

Support Staff Guide – Temporary Teacher Payments (Sickness)

Developed By:

Job Title	Name	Date	Version Approved
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Version Control

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0.1	20/01/2021	Rhiannon Chisholm	Initial guidance

Version Control History

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Document Owner(s):

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Overview

This guide will provide guidance on how to action temporary teachers & associated professional staff payments via iTrent when they are absent through sickness. From early 2021, this process will replace current practice used on the Seemis system (PYOL 23s).

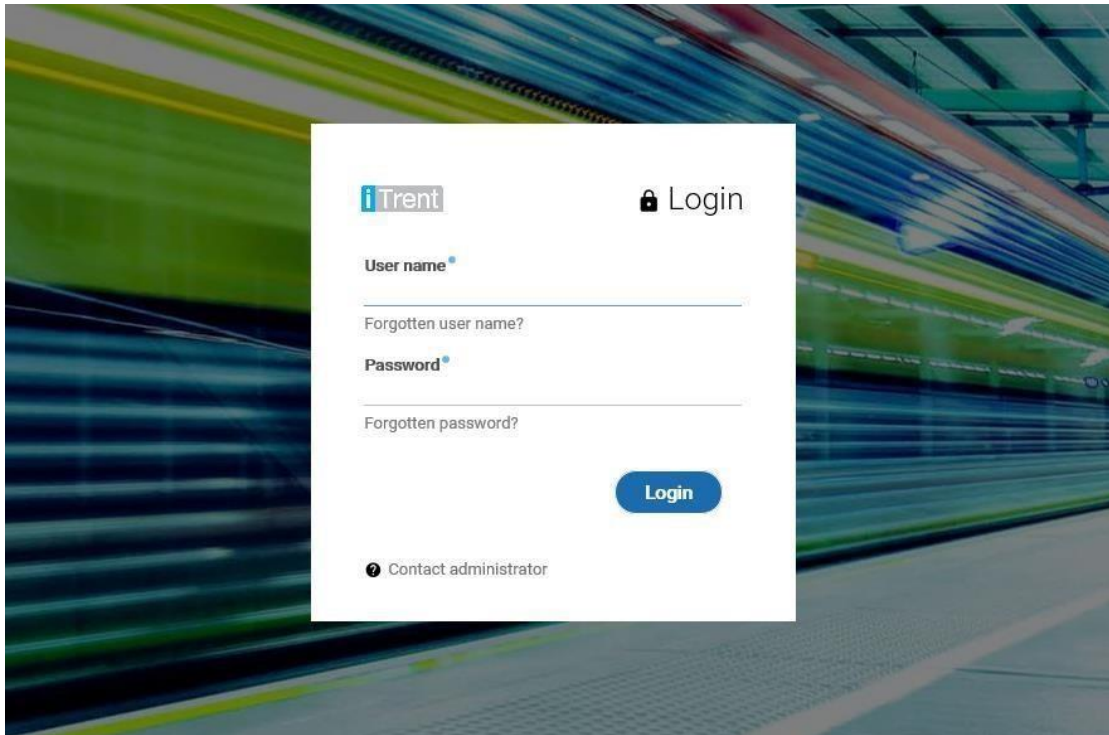
This process should only be followed if your establishment has been in contact with the Employee Service Centre and has received the training.

We hope that you find this process useful. If you have any issues or difficulties when trying to action payments, please contact the Employee Service Centre - People Helpdesk, who will be able to support you. They can be contacted by telephone on 01698 403151 or by email ESCHelpDeskTeam@northlan.gov.uk.

Please note, the following process can only be actioned when iTrent is available (i.e. the payruns are opened). Payrun schedules with their respective opening and closing dates can be found [here](#).

1 Logging in

Log into [iTrent](#) to action the claim using your username (employee number) and password:



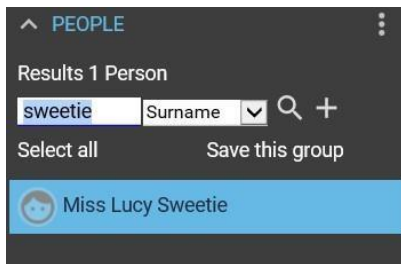
If you have more than one role, please select the role `(*ABSENCE - LLS - SCHOOLS -` (this will be followed by the name of your school).

