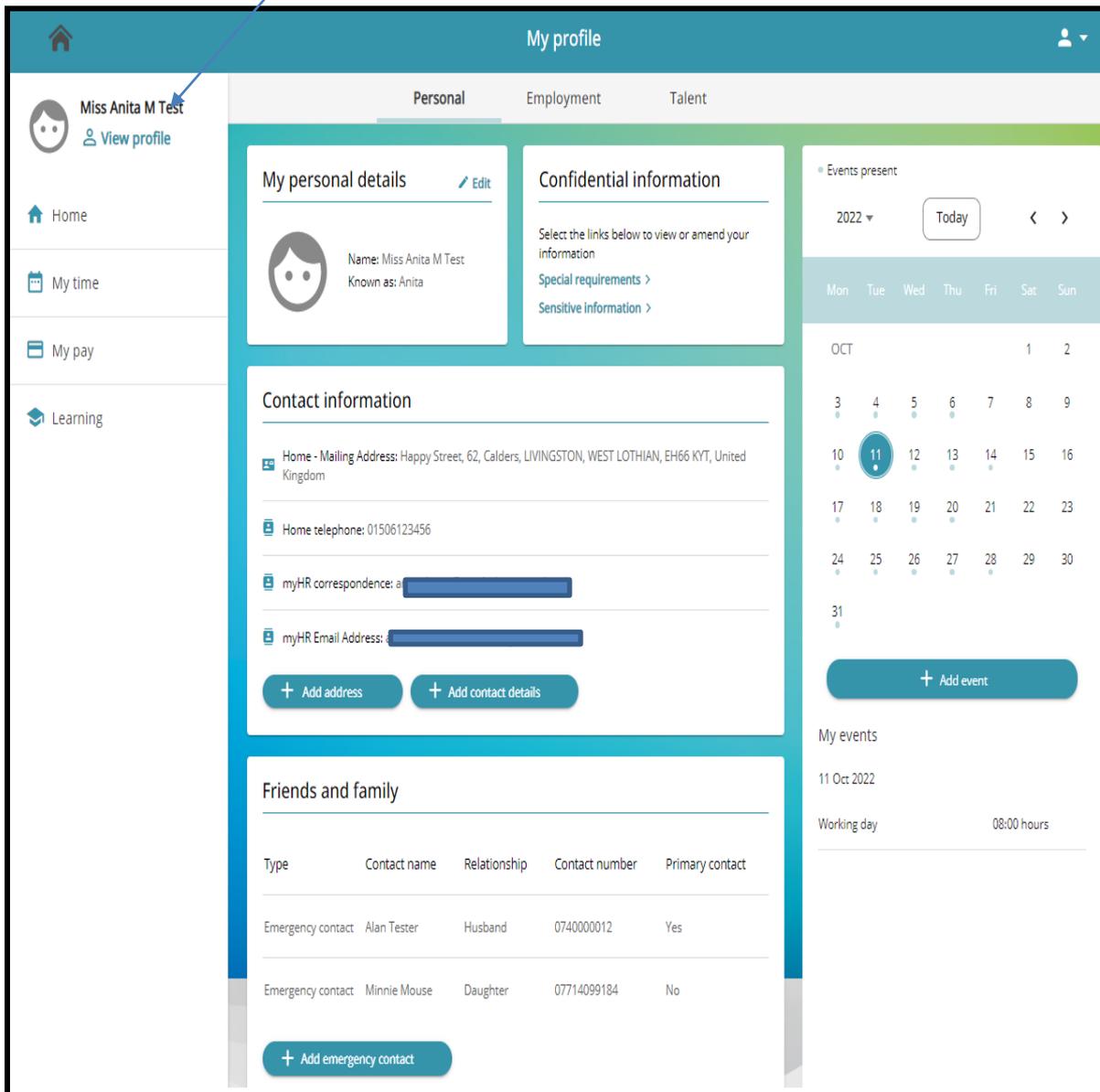
In Add event you can book a holiday and add a Other absence here.

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.



