

MySAM Employees Guide – Recording Term Time+

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

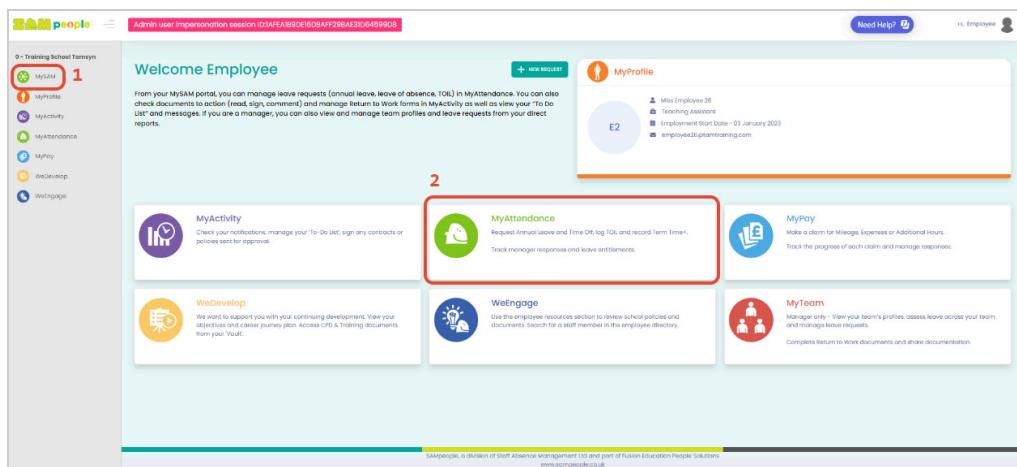
If your contract requires you to work Term Time plus, you can manage these working requests through your MySAM. This is an easy way to record the days you are working your 'plus' allocation. This is not the same as creating or taking time off in lieu.

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.

The screenshot shows a modal window titled 'Add Term Time Plus Payback'. The window has a light gray header bar with the title and a close button ('X'). Below the header is a section labeled 'Request' with a light gray background. The form contains five input fields:

- 'Contracts': A dropdown menu showing 'Teaching Assistant (non-HLTA) (Ellie Training)'.
- 'Start date': A text input field containing '04/06/2025'.
- 'End date': A text input field containing '04/06/2025'.
- 'Total days': A text input field with placeholder text 'Enter total days'.
- 'Reason For Request': A text input field with placeholder text 'Enter reason for request'.

At the bottom right of the form are two buttons: 'Cancel' (gray) and 'Request' (blue).

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**.

The screenshot shows the 'MyAttendance' interface. In the 'Absence Requests' section, a red box highlights the 'Actions' column for a specific row. The row details a request from '21/08/2024' to '21/08/2024' (1 day(s)) with status 'Pending'. The 'Actions' column contains two options: 'Cancel' and 'View', with a red number '7' indicating multiple actions are available.

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

The screenshot shows the 'View TT+ Request' dialog box. Inside, a red box highlights the 'Approve Status' section, which shows the status as 'Pending'. The dialog also displays the TT+ Dates as 'Wed 21 Aug 2024 00:00 - Wed 21 Aug 2024 00:00' and the 'Total Days' as '1.00'.

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

The screenshot shows the 'View TT+ Request' dialog box. Inside, a red box highlights the 'Approve Status' section, which shows the status as 'Pending'. The dialog lists several approvers: Headteacher Approval - Anthony Bridgerton, Headteacher Approval - Shirley Brigg, Line Manager Approval - Shirley Brigg, and Line Manager Approval - Shirley Brigg. The status for each is 'Pending' except for the last one which is 'Current Pending'.

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' section of the ZIM people application. On the left sidebar, there are several icons: MyGAM, MyProfile, MyActivity, MyIncomes, MyPay, WebDevelop, and Workings. The main area displays a summary of attendance: 'Remaining 10 days' (0 days used) and 'Attendance 100.0%'. Below this is the 'Absence Requests' section, which lists a single entry for '21/08/2024' with a status of 'Pending' (indicated by a red circle). The 'Actions' button next to the contact 'Teaching Assistant' is highlighted with a red box. To the right is the 'My Absences/Annual Leave' section, which shows 'No records found'. At the bottom is the 'My Calendar' section for 'AUGUST 2024', displaying the days of the week from Sunday to Saturday.

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.

This screenshot shows the same 'MyAttendance' page as the previous one, but with a modal dialog box in the center. The dialog asks 'Are you sure?' and 'You won't be able to undo this!'. It has two buttons: 'No' and 'Yes, cancel it'. The 'Yes, cancel it' button is highlighted with a red box. The rest of the page content is visible in the background.