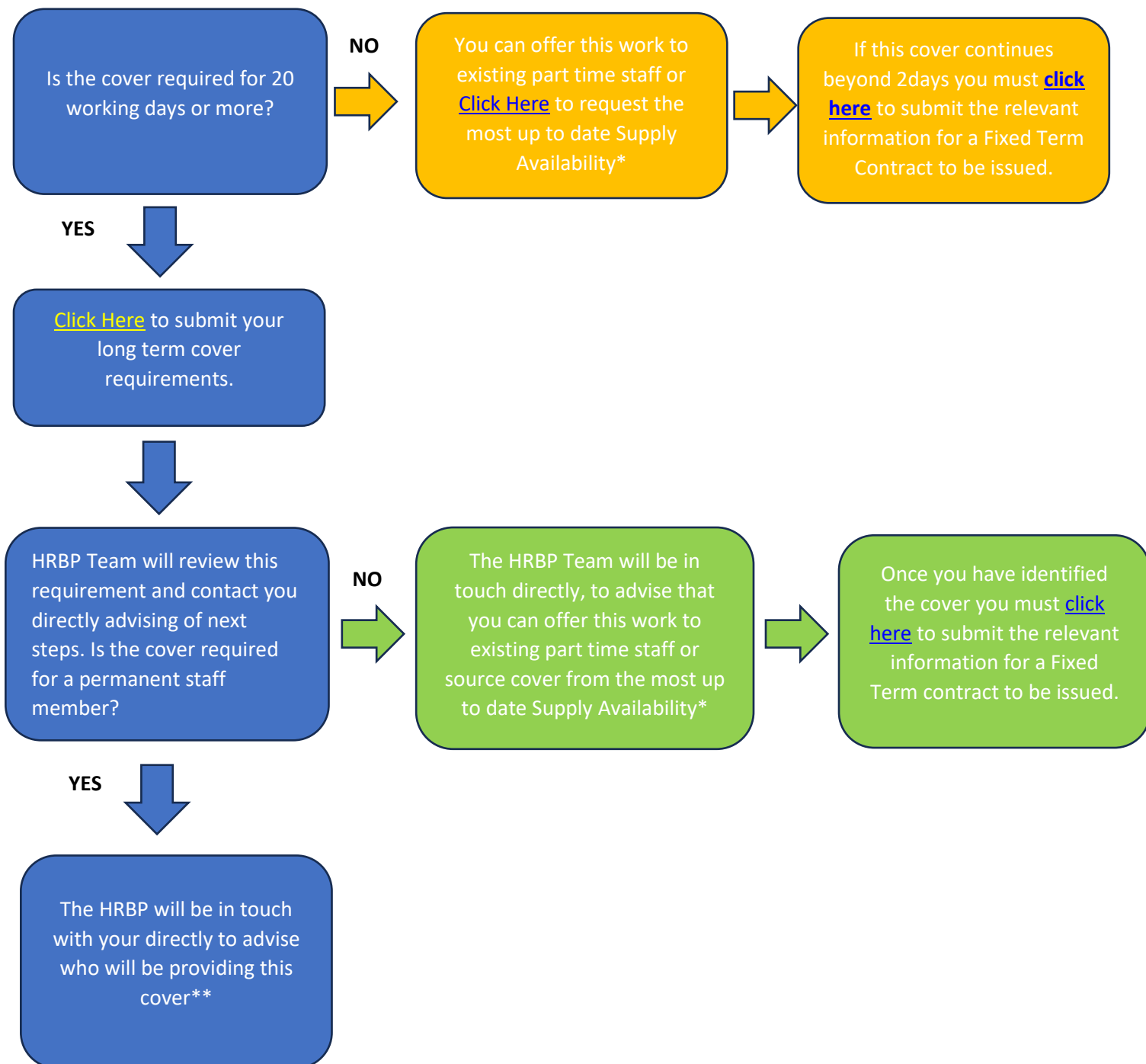


Process Map for Short- and Long-Term Primary Teacher Cover



***Processing Payment (Supply and part-time staff ONLY)**

To process payment for additional hours worked the hours should be claimed by the staff member via MySelf and approved by the Head Teacher, further guidance can be found here: [Payment Process \(Temporary Teachers & Associated Professionals\) – My NL](#)

**If the staff member providing the cover is permanent pool or has an existing fixed term contract, their pay will be automatically processed via iTrent.