My personal details [Edit](#)

Name: Miss Anita M Test
Known as: Anita

Confidential information

Select the links below to view or amend your information

[Special requirements >](#)
[Sensitive information >](#)

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](#)

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

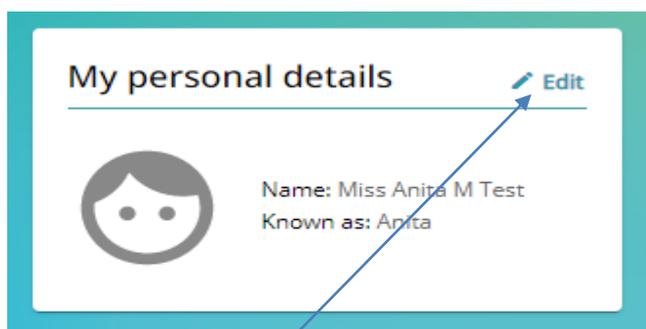
11 Oct 2022

Working day 08:00 hours

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

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 navigation bar with a back arrow and the text "Back to Personal". The main content area is titled "Special requirements". Under this title, there is a section labeled "Special request information" followed by a large, empty text input field. Below this field is a checkbox labeled "Mobility constraints". Underneath the checkbox is another section labeled "Mobility constraints details" followed by another 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 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

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

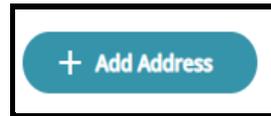
Post town
LIVINGSTON

County
WEST LOTHIAN

Country
United Kingdom

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

Save



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



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

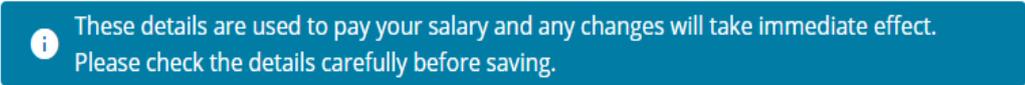
This page shows the bank details that are used to pay you.

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 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

My employment

Period of employment	Position	Department
31 Jul 1989 - present	Section Leader	Systems and Information Team

Current job details

Job details

Department Systems and Information Team	Position reference J0000382
Position name Section Leader	Start date (dd/mm/yyyy) 31/07/1989
Payroll reference [REDACTED]	Contractual hours 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
- ❖ Please email 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.

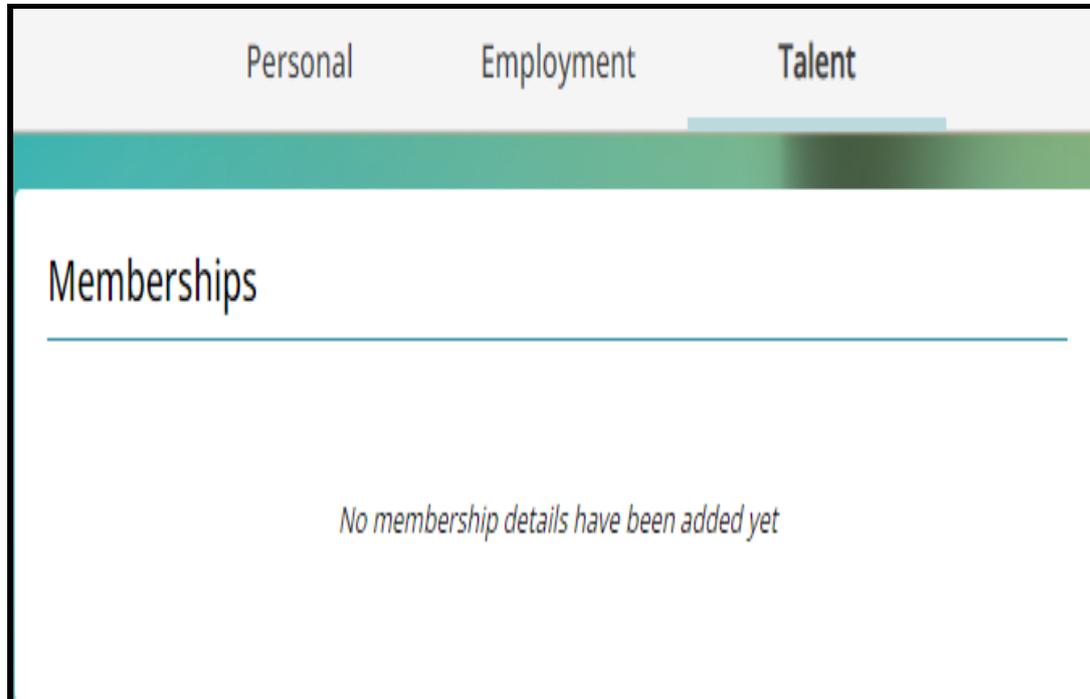
Also, to allow any late payments to be processed for you by payroll.