2 Recording sickness absence

If a temporary teacher or associated professional has contacted your establishment to advise they will not be able to attend due to a sickness absence, the teacher must be recorded as sick via the sickness absence process shown below:



Search for the teacher:



Step 1 – Record the Absence

You will now be able to record the sickness absence within 'Step 1 of 3 – Record the Absence'. This process has not changed.



Input the information to record the absence:

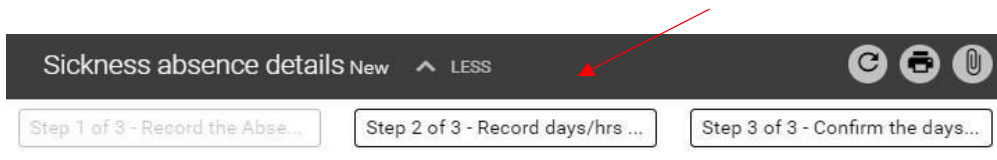
A screenshot of the 'Sickness absence details' form. The form has a dark header with the title 'Sickness absence details New' and a 'MENU' dropdown. Below the header are several sections:

- Sickness period:** A dropdown menu is set to 'More than one day'. A red box highlights this dropdown, and a blue arrow points to it with the text 'Select 'More than one day''.
- Absence start:** A date field is set to the first day of sickness. A red box highlights this field, and a blue arrow points to it with the text 'Enter the first day of sickness'.
- Absence end:** Fields for 'Absence end date', 'Absence end type' (set to 'Full day'), and 'Expected end date'.
- Absence:** A dropdown menu is set to 'Sickness'. A red box highlights this dropdown, and a blue arrow points to it with the text 'Select 'Sickness''. Below it, another dropdown menu is set to '<None>'. A red box highlights this dropdown, and a blue arrow points to it with the text 'Select the correct sickness reason'.

At the bottom of the form, there is a checkbox labeled 'Hide absence reason'.

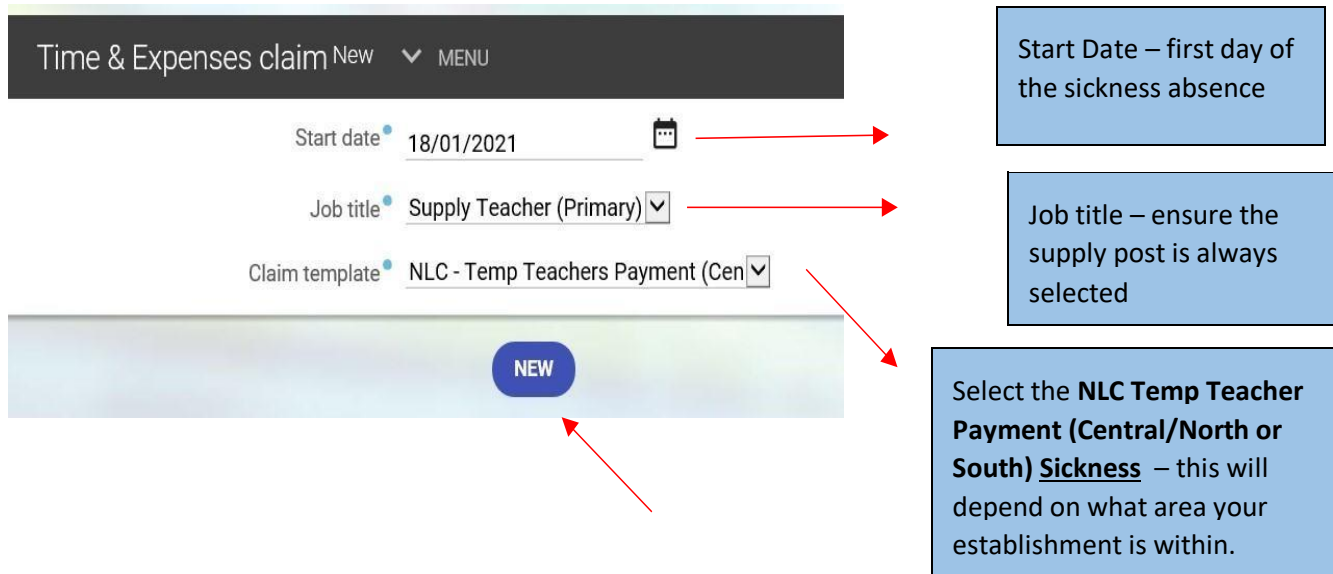
Step 2 – Record days/hrs for work

Once the sickness absence has been recorded, the following process should now be



Sickness absence details New ^ LESS

Step 1 of 3 - Record the Absence... Step 2 of 3 - Record days/hrs ... Step 3 of 3 - Confirm the days...



