



## 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

Your leave summary will be shown here when it's available

My upcoming dates in the next 30 days

- Book new leave
- Notify new sickness
- Log new attendance

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

Me    My People

KATIE  
Systems and Analytics Senior Advisor

Dashboard / My Claims

## Leave Management

Leave Dashboard    Team Leave Calendar

My leave summary Holiday    Bank Holiday    Lieu - Booking >

Holiday entitlement from 1 Apr 2024 to 31 Mar 2025

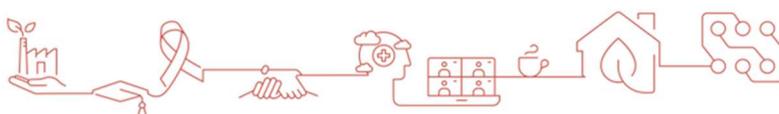
54.36 hours Leave available	181.5 hours Leave taken	235.86 hours Total entitlement
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My upcoming dates in the next 30 days

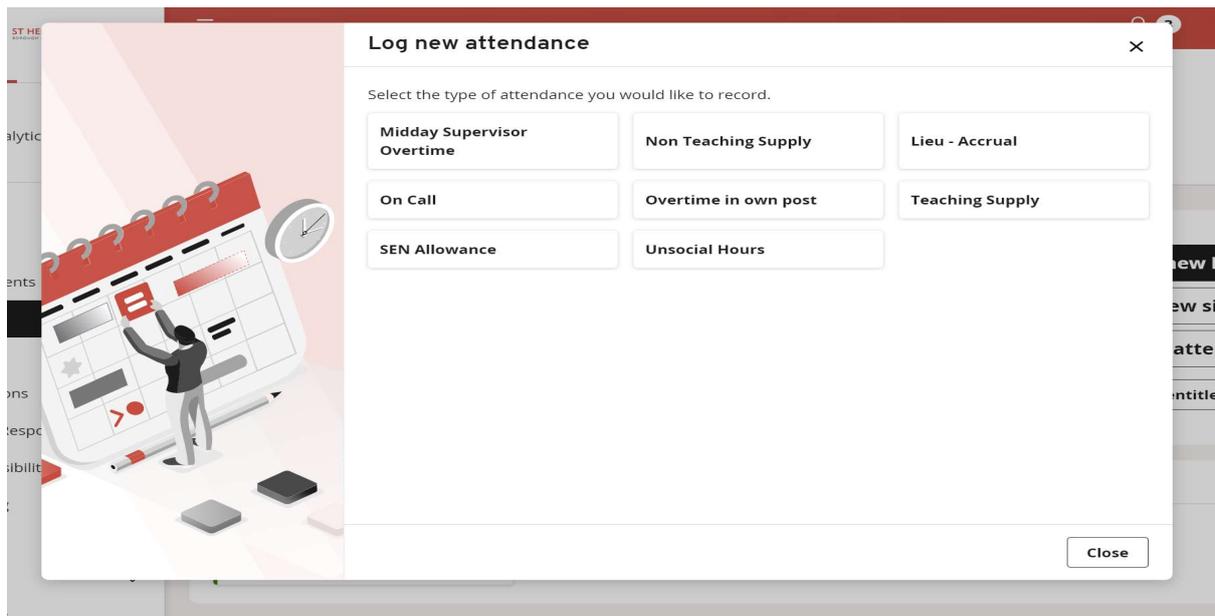
**Holiday**  
12/12/2024 - 13/12/2024 (16 hours)

My recent requests

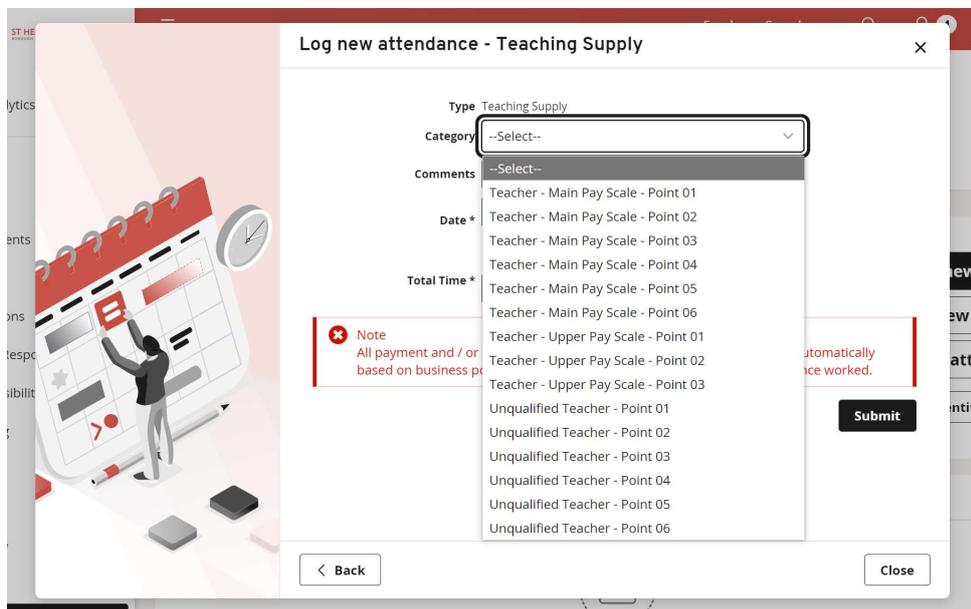
- Book new leave
- Notify new sickness
- Log new attendance
- View all entitlements



You will then need to select the Teaching Supply option:



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



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:

**Log new attendance - Teaching Supply**

Type: Teaching Supply

Category: --Select--

Comments:

Date: 12/11/2024

Total Time:  hh  mm  hrs decimal 0.00

**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.

**Submit**

[Back](#) [Close](#)

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.

Attendance (Add): MISS KIRSTY RIGBY, Non Teaching Supply (14/11/2024) Attendance **Authorised** 15 Nov 2024

**Attendance**

**Employee:** KIRSTY RIGBY  
**Form Number:** 0000298572  
**Submitted By:** KIRSTY RIGBY  
**Submitted On:** 15 Nov 2024

**Action:** Add  
**Absence Type Description:** Non Teaching Supply  
**Absence Category:** Learning Assistant Level 2 - Basic  
**Start Date:** 14/11/2024  
**Attendance Time:** 2.00

**Authorisation Progress**