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 is divided into a left-hand navigation menu and a main content area. The navigation menu includes 'Home', 'My time' (highlighted), 'My pay', and 'Learning'. The main content area is titled 'My time' and has tabs for 'Overview' and 'Calendar'. The 'Overview' tab is active, showing a 'Holiday' section with a large circular gauge indicating '101.8 Hours available'. Below this, there is a 'View balances' button and a notification that the next booked holiday is on Wednesday 02 March 2022, with a 'Book holiday' button. The 'Sickness' section includes a 'View all sickness' link and a 'View sickness in calendar' button. The 'Other absence' section includes a 'View all other absence' link, 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)**

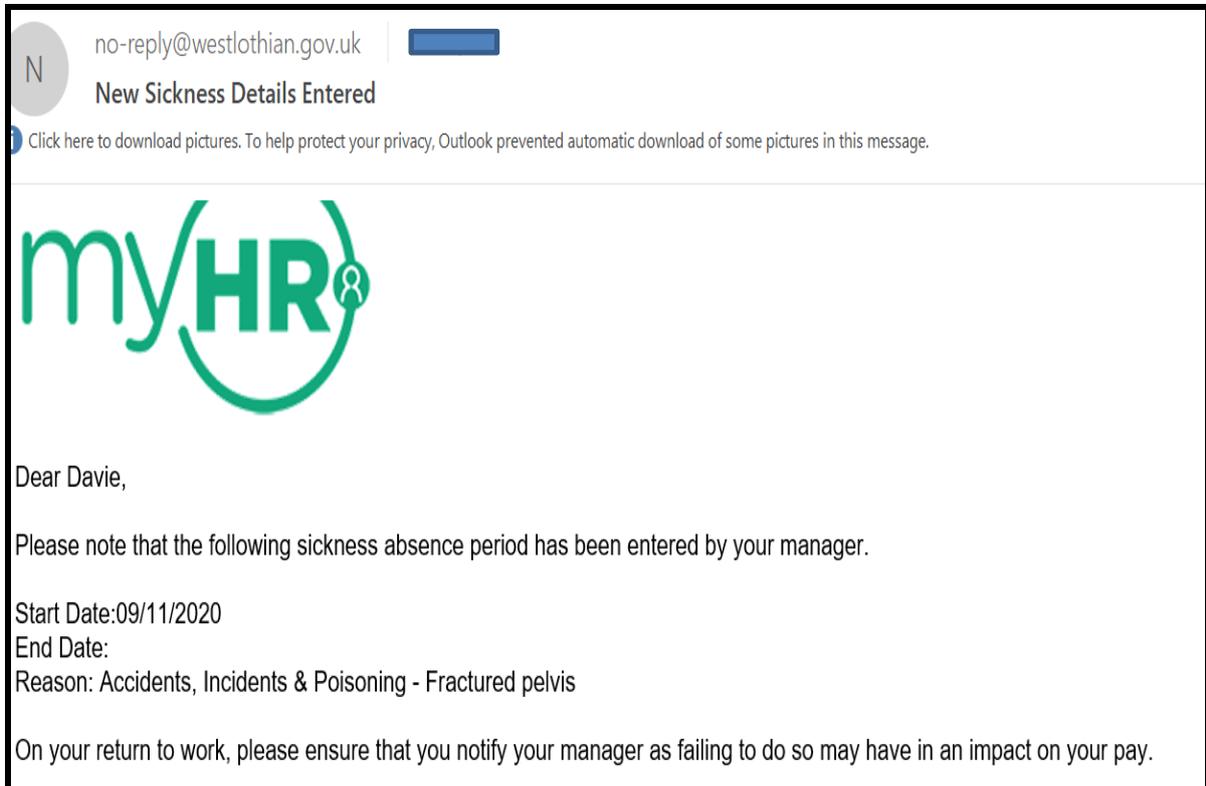
Full day

*** 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 × ▾

Absence reason

Paid - Court Witness × ▾

Hide absence reason

*** Absence period (required)**

Full day × ▾

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

02/03/2022 

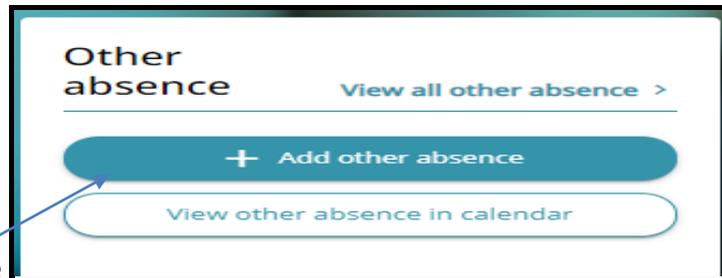
Position

