

How to Do – Teaching Supply

Supply claims should now be claimed via the 'My Claims' tab on My View.

If you have more than one post, please ensure the post you wish to submit a claim against is selected on your main dashboard and under the My Claims section.

Leave Management

Leave Dashboard Team Leave Calendar	
My leave summary for post Learning Assistant Level 2 Y	은, Book new leave 값 Notify new sickness 요 Log new attendance
My upcoming dates in the next 30 days	

To input a claim, select 'Log new attendance'.

Me My Peo	ople	/ Dashboard / My Claims	
KATIE Systems and Analytics Senior Advisor		Leave Management	
Dashboard My Details	~	My leave summary Holiday Bank Holiday Lieu - Booking >	
My Pay Documents		Holiday entitlement from 1 Apr 2024 to 31 Mar 2025	
My Claims My Expenses	~	Log new attendance	
My Authorisations		$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	
My Delegated Responsibilies	5		
My LM Responsibilities	~	My upcoming dates in the next 30 days	
My Onboarding	~		
My Documents	\sim	A Holiday	
My Forms	\sim	12/12/2024 - 13/12/2024 (10 NOURS)	
MyView History			
My Help	~	My recent requests	



WWW.STHELENS.GOV.UK



You will then need to select the Teaching Supply option:

ST HE	Log new attendance	2		×
-	Select the type of attendance	you would like to record.		
alytic	Midday Supervisor Overtime	Non Teaching Supply	Lieu - Accrual	
220	On Call	Overtime in own post	Teaching Supply	
199 O	SEN Allowance	Unsocial Hours		iew
ents				ew s
				atte
ons				ntitl
sibilit				
				Close

In the category section, select the role you have undertaken the supply duties in along with the correct point for payment.

ST HE Mateuder	Log new attendance	- Teaching Supply		×	
ytics	Туре	Feaching Supply			
	Category	Select	\sim		
	Comments	Select			
	Date *	Teacher - Main Pay Scale - Point 01 Teacher - Main Pay Scale - Point 02 Teacher - Main Pay Scale - Point 03			
	Total Time *	Teacher - Main Pay Scale - Point 05 Teacher - Main Pay Scale - Point 04 Teacher - Main Pay Scale - Point 05			iew
ns espc	Note All payment and / or based on business or	Teacher - Main Pay Scale - Point 06 Teacher - Upper Pay Scale - Point 01 Teacher - Upper Pay Scale - Point 02	utomatically		ew att
ibilit	based on business pe	Teacher - Upper Pay Scale - Point 03 Unqualified Teacher - Point 01 Unqualified Teacher - Point 02	Submit		ntit
		Unqualified Teacher - Point 03 Unqualified Teacher - Point 03			
		Unqualified Teacher - Point 05 Unqualified Teacher - Point 06			
	< Back		Clo	se	



WWW.STHELENS.GOV.UK



You can then input the date the work has been undertaken and the hours and minutes to be claimed. Payments will automatically be charged to your home costcode, if this payment should be charged to an alternative code you can input the relevant costcode:

Ē	Log new attendance - Teaching Supply	×
s	Type Teaching Supply	
	CategorySelect V	
	Comments	
	Date *	
	hh mm hrs decimal Total Time *	ıe
	Note All payment and / or lieu time for this extra attendance will be calculated automatically based on business policy. Enter only the actual hours of the extra attendance worked.	ar
>•	Subn	nit In
		- 1
		_
	< Back	lose

Once submitted, this will then go to your Headteacher/School Business Manager for approval. Once approved, this will be paid in the next available pay cycle.

You can check the status of your claims via the MyView History tab.

To view previous claims, drop down within the Event Filter and Status Filter tabs and 'select all' then press search – this will pull up your full history.

You will be able to view the status of your request i.e. Submitted or Authorised.

If you select the drop-down arrow, you will be able to view the detail of your claim.

Within the authorisation progress bar, you can double click to view who your claim is currently pending approval with or for authorised claims you can see the name of authoriser along with the date and time it was authorised.

Teaching Supply (14/11/2024)	Additionsed		
Attendance	Employee: KIRSTY RIGBY	Action: Ac	Action: Add	
	Form Number: 0000298572	Absence Type Description: Non Teaching Su		Supply
	Submitted By: KIRSTY RIGBY	Absence Category: Learning Assistant Level 2 - Basic		
Submitted On: 15 Nov 2024		Start Date: 14/11/2024		
		Attendanc	e Time: 2.00	
Authorisation Progress	©			



WWW.STHELENS.GOV.UK

