



How to Do – Overtime Claim Schools

Overtime should now be claimed via the 'My Claims' tab on MyView.

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
--------------------------------	----------------------------	-----------------------------------

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 relevant overtime option.

If this is overtime in your own role, it will be 'Overtime in own post' option - if you are a Midday Supervisor claiming overtime, please select the 'Midday Supervisor Overtime' option.

Log new attendance

Select the type of attendance you would like to record.

On Call Lieu - Accrual Non Teaching Supply

Teaching Supply Midday Supervisor Overtime SEN Allowance

Unsocial Hours Overtime in own post

Close

You can select the correct category of overtime applicable to the work you have undertaken i.e. basic, time and a half or double.

You then need to input the date the overtime 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 - Overtime in own post

Type Overtime in own post

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 go to your Headteacher for approval. Once approved by your Headteacher, the claims 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.

The screenshot displays a claim entry for 'Attendance (Add): MISS KIRSTY RIGBY, Non Teaching Supply (14/11/2024)'. The status is 'Authorised' with a green checkmark icon. The date is '15 Nov 2024'. The details are as follows:

Attendance	Employee: KIRSTY RIGBY	Action: Add
	Form Number: 0000298572	Absence Type Description: Non Teaching Supply
	Submitted By: KIRSTY RIGBY	Absence Category: Learning Assistant Level 2 - Basic
	Submitted On: 15 Nov 2024	Start Date: 14/11/2024
		Attendance Time: 2.00

Below the details is an 'Authorisation Progress' bar. It consists of a horizontal line with a '@' icon at the start and a green circle with a checkmark at the end, indicating the claim is fully authorised.

