

# 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](#).

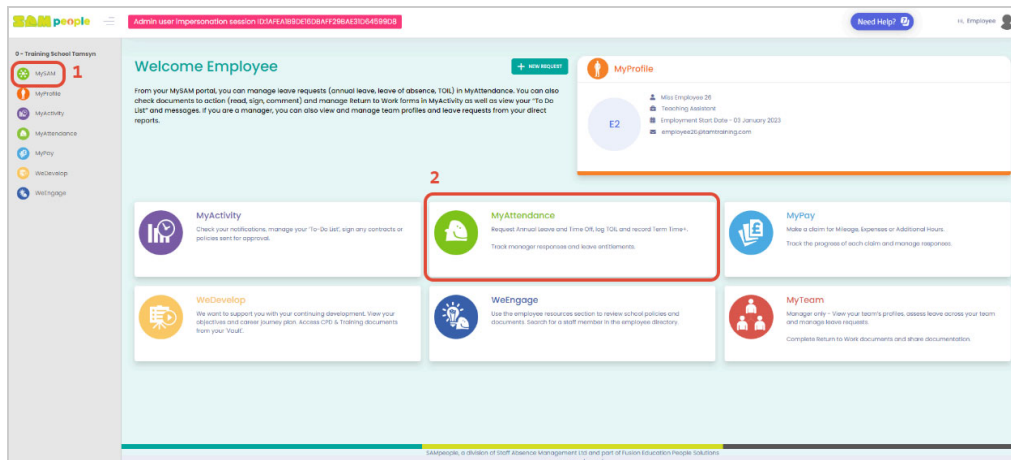
If your contract requires you to work Term Time plus, you can manage these working requests through your MySAM. This is an easy way to record the days you are working your 'plus' allocation. This is not the same as creating or taking time off in lieu.

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** drop-down.
4. Within the **New Request** pop-up, enter the start and end dates that you are requesting to work **Term Time+**.

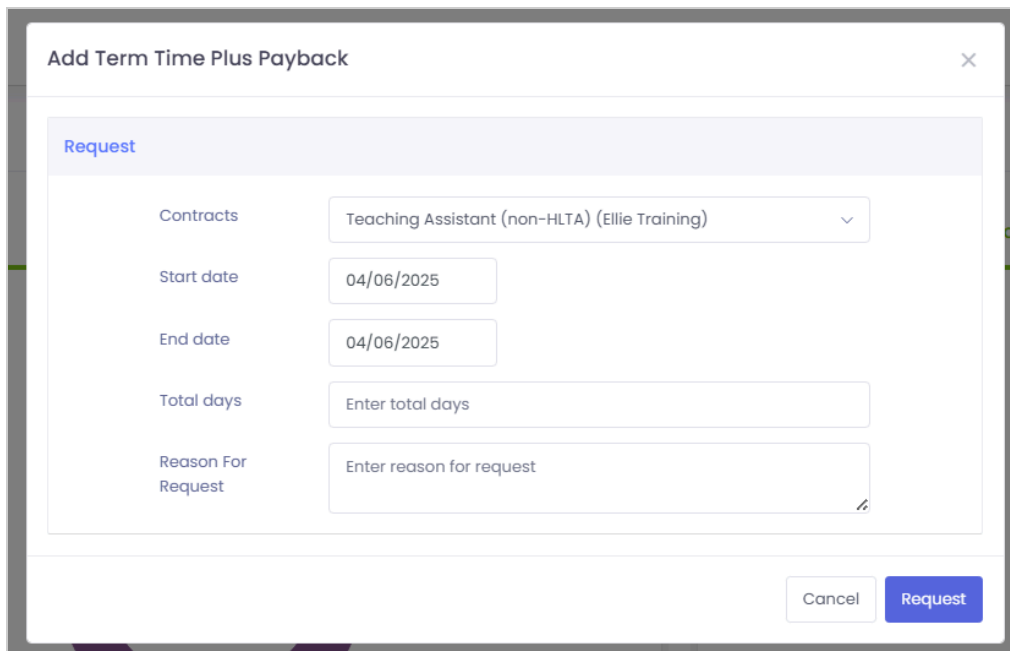
If you have multiple contracts with **Term Time+** requirements, you will need to select the contract you are making the request from. If selecting a range of days, only the time applicable to the working hours of this contract will be requested. Contracts without **Term Time+** requirements will not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

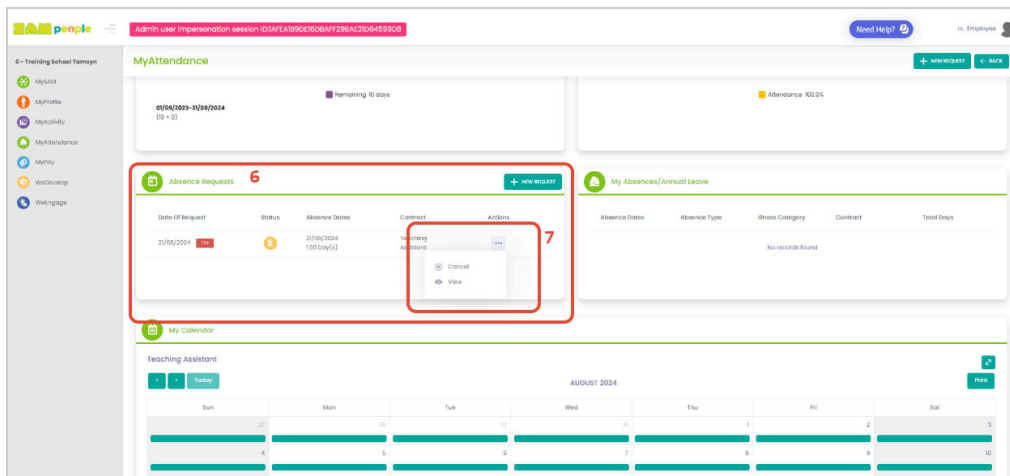
Enter the **Reason for Request**.

