

## **UCC PLUS+ Schools tutoring Programme 2021/22**

### **Technical guide for uploading documents / photo proofs to our Online Pay form**

**Support documents ( A) Your Bank BIC and IBAN and (B) email proof from the school of hours worked**

**We recommend using a desktop computer / laptop and not a mobile phone to access the online pay form**

#### **STEP 1:**

Scan or photograph your school proof document and use the downloaded pdf of your bank statement from your online banking website to upload or send a photo / screenshot of just the top of the page with the necessary details showing. Save both documents to your computer in an easy to retrieve location with a logical file name such as " your name" and the word "school proof" .

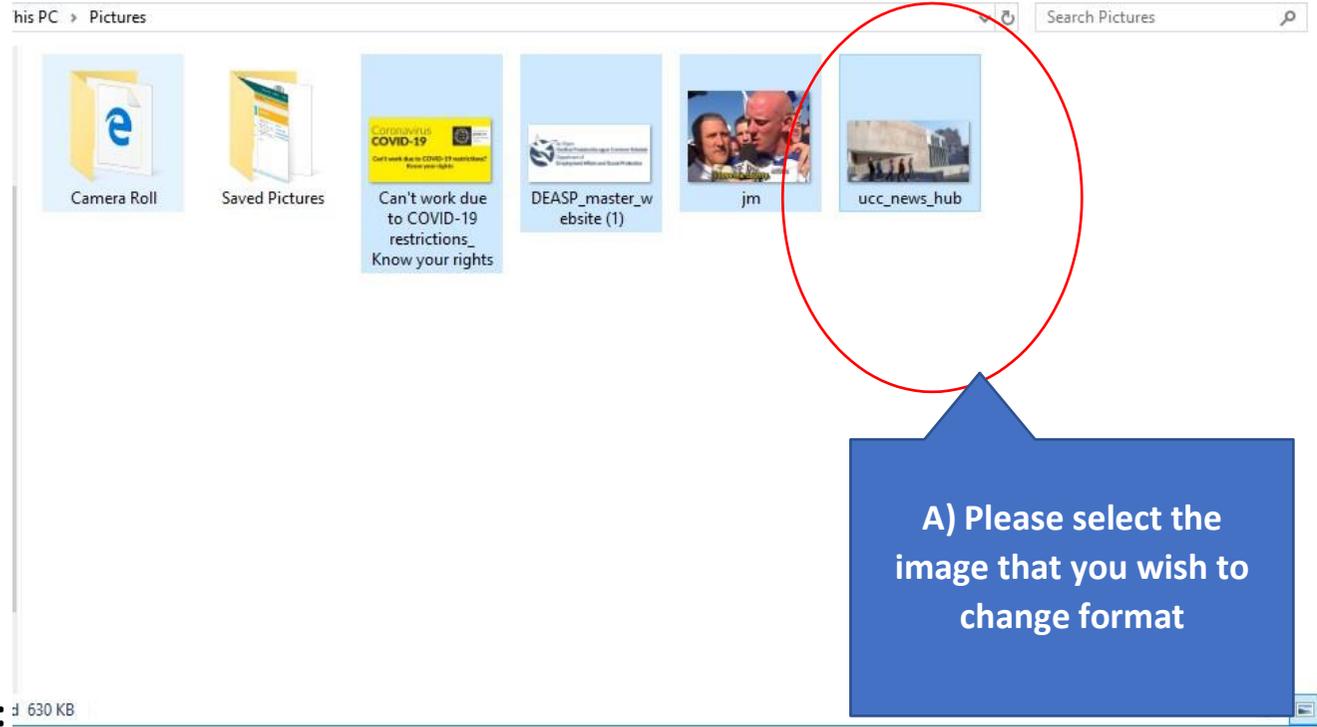
Save the bank details photo proof with a file name of "yourname "Bank details".

