

# MySAM Employees Guide – Recording Term Time+

Modified on Mon, 23 Jun at 9:54 AM



To watch a video offering guidance on this area, please click [here](#).

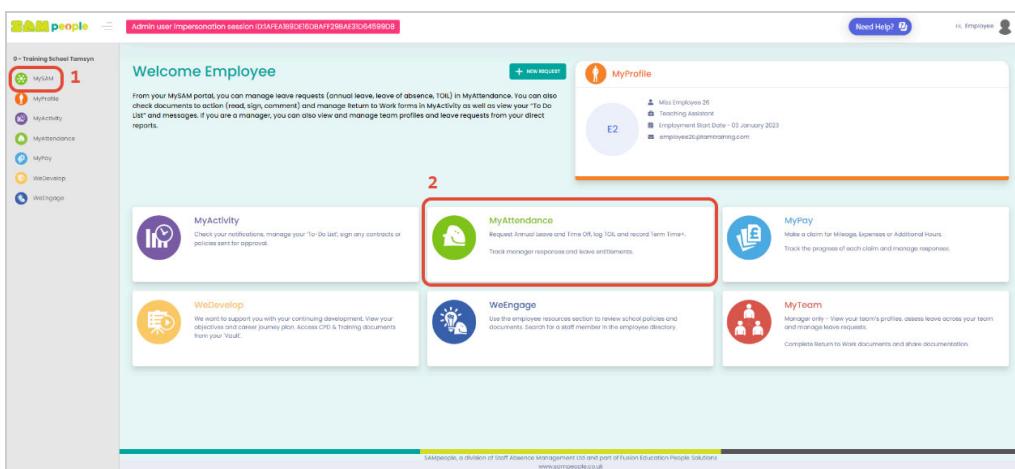
If your contract requires you to work Term Time plus, you can manage these working requests through your MySAM. This is an easy way to record the days you are working your 'plus' allocation. This is not the same as creating or taking time off in lieu.

1. Log in to SAMpeople. You will go directly to your **MySAM** portal.

If you are already a user, you will need to click on the **MySAM** button on the left-hand menu.

## Make a Request to Work a TT+ Day

2. Click the **MyAttendance** tile.



3. Click **+ NEW Request** and select **Term Time+** from the **Request Type** dropdown.
4. Within the **New Request** pop-up, enter the start and end dates that you are requesting to work **Term Time+**.

If you have multiple contracts with **Term Time+** requirements, you will need to select the contract you are making the request from. If selecting a range of days, only the time applicable to the working hours of this contract will be requested. Contracts without **Term Time+** requirements will not appear in this list.

If you need to book **Term Time+** days for multiple contracts, you will need to make additional requests, so that they can follow the appropriate approvals process.

Enter the **Total Hours** you are requesting to work.

Enter the **Reason for Request**.

5. Click **Request**. The approval manager or line manager will be notified of the **TT+ request** with an email from MySAM.

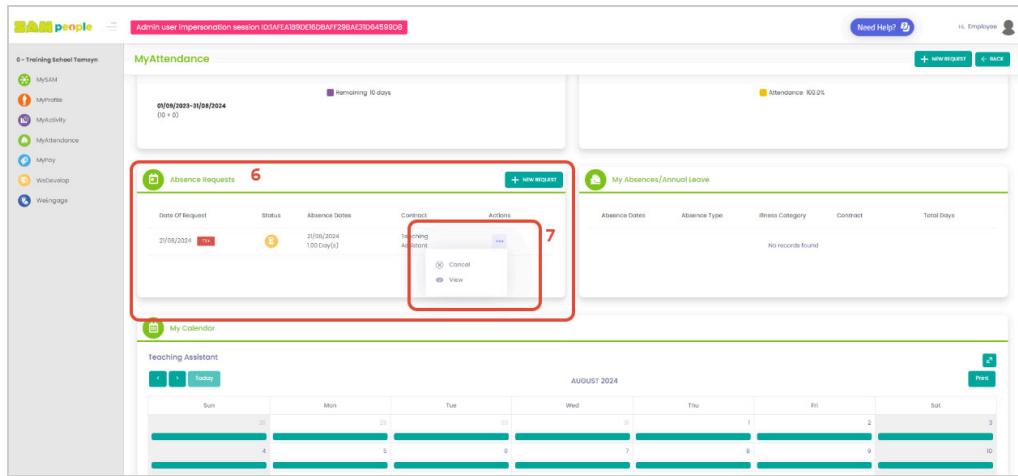
The screenshot shows a modal window titled "Add Term Time Plus Payback". The window has a header "Request" and contains the following fields:

- Contracts: Teaching Assistant (non-HLTA) (Ellie Training)
- Start date: 04/06/2025
- End date: 04/06/2025
- Total days: Enter total days
- Reason For Request: Enter reason for request

At the bottom of the window are two buttons: "Cancel" and "Request".

