



Create New Request for Additional Relief Teacher Funding

Follow the steps below to create a new request for Additional Relief Teacher Funding using the Education Resourcing System (ERS).

Step	Action
1	From the home page or dashboard click New Request .
2	Select Additional Relief Teacher from the 'Request type' list.
3	Start typing the name of the teacher and select the correct name from the list.
4	Click Create request .
5	Select the dates of absence.
6	Enter the number of teacher only days that occurred during the absence and click Continue .
7	Click Choose file .
8	Locate and select the medical certificate to support the request and click Open .
9	Click Continue .
10	Double-check the information you have entered and amend if necessary.
11	Click Send for Approval .
12	Notify your approver that there is a request waiting for them to approve.