



How to Do – Non-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

-  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

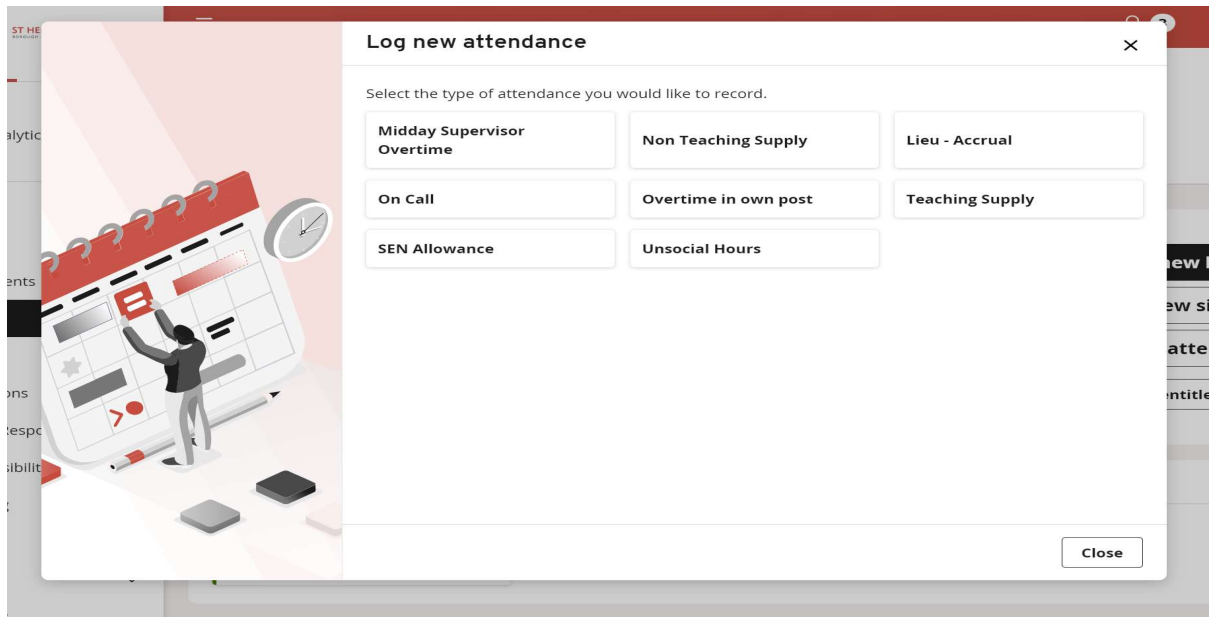
My upcoming dates in the next 30 days

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

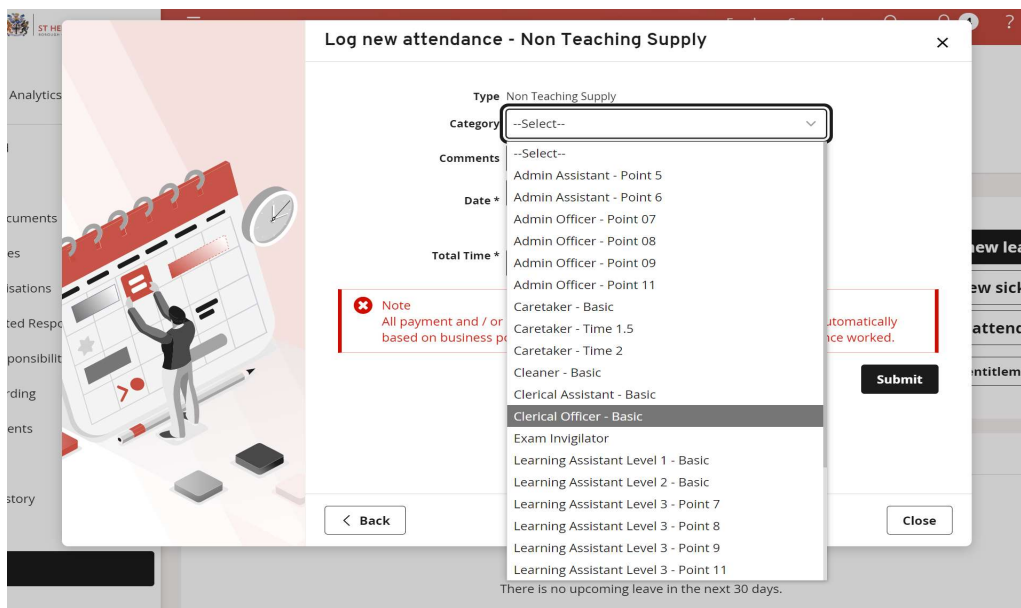
My recent requests



You will then need to select the Non-Teaching Supply option:



In the category section, select the role you have undertaken the supply duties in along with the correct point for payment (if applicable):



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 - Non Teaching Supply

Type: Non 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