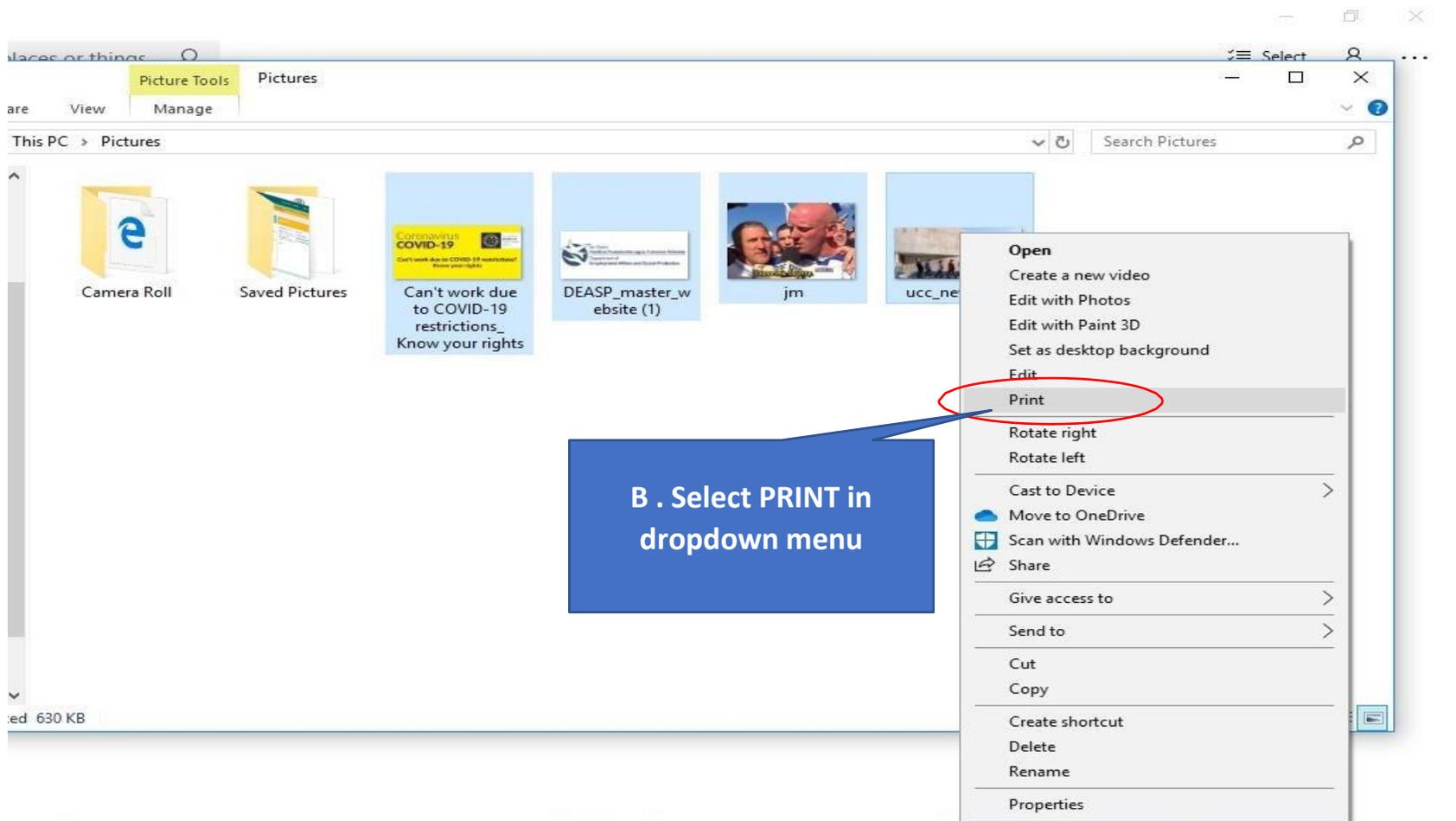
**Step 2 :** In the course of completing the online Payroll form you will be asked to browse your computer and upload these required support documents. One per each relevant question asked. If the photo size is proving too large to load to our Online form then you can reduce the photo file size by changing it to a pdf document.