6. The TT+ request will show on the **Absence Requests** as a **TT+ request**.

7. To view the status of the request click the **three action dots** and click **View**.



MyAttendance

01/08/2023 - 31/08/2024 (0 to 0)

Absence Requests 6

Date Of Request	Status	Absence Dates	Contract	Actions
21/08/2024	Pending	21/08/2024 1.00 day(s)	Teaching Assistant	Cancel  View

My Absences/Annual Leave

Absence Dates	Absence Type	Illness Category	Contract	Total Days
No records found				

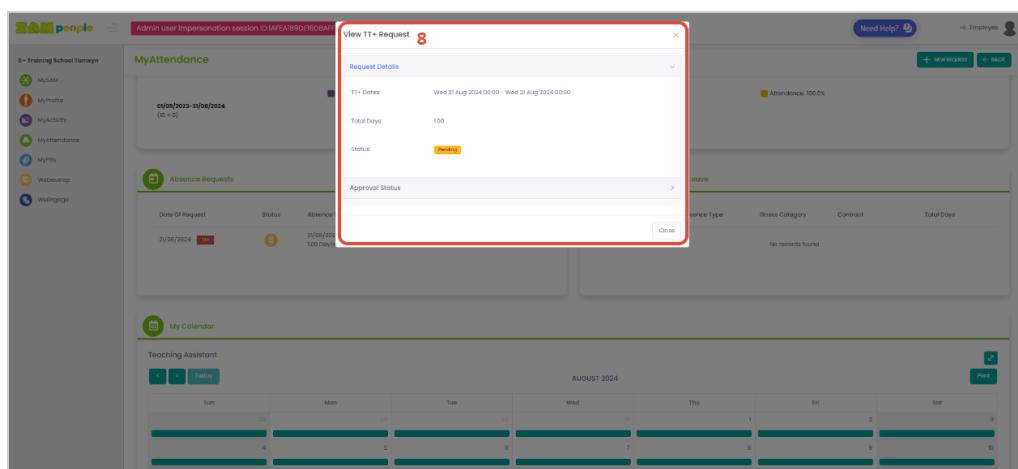
My Calendar

Teaching Assistant

AUGUST 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10

8. The **Request Details** summarises the date and of the requested TT+.



View TT+ Request 8

Request Details

TT+ Dates: Wed 21 Aug 2024 00:00 - Wed 21 Aug 2024 00:00

Total Days: 1.00

Status: Pending

Approve Status

Headteacher Approval - Anthony Bridgerton Pending

Headteacher Approval - Anthony Bridgerton Pending

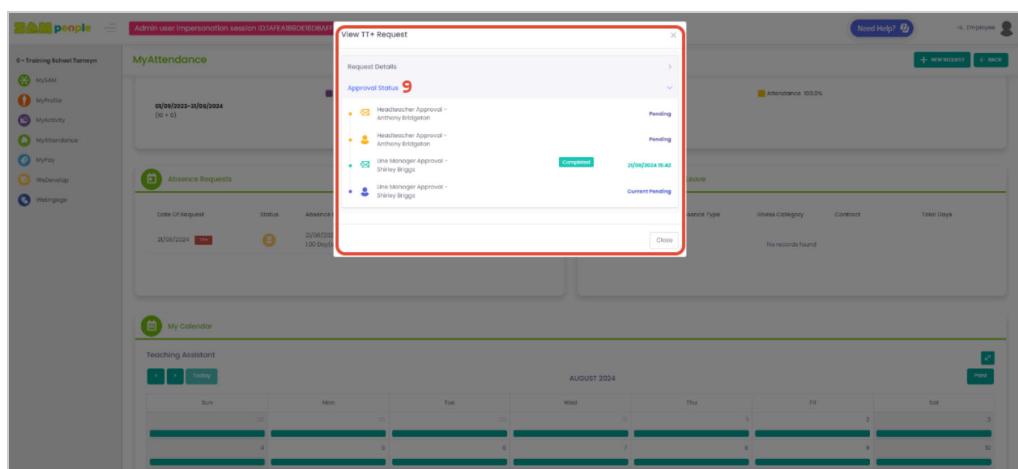
Line Manager Approval - Shirley Briggs Pending