Section Leader (), Systems and Information Team, 300... × ▾

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

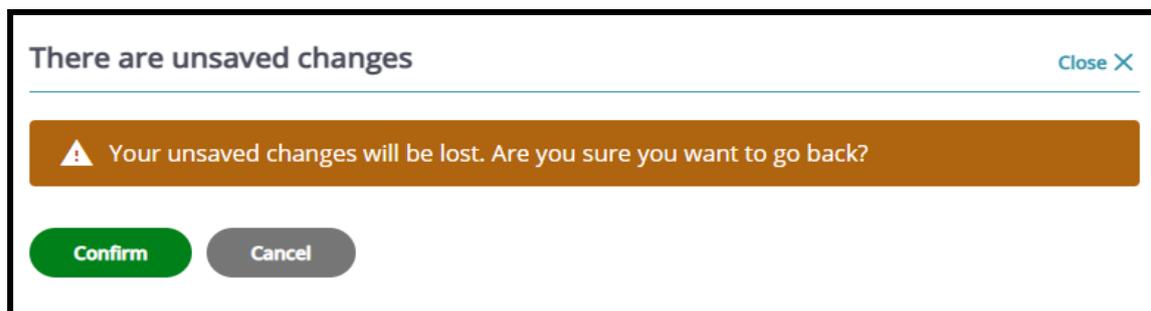
Hours absent

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.

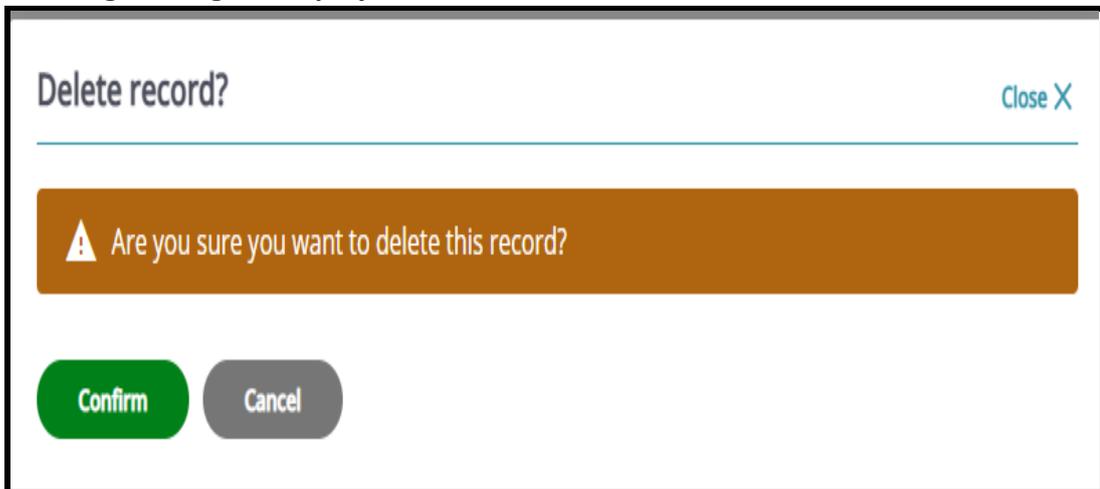
Delete a Other absence request

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. The form is titled "Other Paid Leave" and includes the following fields and options:

- Absence reason:** A dropdown menu with "Paid - Bereavement Leave" selected.
- Hide absence reason**
- * Absence period (required):** A dropdown menu with "Full day" selected.
- * Start date (dd/mm/yyyy) (required):** A date input field with "01/03/2022" and a calendar icon.
- * Position (required):** A dropdown menu with a search bar and a list of job titles. The list includes:
 - <All Jobs>
 - Cleaner (Mrs Anita M TESTER2, Civic Centre, [redacted], J0009818) (Current)
 - Domestic (M [redacted], Deans House, [redacted], J12096) (Current)
 - Supply/Casual (, Supply (Social Policy), [redacted], J0013099) (Current)

At the bottom of the form, there are three buttons: "Save" (green), "Cancel" (grey), and "+ Add other absence" (blue).

