Teaching Hours Extension Scheme 2022/2023

Department of Education Circular 0071/2022 gov.ie - Teacher Supply Post Primary: Teaching Hours Extension Scheme for 2022/2023 (www.gov.ie) advised schools that post primary teachers could work above 22 hours per week, to provide up to a maximum of 20 additional teaching hours, per term, between the following dates:

Term 1 – 14th November 2022 to 21st December 2022

Information Note **TC/IN 0001/2023** subsequently provided for an increase in the maximum number of additional hours, for terms 2 and 3 under the scheme, from 20 additional hours per term, to 35 additional hours per term.

Term 2 – 5th January 2023 to 5th April 2023 (35 Hours)
Term 3 – 17th April 2023 to 31st May 2023 (35 Hours)

Any such hours undertaken are over and above the Supervision and Substitution rota arrangements.

Hours must also be undertaken in accordance with the criteria set on in Circular 0071/2022.

Submission Period: Term 3

Schools may apply for the additional hours worked, under the Teaching Hours Extension Scheme, between 17th April, 2023 and 31st May 2023, via the Online Claims System (OLCS), between Tuesday 6th June, 2023 and Close of Business on Friday 16th June, 2023

Procedures for recording Teaching Extension Scheme hours on OLCS

Sanction has been given to post primary schools for the payment of up to an extra 35 hours, for the two terms noted above, under the Teaching Hours Extension Scheme for Teachers who participated in the scheme. In cases where a Teacher has been employed in more than one school the total number of hours claimed across all schools cannot exceed 35 hours.

To add the hours log into ESINET and Select the OLCS Tab. Under the Heading **Teaching Hours Extension Scheme Substitution (THES)** select the tab **Submit THES Substitution Hours for Staff**. The screen is prepopulated with the details of each Teacher and Substitute Teacher[1] in the school.

The screen automatically displays the first 10 teachers in alphabetical order. The number of Teachers displayed may be increased up to 100 on any one page. Please

[1] Please note, the scheme is applicable to teachers only and no submissions should be made for SNA staff.

note that once the hours/minutes are recorded for the number of Teachers selected **you must click Save before moving to the next page, otherwise your entries will be lost.**

The hours should be added by the Data Entry role and approved by the Approver as follows:-

Submit THES Substitution for staff

1. On the prepopulated screen, enter the hours and minutes claim for each Teacher who participated in the scheme.
2. Once the page is complete click save. On saving the page a confirmation page is displayed.
3. To continue to the next record select again **Submit THES Substitution for staff** tab, click to the next page (2 or 3 etc.) then complete the details of the claims, click save which displays the confirmation page again.
4. Once all the hours/minutes are entered and saved, recheck all entries. If incorrect claims are entered for any teacher the new claim hours/mins may be recorded by over writing the original entry with the updated hours/mins, then click save.
5. Once all the claims are successfully added saved and rechecked, click the Submit to DES button in order to send the claims to DES. A message is displayed “Are you sure you want to submit to DES” Click “Yes”.

   A confirmation page is displayed stating that the claims were successfully sent to DES

Whereas school may add and save hours, during the period, once the file is submitted, no further amendments may be made.

In this regard, if the claims are entered by the data entry role, the approver should check the entries before making the final submission to the Department.

Schools should ensure that all data is correct before the final submission is made.

NB. Please note once the Hours/minutes claims are submitted to DES no further update can be made.

The Record of Teaching Hours Extension Scheme hours worked document provided for schools in **Appendix A – Circular 0071/2022** gov.ie - Teacher Supply Post Primary: Teaching Hours Extension Scheme for 2022/2023 (www.gov.ie) is designed to support schools in recording hours worked under this scheme, prior to the application process being made available on the OLCS system. Once schools have made their submissions, these documents should be retained by the school, and should not be submitted to the Department of Education. As noted in Circular 0071/2022, this record must be retained in the school.