

Service Provider Portal Training

Adding Non-Term hours

Quick Guide

Scenario

This will demonstrate the principle for a Provider;

- How to register an **ECCE child** for 25 hours term time and 15 hours Non-Term time.
- The same principle will apply for adding, **Non-Term hours for School Age Children** E.g. School hours would be normally 15 hours term time and 25 hours Non Term time.

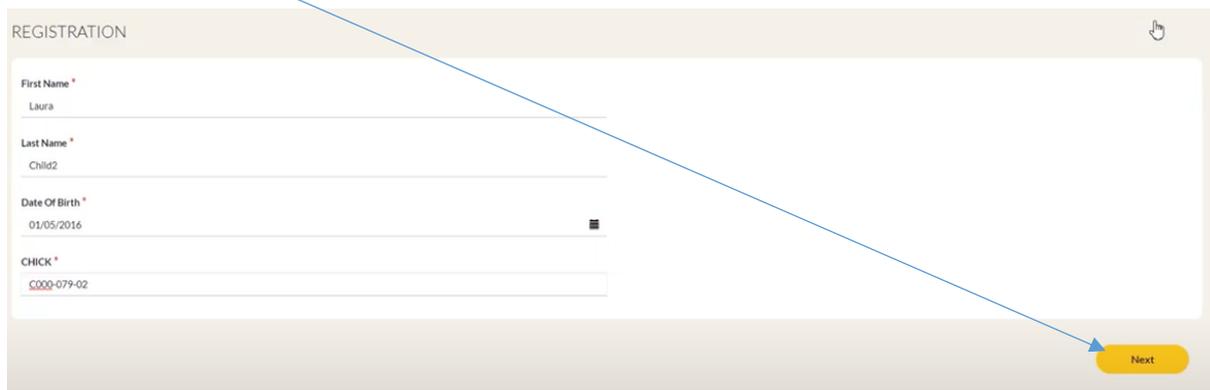
Step 1: Select Child register on the drop down arrow at Registrations.



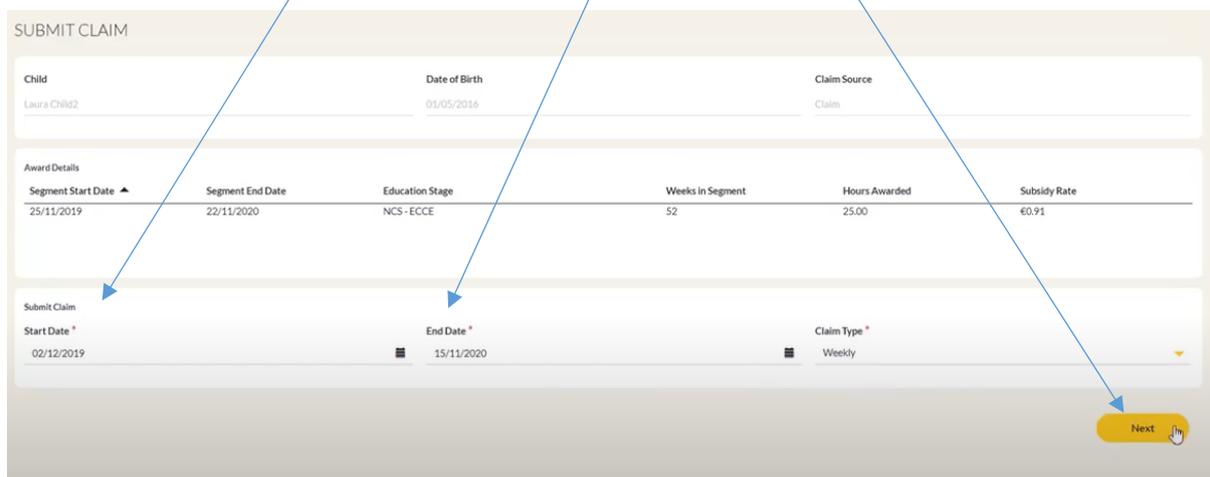
Step 2: Select on retrieve a chick.