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

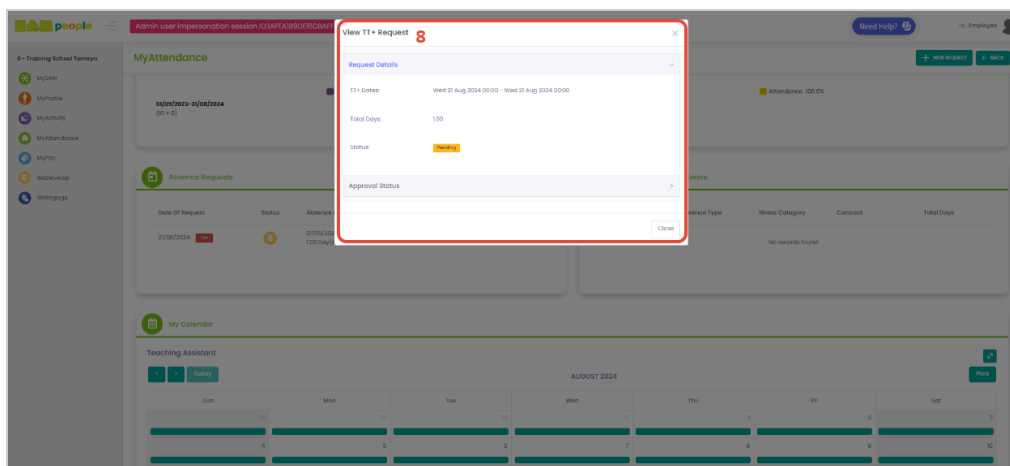
A screenshot of a web form titled "Add Term Time Plus Payback" with a close button (X) in the top right corner. The form has a light purple header bar with the word "Request" in white. Below the header, there are five input fields arranged in two columns. The first column contains labels: "Contracts", "Start date", "End date", "Total days", and "Reason For Request". The second column contains the corresponding input fields: a dropdown menu showing "Teaching Assistant (non-HLTA) (Ellie Training)", two date input fields both showing "04/06/2025", a text input field with the placeholder "Enter total days", and a text input field with the placeholder "Enter reason for request". At the bottom right of the form, there are two buttons: a white "Cancel" button and a blue "Request" button.

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

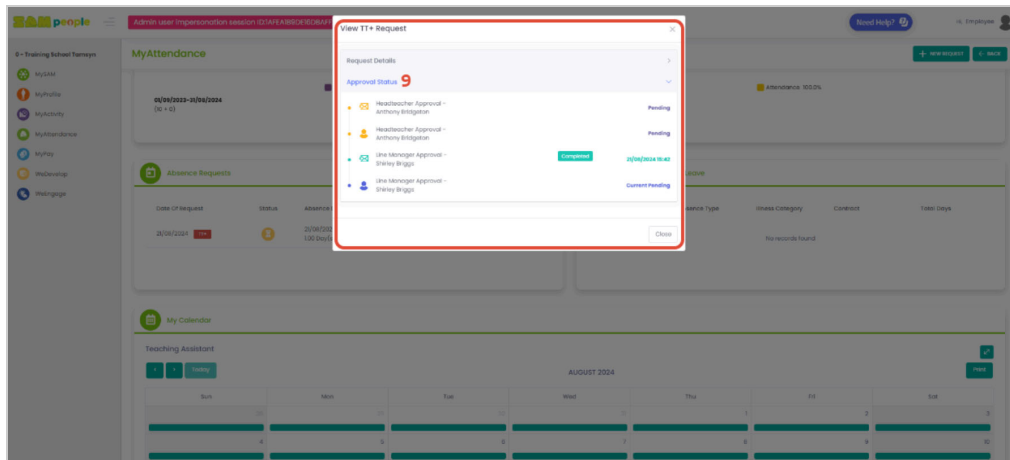
7. To view the status of the request click the **three action dots** and click **View**.



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



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



## Cancelling Requests

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

The screenshot shows the 'MyAttendance' dashboard. The 'Absence Requests' table has the following data:

Date Of Request	Status	Absence Dates	Contract	Actions
21/08/2024	In Progress	21/08/2024 1.00 Day(s)	Teaching Assistant	Cancel, View

The 'My Calendar' section shows a calendar for August 2024 with a 'Teaching Assistant' role. The calendar grid shows days from Sunday to Saturday with corresponding numbers.

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.

The screenshot shows the same 'MyAttendance' dashboard, but with a confirmation dialog box overlaid. The dialog box contains the following text:

Are you sure?  
You won't be able to undo this

The dialog has two buttons: 'No' and 'Yes, cancel it'. The 'Yes, cancel it' button is highlighted by a red box, and a red '11' is next to it.