



How to Do – SEN Claim Schools

Overtime and 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

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

My upcoming dates in the next 30 days

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

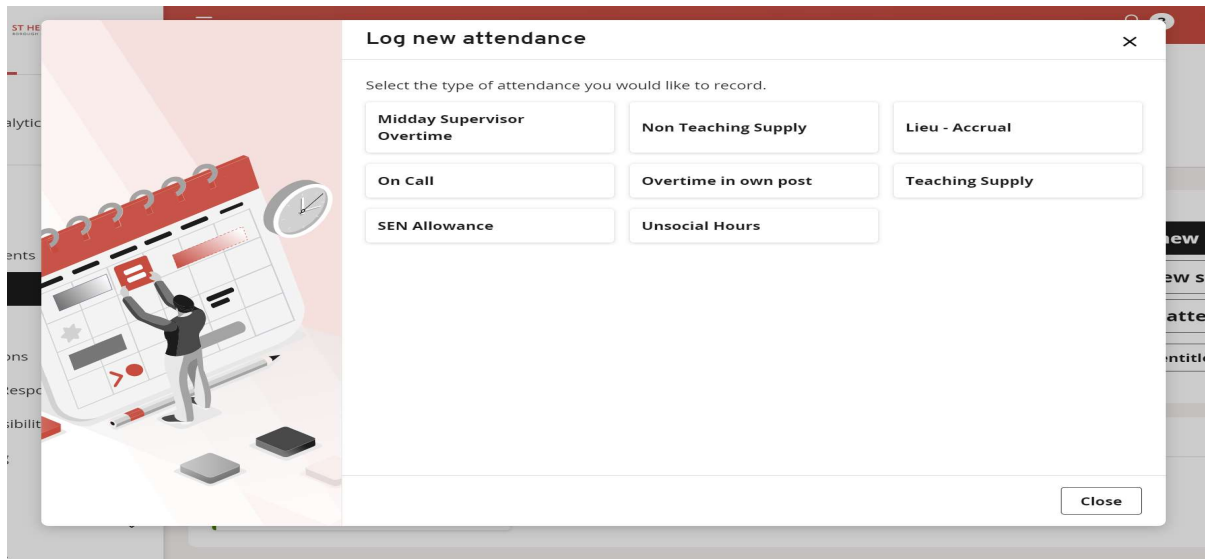
My upcoming dates in the next 30 days

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

My recent requests



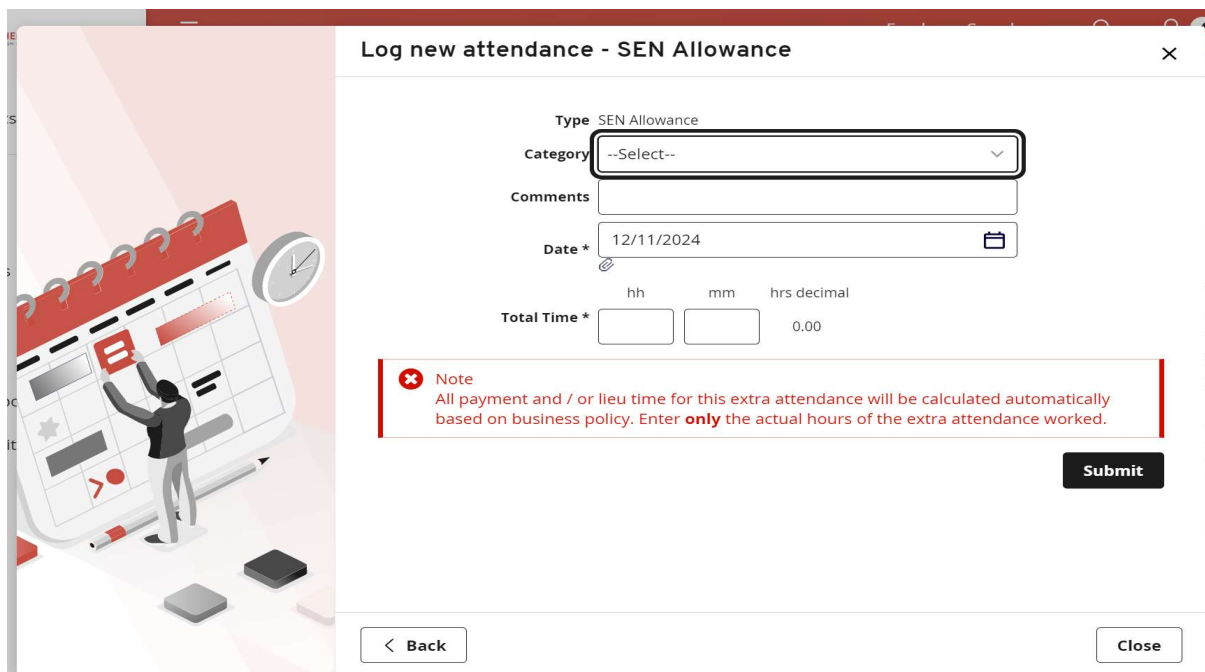
If you have submitted a claim for overtime or supply that should include SEN allowance, you will need to claim the SEN allowance separately, to do this select the 'SEN Allowance' option.



The screenshot shows a web application window titled "Log new attendance". On the left is a decorative illustration of a person standing next to a large calendar and a clock. The main content area contains the text "Select the type of attendance you would like to record." Below this text are seven buttons arranged in a grid: "Midday Supervisor Overtime", "Non Teaching Supply", "Lieu - Accrual", "On Call", "Overtime in own post", "Teaching Supply", and "SEN Allowance". A "Close" button is located at the bottom right of the form.

In the category section, select the level of SEN payable i.e. if this is SEN Allowance Non-Teaching or SEN 1 Allowance Teaching.

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:



The screenshot shows a web application window titled "Log new attendance - SEN Allowance". On the left is the same decorative illustration as in the previous screenshot. The main content area contains the following fields: "Type" is set to "SEN Allowance"; "Category" is a dropdown menu with "--Select--" selected; "Comments" is a text input field; "Date *" is a date picker showing "12/11/2024"; "Total Time *" consists of three input fields for "hh", "mm", and "hrs decimal", with "0.00" entered in the "hrs decimal" field. A red-bordered box contains a note: "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." Below the note is a "Submit" button. At the bottom of the form are "Back" and "Close" buttons.



Once submitted this will go to your Headteacher/School Business Manager for approval. Once approved, payment will be made 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
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Authorisation Progress 