Step 3: Input the Child's first name, last name, date of birth and Chick number and select next.

A screenshot of a 'REGISTRATION' form. It contains four input fields: 'First Name' with the value 'Laura', 'Last Name' with the value 'Child2', 'Date Of Birth' with the value '01/05/2016', and 'CHICK' with the value 'C000-079-02'. A yellow 'Next' button is located at the bottom right. A blue arrow points from the text above to the 'Next' button.

Step 4: Add in the Start Date, End Date and select next.

A screenshot of a 'SUBMIT CLAIM' form. It includes a table for 'Award Details' and a 'Submit Claim' section. The 'Award Details' table has columns for Segment Start Date, Segment End Date, Education Stage, Weeks in Segment, Hours Awarded, and Subsidy Rate. The 'Submit Claim' section has fields for Start Date, End Date, and Claim Type. A yellow 'Next' button is at the bottom right. Three blue arrows point from the text above to the 'Start Date', 'End Date', and 'Next' button fields respectively.

Step 5: Under the drop down at Claimed Hours select Edit

CLAIM

Child: Laura Child2 | Date of Birth: 01/05/2016 | Claim Source: Claim

Enter Claim Hours

| Education Stage | Start Date | End Date | Hours Awarded | Subsidy Rate | Claimed Hours |
|-----------------|------------|------------|---------------|--------------|---------------|
| NCS - ECCE | 02/12/2019 | 15/11/2020 | 25.00 | 0.91 | 25.00 |

Select Yes to view week by week details and adjust Term and Non-Term Hours claimed.
Select No to skip the week level detail and submit the claim for all Weeks.

Do you wish to edit claim detail at a weekly level?
 No Yes

Previous Next

Step 6: As this example reflects an ECCE registration, type in 25 hours and select submit.

EDIT

CLAIM HOURS

| Education Stage | Hours Awarded |
|-----------------|---------------|
| NCS - ECCE | 25.00 |

Please Enter

| Start Date * | End Date |
|--------------|------------|
| 02/12/2019 | 15/11/2020 |

Claimed Hours *

25

Submit

Step 7: Note, 25 hours now appears under Claimed Hours and select Next

CLAIM

Child: Laura Child2 | Date of Birth: 01/05/2016 | Claim Source: Claim

Enter Claim Hours

| Education Stage | Start Date | End Date | Hours Awarded | Subsidy Rate | Claimed Hours |
|-----------------|------------|------------|---------------|--------------|---------------|
| NCS - ECCE | 02/12/2019 | 15/11/2020 | 25.00 | 0.91 | 25 |

Select Yes to view week by week details and adjust Term and Non-Term Hours claimed.
Select No to skip the week level detail and submit the claim for all Weeks.

Do you wish to edit claim detail at a weekly level?
 No Yes

Previous Next

Step 8: You will now see the claimed hours of 25, under ECCE there is 14 weeks of Non Term.

CLAIM WEEKS

Child: Laura Child2 | Date of Birth: 01/05/2016 | Claim Source: Claim

Edit Claim Detail By Week

Please review all weeks and use the SUBMIT button at the bottom of the page to confirm your claim.

Active - Bulk Edit

| Start Date | Education Stage | Hours Awarded | Subsidy Rate | Stage | Claimed Hours | Non-Term Hours | Validation Error |
|------------|-----------------|---------------|--------------|-------|---------------|----------------|------------------|
| 02/12/2019 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |
| 09/12/2019 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |
| 16/12/2019 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |
| 23/12/2019 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |
| 30/12/2019 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |
| 06/01/2020 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |
| 13/01/2020 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |
| 20/01/2020 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |
| 27/01/2020 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |
| 03/02/2020 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |
| 10/02/2020 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |
| 17/02/2020 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |
| 24/02/2020 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |
| 02/03/2020 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |
| 09/03/2020 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |

Step 9: As there is 14 weeks of Non Term, you can select the weeks as you wish (Easter, Summer, Halloween, Christmas), but for this guide I have selected the first 14 weeks and select Bulk Edit.