- 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

<All Jobs>

Cleaner (Mrs Anita M TESTER2, Civic Centre, [REDACTED], J0009818) (Current)

Domestic (Ms [REDACTED]'s House, [REDACTED] J0012096) (Current)

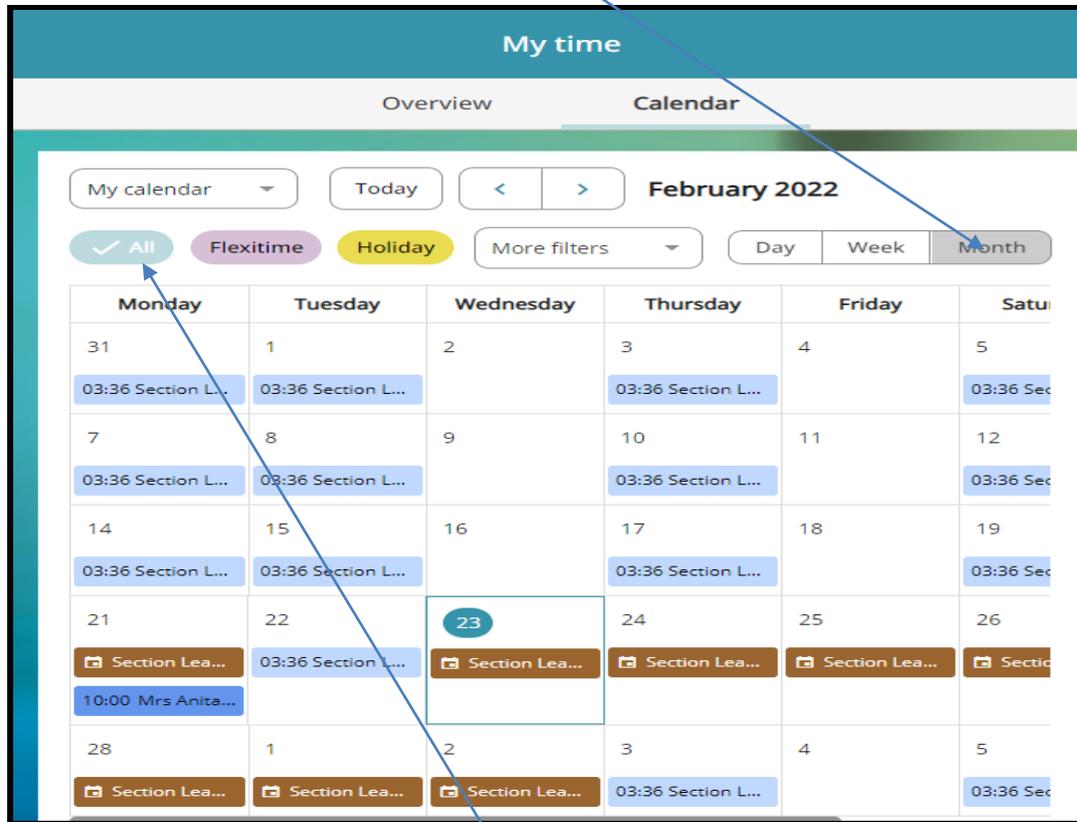
Supply/Casual (, Supply (Social Policy), [REDACTED], J0013099) (Current)

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'. Below the tabs, there is a navigation area with a dropdown menu set to 'My calendar', a 'Today' button, and navigation arrows. The calendar title is 'February 2022'. On the left, there are filter buttons: 'All', 'Flexitime', and 'Holiday'. A filter menu is open, showing a list of categories with checkboxes: 'Adoption' (unchecked), 'Bank holidays' (unchecked), 'Company holidays' (unchecked), 'Maternity/paternity' (unchecked), 'Other' (unchecked), and 'Working patterns' (checked). The calendar grid shows days from 31st to 5th. Blue bars representing events are visible on several days, with the text '03:36 Section L...' partially visible. The date 23rd is highlighted with a teal circle.

My pay

The screenshot displays the 'My pay' interface. At the top, there are tabs for 'My pay' and 'Time & Expenses'. The user profile 'Mrs Anita M TESTER2' is visible, along with a 'View profile' link. The left sidebar contains navigation options: 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)', a 'Search' button, and a 'Download all' button. A table lists the following pay records:

Pay date	Net pay	Download
28 Nov 2019	1,423.40	Download
31 Oct 2019	956.62	Download
26 Sep 2019	1,347.84	Download
29 Aug 2019	1,387.96	Download
25 Jul 2019	0.00	Download

At the bottom of the page, a 'P60' section is partially 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.

The screenshot shows a web interface for viewing payslips. At the top, there is a header 'Payslips' and a link 'View my bank details >'. Below this is a blue information banner: 'Searching with neither Start date nor End date will return all payslips.' There are two date input fields: 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)', each with a calendar icon. Below the input fields are two buttons: 'Search' and 'Download all'. The main content is a table with three columns: 'Pay date', 'Net pay', and 'Download'. The table contains five rows of data. Below the table is a section for 'P60'. A blue arrow points from the 'P60' section to the 'Pay date' column header.