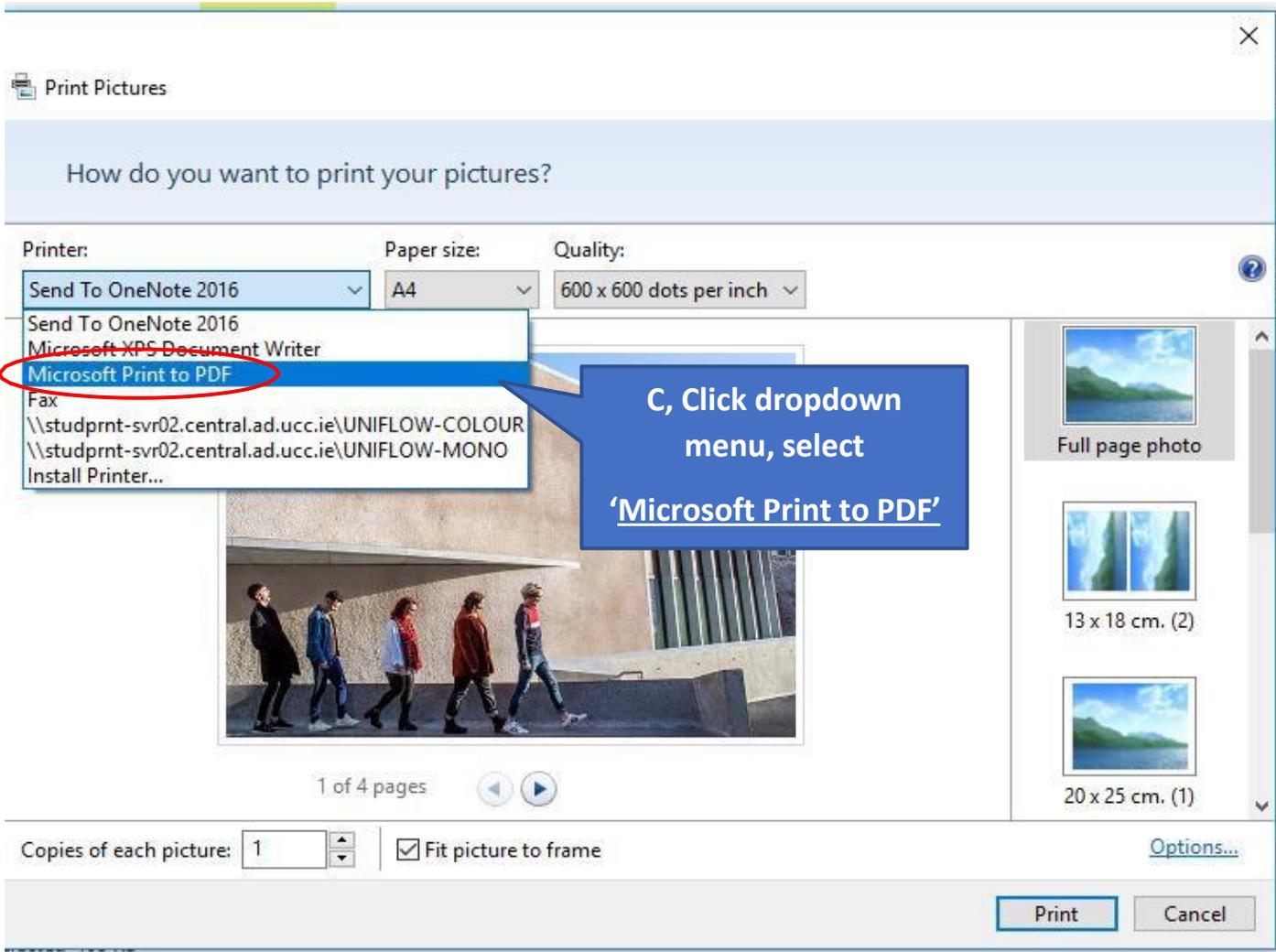
Proof document A should be uploaded on its own so only select one image in the example diagram below, Proof document B will also usually only be one image for one school validation email totalling all the hours you worked this month so only select one image in the example diagram below,

(If you have more than one support email to upload please see step x at the end.)

If your photo image file size is too large to upload you can convert the phot file to a pdf file as follows:







Print Pictures

How do you want to print your pictures?

Printer: **Send To OneNote 2016** Paper size: **A4** Quality: **600 x 600 dots per inch**

- Send To OneNote 2016
- Microsoft XPS Document Writer
- Microsoft Print to PDF**
- Fax
- \\studprnt-svr02.central.ad.ucc.ie\UNIFLOW-COLOUR
- \\studprnt-svr02.central.ad.ucc.ie\UNIFLOW-MONO
- Install Printer...