Time & Expenses claim New v MENU

Start date 18/01/2021

Job title Supply Teacher (Primary)

Claim template NLC - Temp Teachers Payment (Central/North/South) Sickness

NEW

Start Date – first day of the sickness absence

Job title – ensure the supply post is always selected

Select the **NLC Temp Teacher Payment (Central/North or South) Sickness** – this will depend on what area your establishment is within.

completed by accessing the MENU at the top and selecting Step 2 of 3

Once the information above has been input, select 'New'.

Within the screen, please ensure you read the following guidance before processing the days/hours sick:

(extract below from iTrent, full statement can be found within step 2)

IMPORTANT: This information should only be input by a designated member of support staff within your school, after sickness absence has been input for the teacher.
If still required to record the absence, click on MENU above and click on Step 1 of 2 - Record the Absence before continuing the process below.

NB: This claim form is for the purpose of confirming what temporary hours/days a teacher would have worked in your establishment, had they not been on sickness absence.
If the employee was due to work in more than one school, this form is required to be completed by each establishment individually. You must always select 'Supply Teacher' as the position for the employee.
Please complete this information below on behalf of the employee.

If you need help, (press and hold Ctrl key &) [click here](#) for a guide. (Handy tip: Info on the fields below can be found at the top of Page 8 of the user guide).

An example of a completed claim for sickness below: *This process should be followed to record the days or hours a teacher was due to work within the establishment.*

Element	Date	End Date (if different from Start Date dd/mm/yyyy)	Cost Code (click on the magnifying glass below)	Reason Code	Number of Days / Hours
Supply Teacher Sickness - Days	18/01/2021		Coatbridge HS	31 - MATERNITY LEAVE	1.00
Element	<p>Supply Teacher Sickness (days) – to be used only for temporary teachers (payrun 0411). This element is processed as days.</p> <p>Supply Teacher Sickness (hours) – can be used for teachers on payrun 0411 & payrun 0410*. This element is processed as hours.</p> <p><i>*Payrun 0410 employees are permanent teachers who work additional supply hours</i></p>				
Date	Start date of sickness absence. A claim should be made for each day the teacher was due to work within the establishment.				
End Date	End date can be entered (if applicable)				
Cost Code	Select the establishment by clicking on the magnifying glass and searching for the school.				