Pay date	Net pay	Download
28 Nov 2019	1,423.40	↓
31 Oct 2019	956.62	↓
26 Sep 2019	1,347.84	↓
29 Aug 2019	1,387.96	↓
25 Jul 2019	0.00	↓

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](#)

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

Payments	Deductions	This Period																																																																																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Payment</th> <th>U/T</th> <th>Rate</th> <th>Cash</th> </tr> </thead> <tbody> <tr><td>Mileage NT / West Lothian Council - Mileage</td><td></td><td></td><td>0.00</td></tr> <tr><td>Salary</td><td></td><td>17.04</td><td>1,138.44</td></tr> <tr><td>Holiday Overtime</td><td>77.28</td><td>0.083</td><td>6.41</td></tr> <tr><td>Holiday Overtime NP</td><td>318.6</td><td>0.083</td><td>26.44</td></tr> <tr><td>Nursery Staff Allowance SS</td><td></td><td></td><td>85.42</td></tr> <tr><td>Overtime SCET Plain (Back Pay)</td><td></td><td></td><td>-0.52</td></tr> <tr><td>Overtime Plain</td><td>5</td><td>15.56</td><td>77.80</td></tr> <tr><td>Overtime Time & Half</td><td>10</td><td>31.86</td><td>318.60</td></tr> <tr><td>Shift Allowance</td><td>0.1</td><td>1138.4424</td><td>113.84</td></tr> <tr><td>Contractual Overtime 1.5</td><td>5</td><td>25.56</td><td>127.80</td></tr> <tr><td>Contractual Overtime Double</td><td>1</td><td>34.08</td><td>34.08</td></tr> <tr><td>Contractual Overtime Percent</td><td>0.1</td><td>1138.4424</td><td>113.84</td></tr> <tr><td>Cycle to Work</td><td>125</td><td></td><td>-25.00</td></tr> <tr><td>Cycleplus</td><td>40</td><td></td><td>-20.00</td></tr> <tr><td>Other</td><td></td><td></td><td>128.83</td></tr> </tbody> </table>	Payment	U/T	Rate	Cash	Mileage NT / West Lothian Council - Mileage			0.00	Salary		17.04	1,138.44	Holiday Overtime	77.28	0.083	6.41	Holiday Overtime NP	318.6	0.083	26.44	Nursery Staff Allowance SS			85.42	Overtime SCET Plain (Back Pay)			-0.52	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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Deduction</th> <th>Rate</th> <th>Cash</th> </tr> </thead> <tbody> <tr><td>Tax</td><td></td><td>192.26</td></tr> <tr><td>NI - A</td><td></td><td>168.84</td></tr> <tr><td>Credit Union</td><td></td><td>220.00</td></tr> <tr><td>Social Club</td><td></td><td>2.00</td></tr> <tr><td>GMB</td><td></td><td>13.70</td></tr> <tr><td>LGPS (WLC)</td><td>6</td><td>105.78</td></tr> </tbody> </table>	Deduction	Rate	Cash	Tax		192.26	NI - A		168.84	Credit Union		220.00	Social Club		2.00	GMB		13.70	LGPS (WLC)	6	105.78	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Value</th> </tr> </thead> <tbody> <tr><td>Taxable Payments</td><td>2,020.20</td></tr> <tr><td>Pensionable Pay</td><td>3,656.03</td></tr> <tr><td>Employer's NI - A</td><td>194.16</td></tr> <tr><td>Employer's Pension Paid TP</td><td>767.77</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Year-to-date</th> </tr> <tr> <th>Description</th> <th>Value</th> </tr> </thead> <tbody> <tr><td>Tax Paid</td><td>1,910.35</td></tr> <tr><td>NI Paid - A</td><td>1,581.35</td></tr> <tr><td>Taxable Pay</td><td>17,930.62</td></tr> <tr><td>Niable Pay</td><td>16,881.94</td></tr> </tbody> </table>	Description	Value	Taxable Payments	2,020.20	Pensionable Pay	3,656.03	Employer's NI - A	194.16	Employer's Pension Paid TP	767.77	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
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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

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

Payments				Deductions		This Period	
Description	Units	Rate	Cash	Description	Cash	Description	Cash
Section Leader			83.33	Tax	192.26	Taxable Payments	2,020.20
Conserved Salary				NI - A	168.84	Pensionable Pay	3,656.03
Contractual Overtime 1.5	5.00	25.56	127.80	Section Leader		Employer's NI - A	194.16
Contractual Overtime Double	1.00	34.08	34.08	LGPS (WLC) (6.00%)	105.78	Employer's Pension	767.77
Contractual Overtime Percent	0.10	1138.44	113.84	Credit Union	220.00		
Cycle to Work		125.00	-25.00	Social Club	2.00		
Cycleplus		40.00	-20.00	GMB	13.70		
First Aid		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				