CLAIM WEEKS

Child: Laura Child2 | Date of Birth: 01/05/2016 | Claim Source: Claim

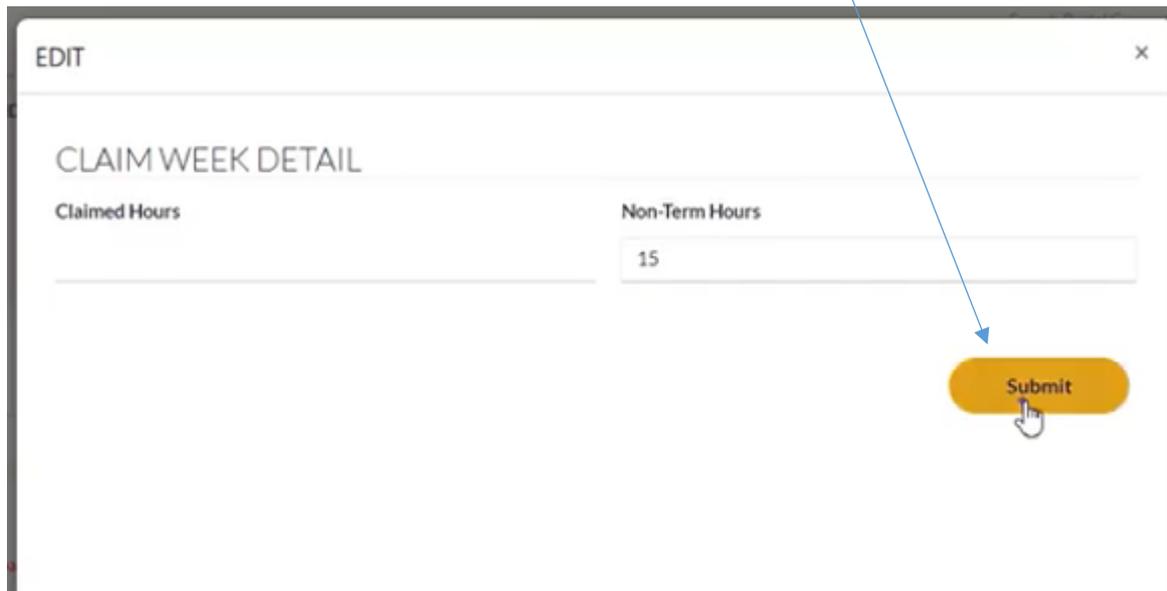
Edit Claim Detail By Week

Please review all weeks and use the SUBMIT button at the bottom of the page to confirm your claim.

