

Supervision and Substitution Scheme 2010 / 2011
Submission of claims through ESINET
Closing date: 24 June 2011

The Department is introducing an electronic system for the submission of claims for payment under the supervision /substitution scheme (S&S) for primary schools for the 2010 / 2011 school year.

This electronic system enables schools to complete the supervision /substitution claim forms for payment and submit them electronically using the ESINET system. The form is available on the ESINET system and should be completed by schools as soon as possible but not later than the **24th June 2011**. The form mirrors the payment form that schools have completed since the introduction of the Supervision and Substitution scheme.

This form displays information on the teachers in the school for the purposes of making payment of the S&S only. In the same way as the manual system operated, details of actual hours worked and hours claimed for payment are being sought.

Instructions for completing the form.

The form can be accessed on the OLCS system by clicking the legend “List of forms for your school” under the heading “Supervision and Substitution” at the bottom of the left hand menu. This will bring up a heading “Payment 2011” and by clicking on this you will get a list of the teachers in your school.

(In the future this “List of forms for your school” will have details of the forms submitted for previous years)

This application is confined to Approvers on the OLCS system. Data entry users do not have access to this form.

The form shows details of teachers on Permanent, Temporary and CID contracts in the school.

The supervision allocation that is available to the school for this payment is displayed at the top of the form. There is also a field showing the balance of hours remaining when claims have been entered. If the number of hours claimed exceeds the number of hours available an error message will be displayed and it will not be possible to submit the data to DES until the form is amended. It is possible to update the Remaining Balance field to see the hours remaining by clicking the SAVE button at any stage during the data entry.

The fields displayed in the main body of the form are:

Name,

PPSN,

Actual hours delivered

Total hrs mins claimed

Leave

The list is in alphabetical order.

SAVE and SUBMIT TO DES buttons at the end of the form.

The “Leave Box” has a dropdown list of absences. If a teacher has opted out of the S&S scheme or never participated in the scheme you should click Opt out of scheme in the drop down list. If the teacher is not participating in the scheme this year due to an absence, this absence type should be selected from the dropdown list and entered.

If fewer hours are claimed for a teacher than the contracted hours, the reason for the variation should be entered. This usually occurs in cases where a teacher is on maternity leave, extended sick leave etc. The reason should be selected from the drop down list.

The SAVE button allows you to save the changes you have made until you are ready to submit the form to the Department. In order access the form again you should select the Supervision and Substitution/List of forms for your school on the Menu as outlined before. When the form has been completed in full you should click the Submit to DES button.

SUBMIT TO DES button submits your records to the Department and you **cannot make any changes to the records after you have submitted them.**

When you click SUBMIT TO DES you will be asked to verify that the data submitted is a true and accurate reflection of the Supervision and Substitution claims for your school. You will also be given the facility to print down the record of claims that you are submitting. As in previous years you should ask the teachers to sign the form to confirm the correct claims are being made on their behalf. The signed form should be retained for your own records and for audit purposes.