C, Click dropdown menu, select 'Microsoft Print to PDF'



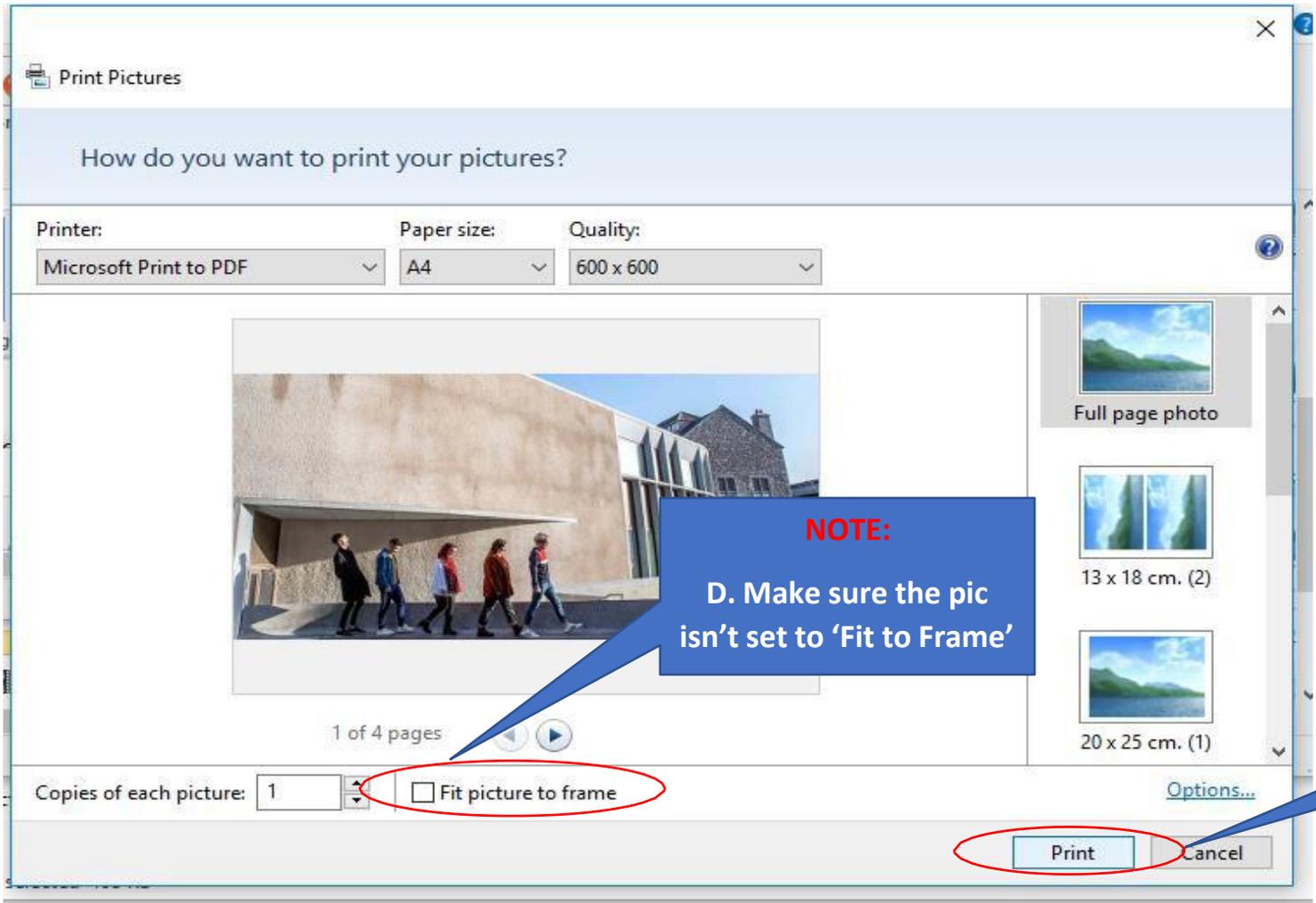
1 of 4 pages

- Full page photo
- 13 x 18 cm. (2)
- 20 x 25 cm. (1)

Copies of each picture: 1  Fit picture to frame

Options...

