



Time Off In Lieu (TOIL)

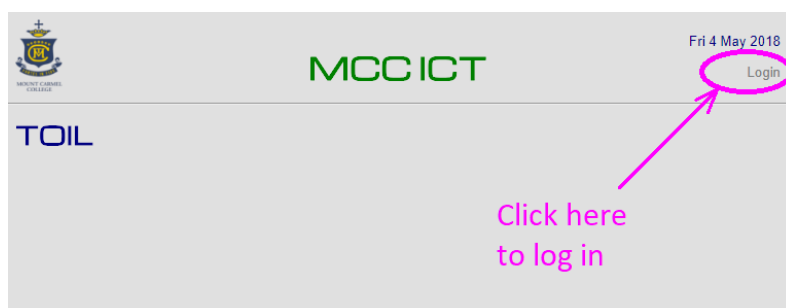
Instructions for Line Managers

Some of the College staff have the ability to take time off in lieu (TOIL) of extra hours worked. Accumulating TOIL may be preferable to applying for overtime payments or using annual leave. As a line manager, you may receive an email indicating that one of your reports may wish to record or use TOIL.

Staff record TOIL via the Mount Carmel ICT web site (<http://ict/>). When they do, you will receive an email to go to that web site to approve or reject the request.

Accessing the TOIL system

Go to <http://ict/toil> and, if your name is **not** showing at the top right, then login using your firstname.lastname and school password.



Once you are logged in, you should see something like the picture below. If not, please talk to Gary or Simon in the ICT team.

Name	Date	Type	Hours	Details	Actions
Simon Milne	2018-04-16	Approved	-2.50	Toil used - approved by Anthony Peck	
Gary Hoggard	2018-04-11	Approved	-1.00	Need to pickup parents from Hobart airport at 3.50pm - approved by Lyndal Tewes	
Simon Milne	2018-04-09	Approved	1.25	Setup for Aths Carnival - approved by Anthony Peck	
Simon Milne	2018-04-06	Approved	2.00	Resolving Email Login Issue - approved by Anthony Peck	
Gary Hoggard	2018-03-19	Approved	0.50	Meeting with parent & Sharon H. re child iPad issue - approved by Anthony Peck	
Gary Hoggard	2018-03-15	Approved	0.50	Planning meeting for school musical (not sure of date) - approved by Anthony Peck	
Simon Milne	2018-02-23	Approved	1.00	Setup for Beach Day - approved by Anthony Peck	

Total records = 7

The latest records will show at the top. You will also see “Approve” and “Reject” links in the Actions column (for new requests).

If you reject the request, you will be prompted for a reason.

If you approve the request, an email is automatically sent to the Principal and Deputy Principal for final approval. Also, at each stage of approval, the requestor is sent an email informing them of the status.