Line Manager Approval - Shirley Briggs Pending

AUGUST 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10

9. The **Approval Status** summarises where in the approval process the request is.



View TT+ Request 9

Request Details

Approve Status

Headteacher Approval - Anthony Bridgerton Pending

Headteacher Approval - Anthony Bridgerton Pending

Line Manager Approval - Shirley Briggs Pending

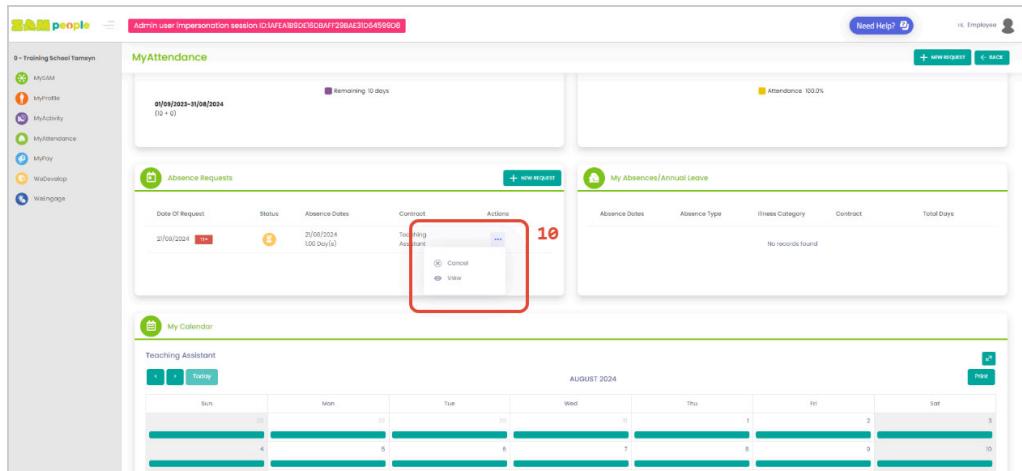
Line Manager Approval - Shirley Briggs Pending

AUGUST 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10

## Cancelling Requests

10. From **Absence Requests**, if the TT+ request is Pending, click the **three action dots** and select **Cancel**.



MyAttendance

01/08/2023-31/08/2024

Remaining 10 days

Attendance 100.0%

Absence Requests

Date Of Request: 21/08/2024 Status: Pending Absence Dates: 21/08/2024 100 Day(s)

Actions

Cancel View

10

My Absences/Annual Leave

Absence Dates: Illness Category: Contract: Total Days: No records found

My Calendar

Teaching Assistant

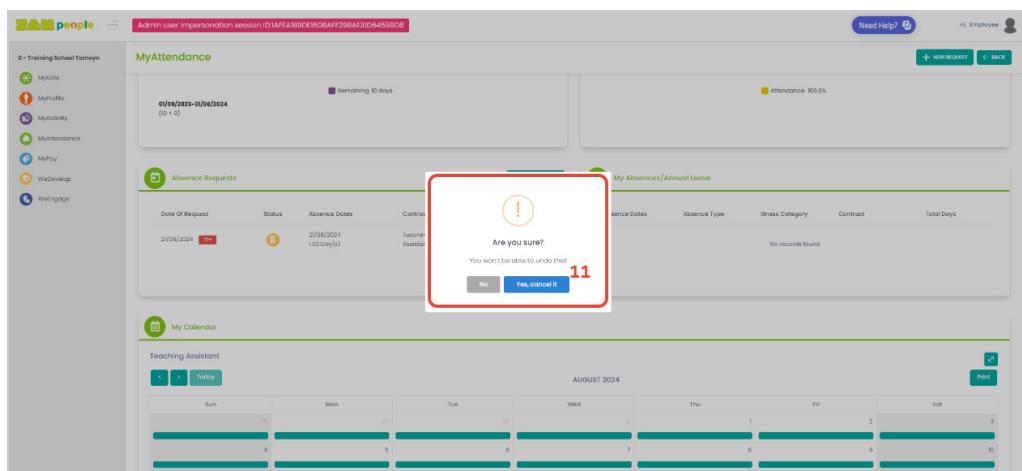
AUGUST 2024

1 2 3 4 5 6 7 8 9 10

11. Click **Yes, delete it** to cancel the request.

The status will update to **Cancelled** on the summary.

The approval manager or line manager (settings dependent) will be notified of the cancellation request.



MyAttendance

01/08/2023-31/08/2024

Remaining 10 days

Attendance 100.0%

Absence Requests

Date Of Request: 21/08/2024 Status: Pending Absence Dates: 21/08/2024 100 Day(s)

Actions

Cancel Yes, cancel it

11

My Absences/Annual Leave

Absence Dates: Illness Category: Contract: Total Days: No records found

My Calendar

Teaching Assistant

AUGUST 2024

1 2 3 4 5 6 7 8 9 10