Print Cancel



How do you want to print your pictures?

Printer: Microsoft Print to PDF  
Paper size: A4  
Quality: 600 x 600



**NOTE:**  
D. Make sure the pic isn't set to 'Fit to Frame'

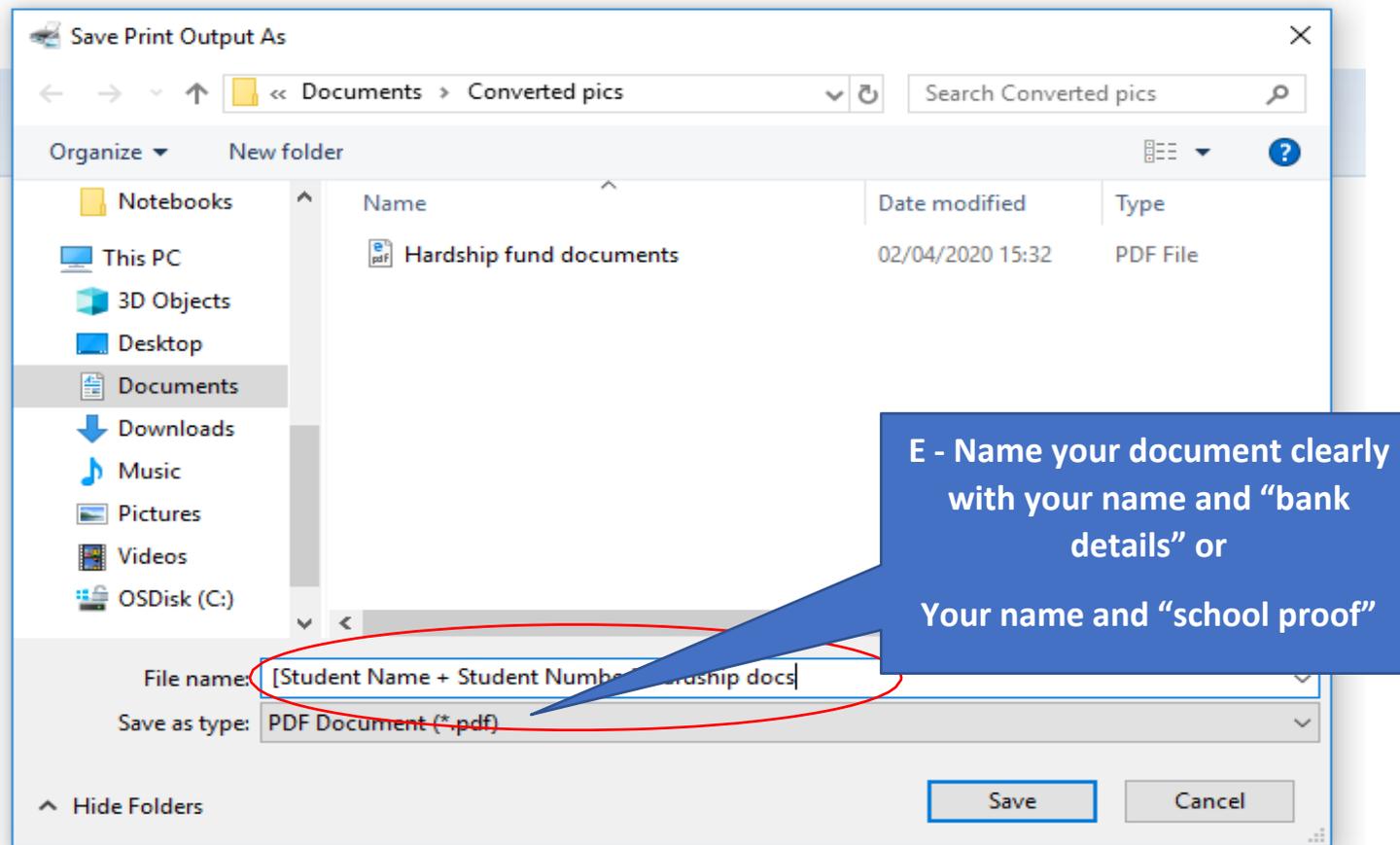
- Full page photo
- 13 x 18 cm. (2)
- 20 x 25 cm. (1)

