For Temporary Teachers

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| Submitting a Mileage Claim |

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| **NOTE** | **Please read the below guidance carefully before making a claim on the system.**Please key individual days when making a mileage claim on the system. In cases where this is not feasible (such as when you have a large volume of individual journeys over a claim period), please key one **summary claim** for the total mileage of the claim period. Then attach the standard TSE form detailing out your journeys.Please follow the below steps as required, with the following additional points:* For keying multiple days in a single transaction, guidance is on **Step 10.**
* For keying a summary claim, follow the core process but **put through the total mileage of the claim period in one form (e.g. the total miles of journeys taken in a month)**. Then when you go to submit, attach your required evidence with the claim. This is detailed in **Steps 13 & 14.**
* Your claim will be processed by the Accounts team. Further details of this are on **Step 15.** **For all claims, you must attach a signed proforma from the Principal at your assigned school approving your mileage.** For summary claims, **include the TSE form as an attachment.**
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| **1** | On the Oracle homepage, select the relevant teaching self-service option. Our demo version is called Teachers Self Service, Education Authority BG. Yours will be called **DE Temporary Teacher Self Service.**Example of the Teacher's Self Service responsibility on the Oracle homepage. |
| **2** | After selecting the responsibility you can now view the drop-down menu. Select **Payroll Information** and then **Mileage Claims**.Example of the Payroll Information responsibility, featuring the Mileage Claims option at the bottom of the list. |
| **3** | On the page that opens, click the **Add** button to start a claim. Example of the claims page, showing how to add a new claim. |
| **4** | The Mileage Claims form will be displayed. Please read the Terms and Conditions in red carefully, then scroll down to start entering the details of your claim.A screenshot showing the terms and conditions on the Oracle page. Users are encouraged to read these carefully. |
| **5** | Begin to fill out the form as required. **Starred fields are mandatory.** Select the appropriate rate type field. For Teachers, this should be **HMRC Rates (Teachers).**For **Location from, Location To and Via** fields the name of the location must be clear.Rates will be applied based on **Claimed Mileage. Claimed Mileage**is the shortest route. **Actual Mileage** is the mileage which you have actually travelled but may not be the shortest route. Example of the start of the mileage form for an individual journey, with the Rate Type, Claim Start/End Date, Claimed/Actual Mileage and Location From/To fields completed. The magnifying glass on the Purpose field is circled in the bottom-right of the screen.For a **summary claim** for multiple journeys, your claim will look more like the below:* Your start and end dates should be the dates of the first and last journeys
* Your claimed and actual mileage will be your total shortest route mileage and actual mileage respectively for the journeys
* Your location from and to should be ‘Multiple sites – in attached form’

Example of the start of the mileage form for a summary claim, with the Rate Type, Claim Start/End Date, Claimed/Actual Mileage and Location From/To fields completed. |
| **6** | Continue to fill out the form with the required information. **NOTE - Please use exact CC (do not round)** in the engine capacity field for correct calculation of rates. Example of the remainder of the form filled out, with Vehicle Reg No., Engine Capacity, Fuel Type and Purpose of Journey/Comments completed. |
| **7** | At the bottom of the form is the costing section. This is so you can cost the mileage to the specific school that you claimed the mileage for. This is mandatory, and if you are unsure of the school’s costing details, please speak to their secretary or principal for confirmation of the code required.Example of the costing section of the mileage form. This is mandatory and will come from the school.* The **Cost Centre** will be the 5-digit code for your school
* The **Resource** will either be D or N:
	+ Use **D** (delegated) for Controlled Schools, Maintained Schools (CCMS

managed) or Controlled Integrated Schools. All of these schools will have a cost code number between **20002** and **21980**.* + Use **N** (non-delegated) for all other EA Services, including Special Schools, EOTAS and Peripatetic Services.
* **Unless advised otherwise, set Function to 00000 and Project to 0000.**

Your details will automatically populate as you fill this out, as shown below.As the user fills out the cost centre, other details will automatically populate. |
| **8** | Once you’ve completed the form, click **Apply** (located in the bottom right of the screen). Example of the Apply button, featured in the bottom right of the screen. |
| **9** | This will enter the mileage claim on your record. If you needed to add another day to the same claim, repeat the previous process from **Steps 3-8.** |
| **10** | All unsubmitted claims will display like the lines in the picture below. Example of how to review unsubmitted claims.To submit the claim to your line manager for approval, click **Next**. Example of how to submit the claim for line manager approval. |
| **12** | This will provide you with a summary of your claim. Review this information to make sure it’s correct.You’ll see one of these for each day you’ve entered.Example of the summary for a single-journey mileage claim, recapping the information recorded in Step 5.If you’re entering a summary claim, you’ll see one summary of the total miles you entered for the claim period like below.Example of the summary for a multi-journey summary mileage claim, recapping the information recorded in Step 5. |
| **13** | To attach evidence to your claim, such as when making a summary claim for the month and recording your Principal’s approver, click the **Green Plus** button under attachments.Example of the green plus button required to attach evidence to the claim, featured in the bottom-right of the screen. |
| **14** | Give your attachment a name to make it clear what it is, e.g. “Summary of Journeys April 2023” and click **Choose File** to upload the document from your computer.Once you’ve done this, click **Apply.** This will return you to the submit page. Example of the criteria to record when attaching a file to support your claim, including the Choose File button at the bottom of the screen, and the Apply button in the top-right of the screen.**Repeat this process for any additional attachments – such as approvals from a Principal or Board of Governors.** |
| **15** | Your Approvers should be Accounts with the below 4 staff listed as approvers for your claim. If you are seeing something different, please contact eaonehelpdesk@eani.org.uk.Example of how the system will show your approvers.  |
| **16** | You can also leave a comment for the approver if required. Once you’re ready to send the claim for approval, click **Submit.** Example of a comment left on the Mileage Claim prior to submission, in the bottom-left of the screen. |
| **17** | You will receive a notification to confirm that your mileage claim has been successfully sent to your line manager for approval.Example of the confirmation message to the user when a claim has successfully submitted for approval. |
| **18** | Once a decision has been made on your claim, a notification will appear on your Oracle homepage. |