



How to Do – Unsocial Hours 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

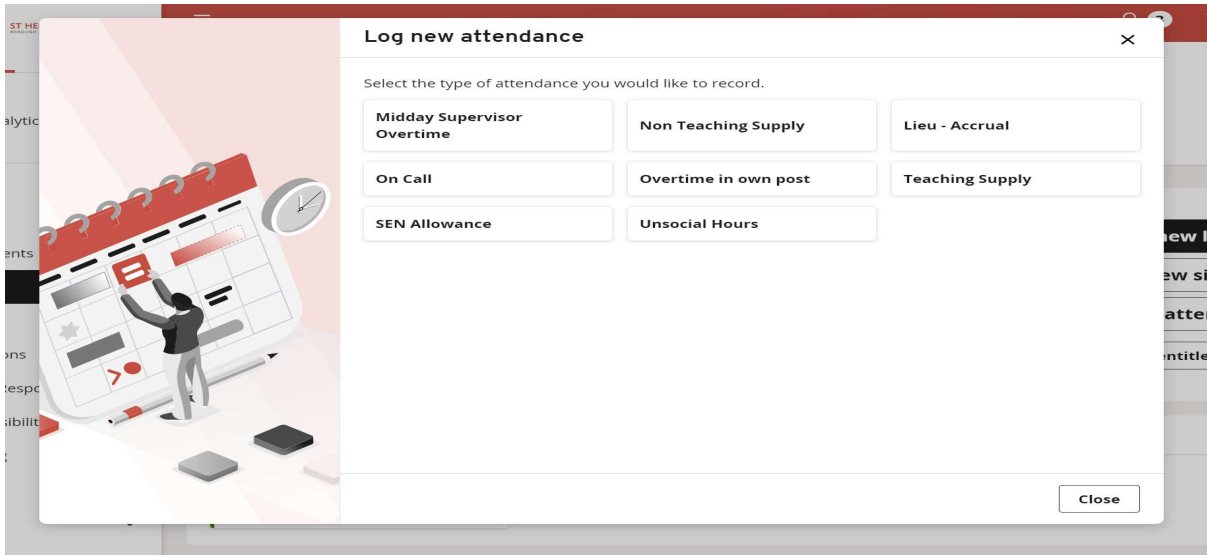
My upcoming dates in the next 30 days

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

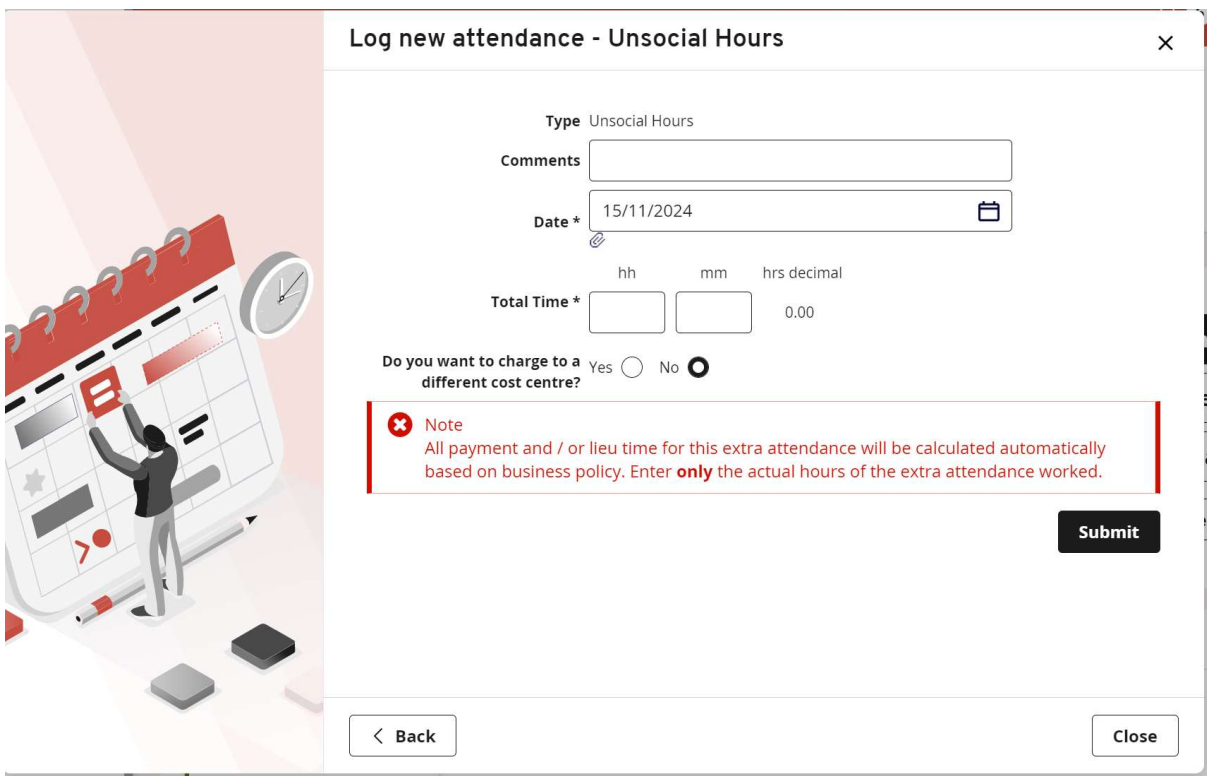
My recent requests

If you need to claim unsocial hours, you will need to select the Unsocial Hours option.





You will then need to 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:



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 