1 of 4 pages

Copies of each picture: 1  Fit picture to frame

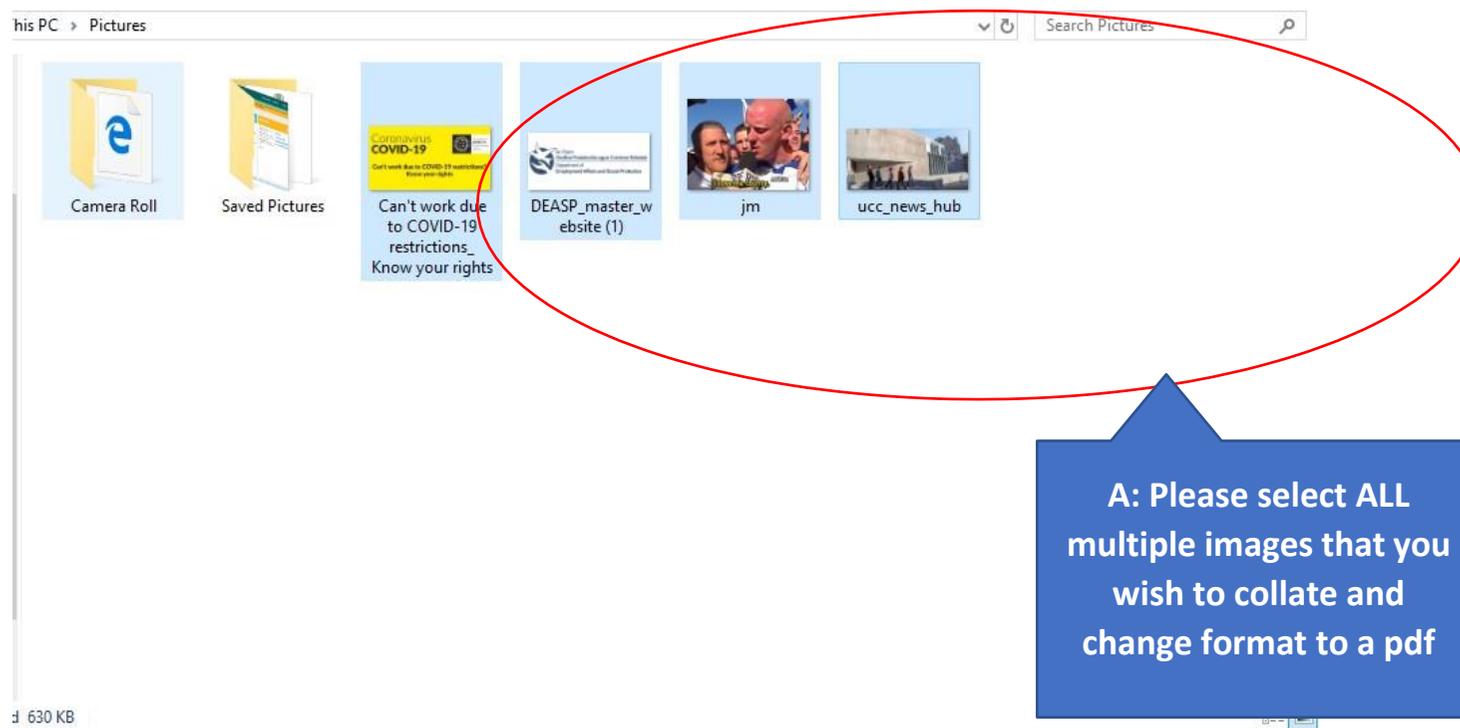
Print Cancel

Then Click Print



**F - Click SAVE.**

**Step x - We recommend that the school send you one proof email a month matching the total number of hours you are claiming for that month on the online form, if however a mistake occurs or due to staff absences you have 2 proof emails to match up the overall number of hours you are claiming for that month, before the deadline of the 10<sup>th</sup>, then please collate the 2 school proofs/ photos into one pdf document as follows :**



**And then follow the rest of steps b to F in the pages above.**