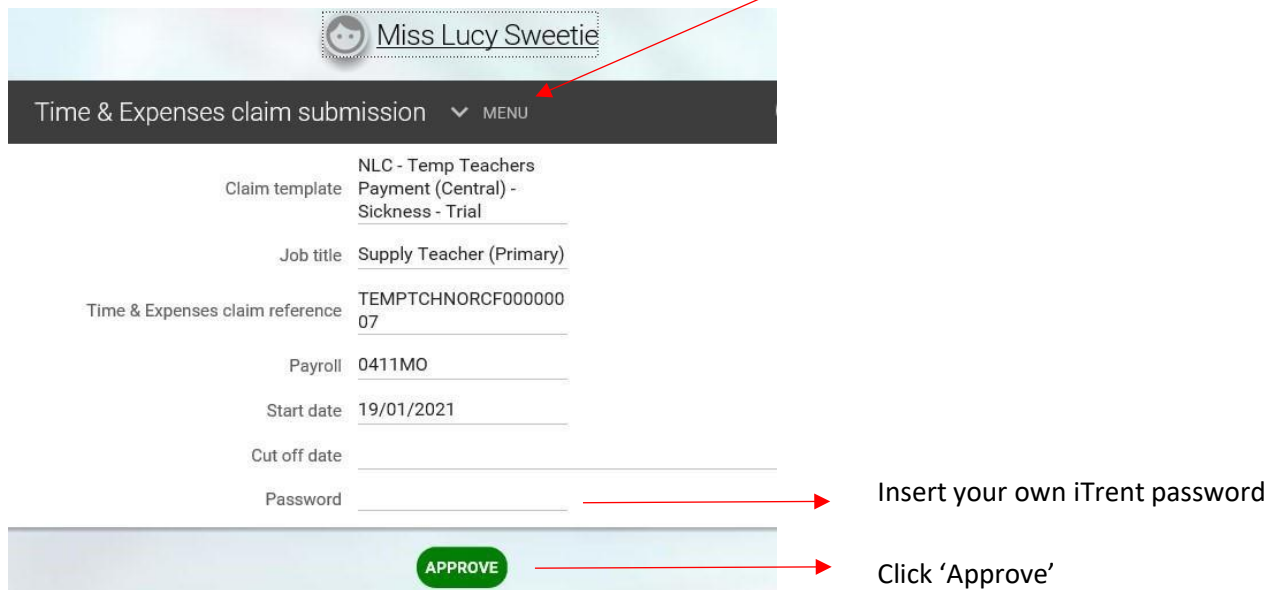
<p>Reason Code</p>	<p>Within the drop down, please select the reason code. This reason code is the reason the teacher is covering supply within your establishment:</p> <div data-bbox="518 297 831 689" style="border: 1px solid black; padding: 5px;"> <p>00 - PLEASE SELECT AN OPTION</p> <p>19 - SECONDARY - LONG TERM ABSENCE (25 or more days)</p> <p>21 - SECONDARY - SHORT TERM ABSENCE (<25 days)</p> <p>23 - SPECIAL - SHORT TERM ABSENCE (<10 days)</p> <p>24 - SPECIAL - LONG TERM ABSENCE (10 or more days)</p> <p>26 - PRIMARY - LONG TERM ABSENCE (15 or more days)</p> <p>27 - PRIMARY - SHORT TERM ABSENCE (<15 days)</p> <p>28 - MAT LEAVE SUPPORT DAYS - 10 max.</p> <p>31 - MATERNITY LEAVE</p> <p>32 - ADOPTION LEAVE</p> <p>33 - STRINGER COVER COSTS - SCHOOL</p> <p>34 - STRINGER COVER - HQ</p> <p>35 - LEAVE OF ABSENCE (UNPAID)</p> <p>36 - LEAVE OF ABSENCE (PAID)</p> <p>41 - SECONDMENT WITHIN NLC</p> <p>42 - SECONDMENT OUTWITH NLC</p> <p>52 - STAFF TRAINING - TEACHERS</p> <p>56 - CONTINUING PROFESSIONAL DEV</p> <p>62 - CURR DEVELOP./IN-SERVICE</p> <p>64 - SCHOOL BASED MISCELLANEOUS</p> <p>74 - TRADE UNION DUTIES</p> <p>76 - JURY DUTY</p> <p>79 - SAC CANCELL</p> <p>81 - ROLL-ENTITLEMENT POSTS</p> <p>83 - NON-ROLL RELATED POSTS/PEF</p> <p>84 - MUSIC INSTRUCTORS</p> <p>85 - SAC LITERACY</p> <p>86 - SAC NUMERACY</p> <p>88 - SAC MENTORS</p> <p>99 - COVID 19</p> </div>
<p>Number of days/hrs</p>	<p>Input the amount depending on the element code for processing. For example 1 ½ days/hours should be input as 1.5</p>

Once the information has been completed, please select 'Save'.

Step 3 – Submitting the sickness claim

Once the hours have been saved in Step 2 you should now access the MENU at the top again [the days/hours record](#) to submit the days/ hours.

Please note that the 'Approve' button allows you to submit the claim only. The claim will then be viewed by payroll who will then ensure the claim is authorised by the Head Teacher and complete [Step 3 of 3 – Confirm](#)



Miss Lucy Sweetie

Time & Expenses claim submission MENU

Claim template: NLC - Temp Teachers
Payment (Central) -
Sickness - Trial

Job title: Supply Teacher (Primary)

Time & Expenses claim reference: TEMPTCHNORCF000000
07

Payroll: 0411MO

Start date: 19/01/2021

Cut off date: _____

Password: _____

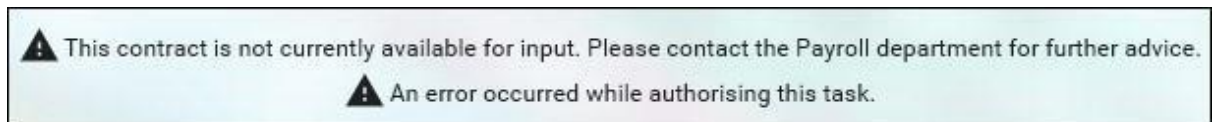
APPROVE

Insert your own iTrent password

Click 'Approve'

within the establishment.