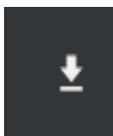
Year-to-date

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 myHR interface for Time & Expenses. At the top, there are tabs for 'My pay' and 'Time & Expenses'. The user profile 'Mrs Anita M TESTER2' is visible in the top left. The main content area shows a 'Time & Expenses' section with two filter buttons: 'In progress' (checked) and 'Authorised'. Below the filters are date range selectors for 'Start date (dd/mm/yyyy)' (28/01/2022) and 'End date (dd/mm/yyyy)' (28/02/2022), along with a 'Search' button. A table lists claims with columns: Claim name, Start date, Reference, Cut off date, and Status. The table contains four rows of test claims, each with a 'Summary' button. At the bottom, there is an 'Add claim' button. The myHR logo is on the right side of the interface.

On this page you can view which claims are in Progress



or 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 - today's 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 'Summary' button in the first row to the text 'Click on Summary- details of claim are displayed' in the instructions above. Another blue arrow points from the 'Summary' button in the first row to the 'Data Label: Public' text at the bottom of the page.

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
Total			9.78

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

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.

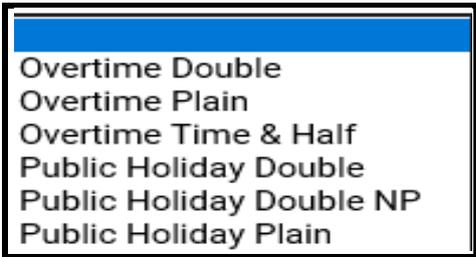
Employees

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.



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

The following payments can be claimed in myHR

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 1st 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

Claims this far in the future are not allowed

- ❖ System will not allow a Start Date in the future

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 1st 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

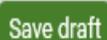
- In Element choose from drop down list what you are claiming for e.g. overtime plain
- Enter date – The date you enter is the date you worked the overtime hours
- Details – Input the reason for the overtime working
- Cost Centre – **Please leave Cost Centre field blank** - only time you should enter 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,



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

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

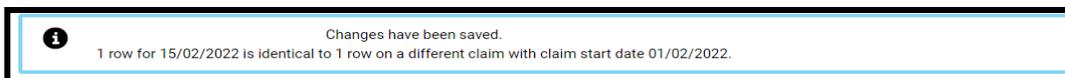
Password

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 I 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	

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

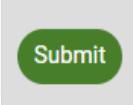
Please note when you enter From and To, it must be entered in a 24-hour clock format (20:00 is 8pm).

- 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,



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

Completed Sleep in claim

Element	Date	Cost Centre	Rate	No. of hours		Total		
				From	To			
Sleep In Hours	08/02/2022		<input type="text"/>	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

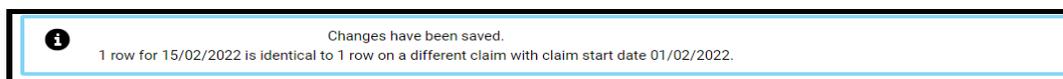
Password

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 1st 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

- Start date – enter 1st 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

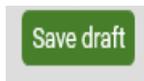
- Please choose
- Cleaner -
- Domestic -

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

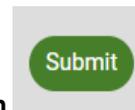
How to make a Mileage claim

- 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

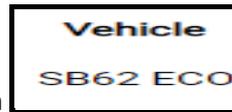
Vehicle	Scheme	Cost Centre
SB62 ECO	West Lothian Council - Mileage	

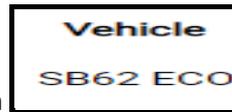
Date of Claim	Miles claimed	Journey From	Journey To	Reason for Journey
07/02/2022	5	Civic centre	Bathgate	team meeting

ⓧ + -

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

Default vehicle



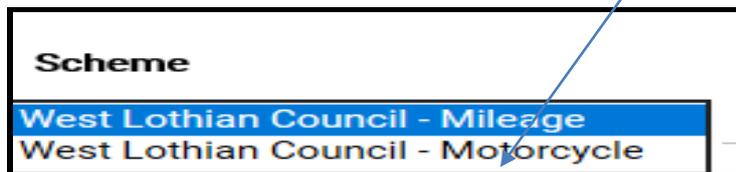
- ❖ Your default vehicle is displayed on claim form  if this is not the vehicle you want to claim mileage for – this can be changed by you in View profile – Private vehicle
- ❖ If you have not added your vehicle in Private Vehicles this error message will appear and you will not be able to make a claim 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 1st 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