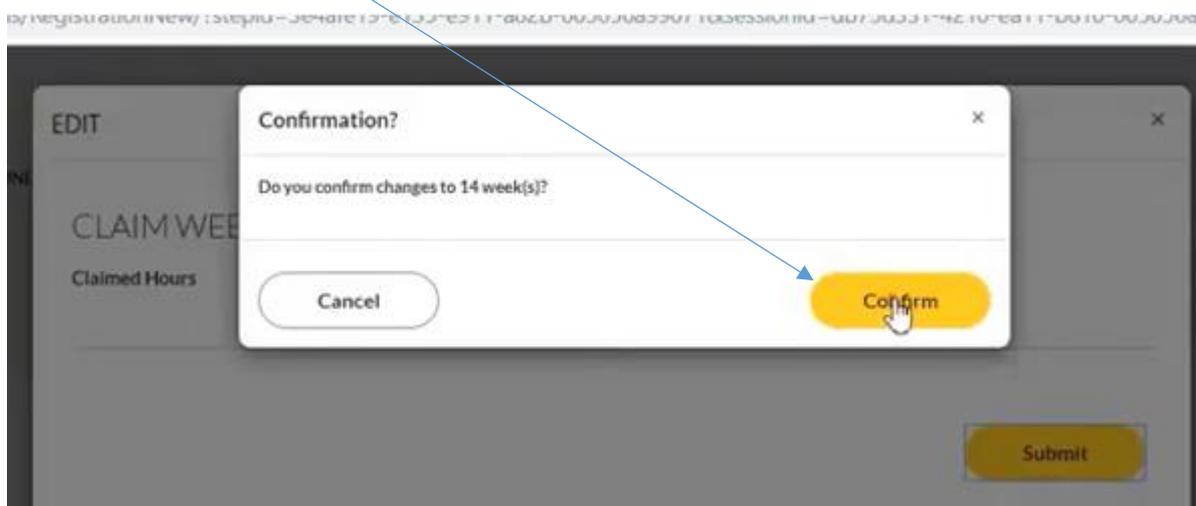
Active - Bulk Edit

| Start Date | Education Stage | Hours Awarded | Subsidy Rate | Stage | Claimed Hours | Non-Term Hours | Validation Error |
|------------|-----------------|---------------|--------------|-------|---------------|----------------|------------------|
| 02/12/2019 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |
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| 16/12/2019 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | | |
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Step 10: Enter the 15 Non-Term Hours and select Submit.

A screenshot of a web form titled 'EDIT CLAIM WEEK DETAIL'. The form has two input fields: 'Claimed Hours' and 'Non-Term Hours'. The 'Non-Term Hours' field contains the number '15'. A yellow 'Submit' button is located at the bottom right of the form. A blue arrow points from the text 'Step 10: Enter the 15 Non-Term Hours and select Submit.' to the 'Submit' button. A mouse cursor is hovering over the 'Submit' button.

Step 11: Select Confirm

A screenshot of a confirmation dialog box overlaid on the 'EDIT CLAIM WEEK DETAIL' form. The dialog box is titled 'Confirmation?' and contains the text 'Do you confirm changes to 14 week(s)?'. There are two buttons: a white 'Cancel' button and a yellow 'Confirm' button. A blue arrow points from the text 'Step 11: Select Confirm' to the 'Confirm' button. A mouse cursor is hovering over the 'Confirm' button. The background form is dimmed.

Step 12: You will now see Claimed Hours of 25 and Non-Term Hours of 15. The total hours over the Non Term period in now 40.

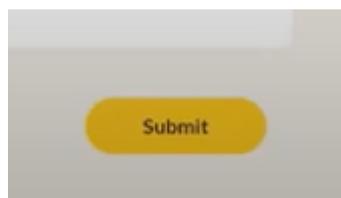
Edit Claim Detail By Week

Please review all weeks and use the SUBMIT button at the bottom of the page to confirm your claim.

Active Bulk Edit

| Start Date | Education Stage | Hours Awarded | Subsidy Rate | Stage | Claimed Hours | Non-Term Hours | Validation Error |
|------------|-----------------|---------------|--------------|-------|---------------|----------------|------------------|
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| 20/01/2020 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | 15.00 | |
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| 10/02/2020 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | 15.00 | |
| 17/02/2020 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | 15.00 | |
| 24/02/2020 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | 15.00 | |
| 02/03/2020 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | 15.00 | |
| 09/03/2020 | NCS - ECCE | 25.00 | 0.91 | Draft | 25.00 | 15.00 | |

Step 13: Select the Submit button on the bottom right hand side of the page to continue.



Step 14: The claim will now show as submitted successfully and the parent will now receive a notification to confirm the claim

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Your claim were submitted successfully. Parent will receive a notification in order to confirm the Claim. [CLICK HERE](#) to go back to list of Registrations.