The claim can only be submitted when the pay is open. Therefore, if you receive the following error message it means that the pay is closed and you will need to complete Step 3 when it re opens:



This information will then be viewed and calculated at the payroll department to ensure the correct sickness entitlement is processed accurately.

Previous recordings made can also be viewed within the [View previously input info here](#) tab.

You will be able to view previous sickness absence details and previous recording of days/hrs sickness.

N.B. If a claim has been submitted and the hours claimed were incorrect then this can be rectified by entering a new claim exactly the same as the incorrect one but enter a minus (-) in front of the number of hours/days worked as shown below:

Element	Date	End Date (if different from Start Date dd/mm/yyyy)	Cost Code (click on the magnifying glass below)	Reason Code	Number of Days / Hours
Supply Teacher Sickness - Days	18/01/2021		Coatbridge HS	31 - MATERNITY LEAVE	-1.00

You can then submit the correct claim.

3 Communication

Once this is submitted, you will receive an email to confirm the information like the example below:

iTrent Temporary Teachers Work Record (during sickness absence)

You have submitted a record of work (hours/days) for Mrs Lisa Simpson. An email has also been sent your reporting manager (Head Teacher) in your establishment.

The Payroll Team will assess if payment is required for the employee during this period of their sickness absence.

Reference: TEMPTCHNORCF00000016
 Start date: 19/01/2021
 Position: Supply Teacher (Primary) (Position) - Occupant(s) Mrs Lisa Simpson.
 Payroll: 0411MO

Element	Type	Time/Units/Miles	Cash amount
Supply Teacher Sickness - Days	Units	0.5	
Total			

These values are provisional. The final values will be shown on the payslip.

If you require additional support, please contact the Employee Service Centre - People Helpdesk on 01698 403151 or by email.

This e-mail has been generated by iTrent

The Head Teacher will also get an email to confirm the information like the example below:

 **Temp Teacher Sickness Work Hours recorded**

NB: This information is for the Head Teacher within your establishment. If you are not the HT, please forward this email to them. Thank you.

Please note that a member of support staff within your establishment has recorded sickness work hours/days on iTrent for Mrs Lisa Simpson, employee reference no: [redacted], (Record Ref. No.: TEMPTCHNORCF00000016).

NB: The record of hours/days which the employee would have worked in your establishment, should always be input along with a sickness absence record. This allows the Payroll Team to process sickness pay for the above-named employee if they qualify.

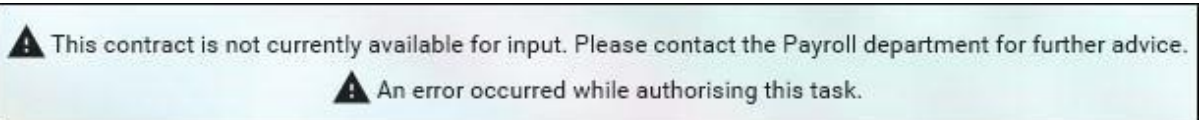
If you require additional support, please contact the Employee Service Centre - People Helpdesk on 01698 403151 or by [email](#).

This e-mail has been generated by iTrent

A report will also be made available for Head Teachers to show this information for all Supply teachers working in their establishment.

4 FAQs

1. I am receiving the following error message when trying to action/submit a claim:



The payrun is closed therefore, you will not be able to action the claim until it is opened again. Opening and closing dates for payruns can be found [here](#)

(this process is only available to payrun 0410 and 0411 employees)

2. The payrun is now closed and I have not been able to submit a claim?

Please refer to the payrun schedules found [here](#). You will be able to see when the process is available again for actioning claims.

4 FURTHER SUPPORT

For further help/guidance, please contact the ESC People Help Desk on 01698 403151 or by email at ESCHelpDeskTeam@northlan.gov.uk.

[End of guidance]