- 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 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

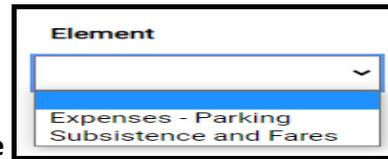
Page 1 | **Page 2**

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					

How to make an Expense claim

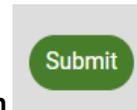


- Element – choose from dropdown type of expense
- Date - The date you enter is the date you want to claim expenses for
- Mode of Transport – Car /Bus/Taxi etc
- Cost Centre – **Please leave Cost Centre field blank** - only time you should enter anything here is if it is to be costed to a different cost 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



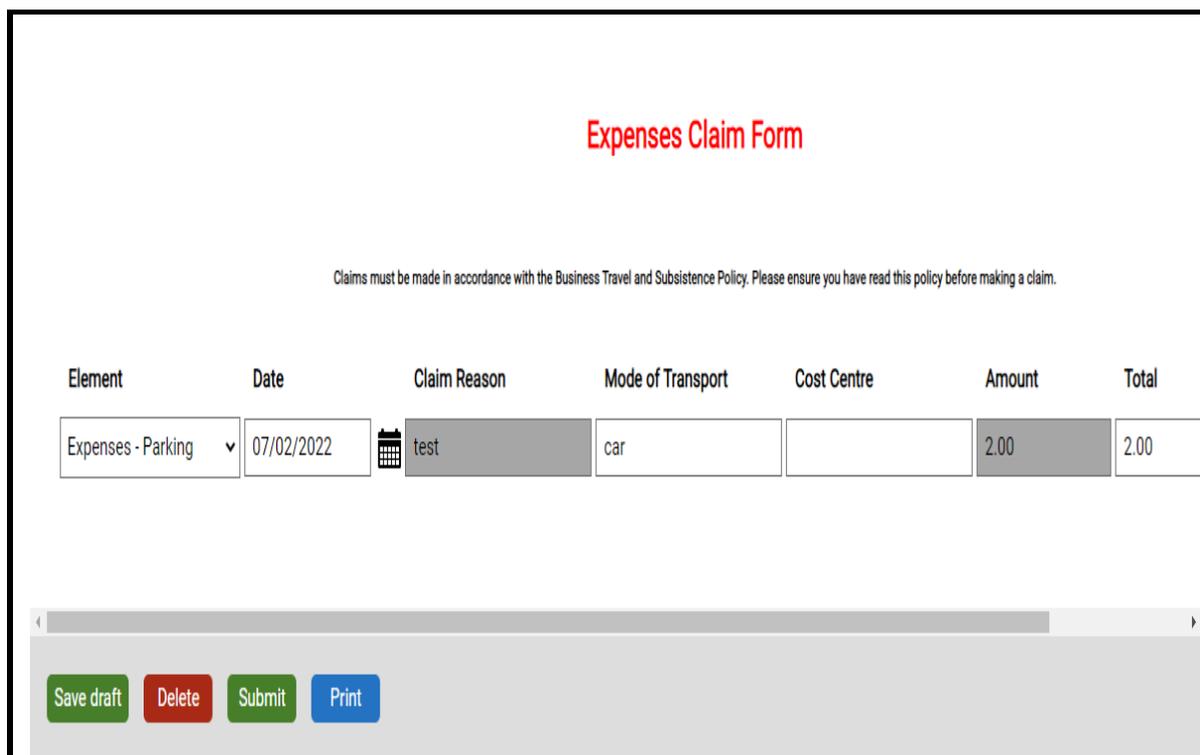
Save draft button at the bottom of the claim

- 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

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

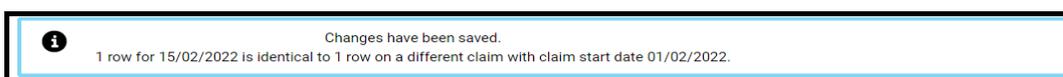
Attach receipt

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**



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

[← 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
Total			9.78

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
- Contract query: HRSupport@westlothian.gov.uk
- Payroll query: payroll@westlothian.gov.uk
- Sickness absence query: sickness absence@westlothian.gov.uk
- Learning & Development: learn2develop@westlothian.gov.uk
- Policy & Advice query: 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**