

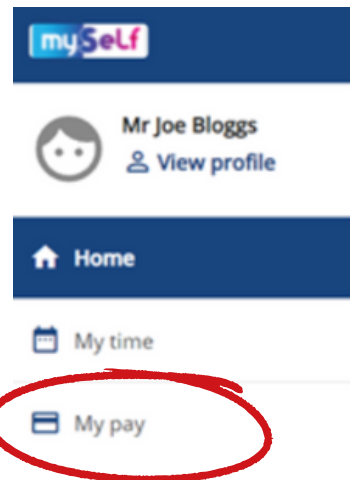
Invigilator Fees

How to access and complete Invigilator Claim Form

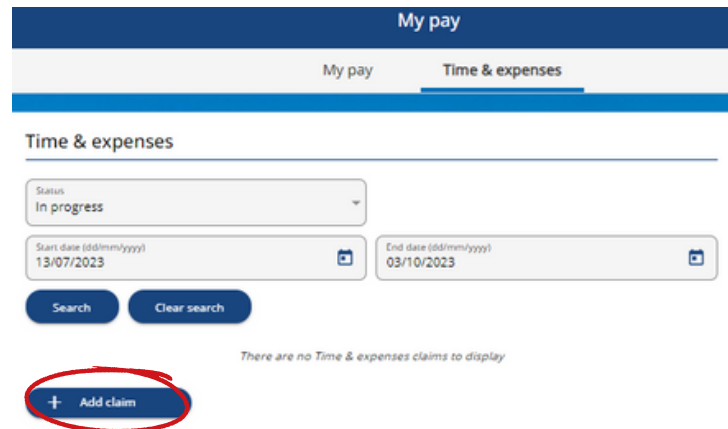
This document will give employees step by step guidance on claiming for Invigilator Fees.

WHERE TO FIND THE FORM

To claim invigilator fees, log into your mySelf account and select **'My Pay'**



Select **'Time & Expenses'**, then **'Add Claim'**



Time & expenses claim entry: New

Use the calendar icon to select the start date that you wish to claim for

Start date (required)

Select the position you wish to make the claim against

Job title (required)

Use the drop down menu to view claim templates

Claim template (required)

Select 'NLC - Overtime Claim Form - (Invigilator Payment)'

NLC - Employee Travel and Subsistence (Non - Teaching Staff) V2
NLC - Employee Travel and Subsistence (Teaching Staff) V2
NLC - Extra Curriculum Payment - New
NLC - Flu Vaccination Refund only v2
NLC - Home Worker/Agile Worker (home based) v2
NLC - Overtime Claim (Former CLNL) - Casual Employees only - v2
NLC - Overtime Claim - Former CLNL employees (excluding Casuals) - v2
NLC - Overtime Claim Form (Active Schools)
NLC - Overtime Claim Form (CLD) V2
NLC - Overtime Claim Form (Chief Executives Office) V2
NLC - Overtime Claim Form (Education & Families) v2
NLC - Overtime Claim Form (Enterprise & Housing Resources) v2
NLC - Overtime Claim Form (FSS Catering/Cleaning only)
NLC - Overtime Claim Form (FSS Janitorial only) v2
NLC - Overtime Claim Form (Infrastructure) v2
NLC - Overtime Claim Form (NHS Support)
NLC - Overtime Claim Form (NL Properties)
NLC - Overtime Claim Form (SOCIAL WORK-AHSC & E&F)
NLC - Overtime Claim Form (West Partnership)
NLC - Overtime Claim Form - (Invigilator Payment)

Please choose

HOW TO COMPLETE THE FORM

Element	Date	Start Time (00:00)	Finish Time (00:00)	Please select the cost code below	Please select the rate below	Number of Hours
Invigilator Payment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Chief Invigilator Hourly Rate	<input type="text"/> + - 0.00

- ▶ Enter the date you wish to claim for
- ▶ Enter the start and finish time you worked
- ▶ Enter the cost code of the school you were invigilating
These can be found on myNL if unaware
- ▶ Select the hourly rate from the drop down menu depending on position
***Invigilators must claim for 3 hours minimum regardless of hours worked
For Cheif/Depute Chief Invigilators, this is 3.5 hours minimum***

‘**Submit**’ to submit your claim for authorisation or ‘**Save Draft**’ which will show as provisional until submitted

Save draft **Submit** **Print**

Once submitted, you must select the appropriate school and ***name of school authoriser - multiple people***

AS - E&F - Greenfaulds High School

Authorising role

Greenfaulds HS Authoriser - Multiple people

Submit

An email will be sent to the authorised signature you selected for authorisation.
You will receive an email confirmation of submission.