What is **PiP**?

- **PiP** is a new electronic HR and Payroll system for the whole of Isle of Man Government

- Called the People Information Programme **PiP** because it's about People and their information – system to be owned and used by everyone

- The same system will be accessed by employees (Employee Self Service – "**PiP** for Me") and by Managers (Managers Self Service – "**PiP** for My Team")

- If you are a manager you will therefore use both systems

- Not just a system change, it's about a culture change at it's heart

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What is in PiP?

"PiP for Me"

- Electronic Payslips
- Able to update personal details and view personal documentation
- Able to request leave, open and close sickness absence
- Able to complete overtime and expenses claims

"PiP for My Team"

- Your team's details and team calendar
- Able to authorise leave and absence, view balances, Bradford Factors
- Able to authorise Time and Expenses Claims (additional payments)
- Can request employment changes and process leavers
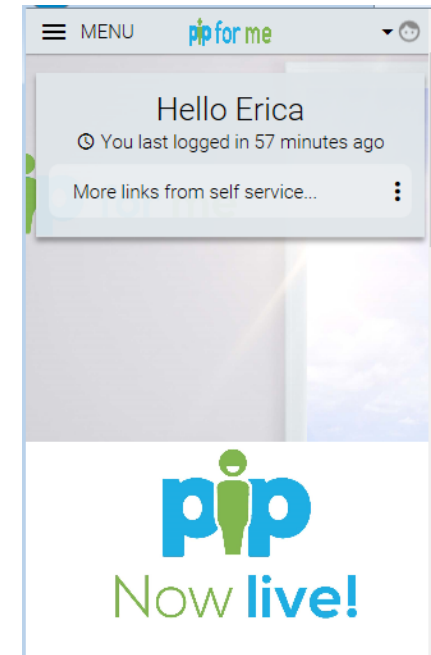- Access to real time MI and Dashboard Analytics

How will **pip** benefit me as an Employee?

"PiP for Me"

Computer/Laptop view
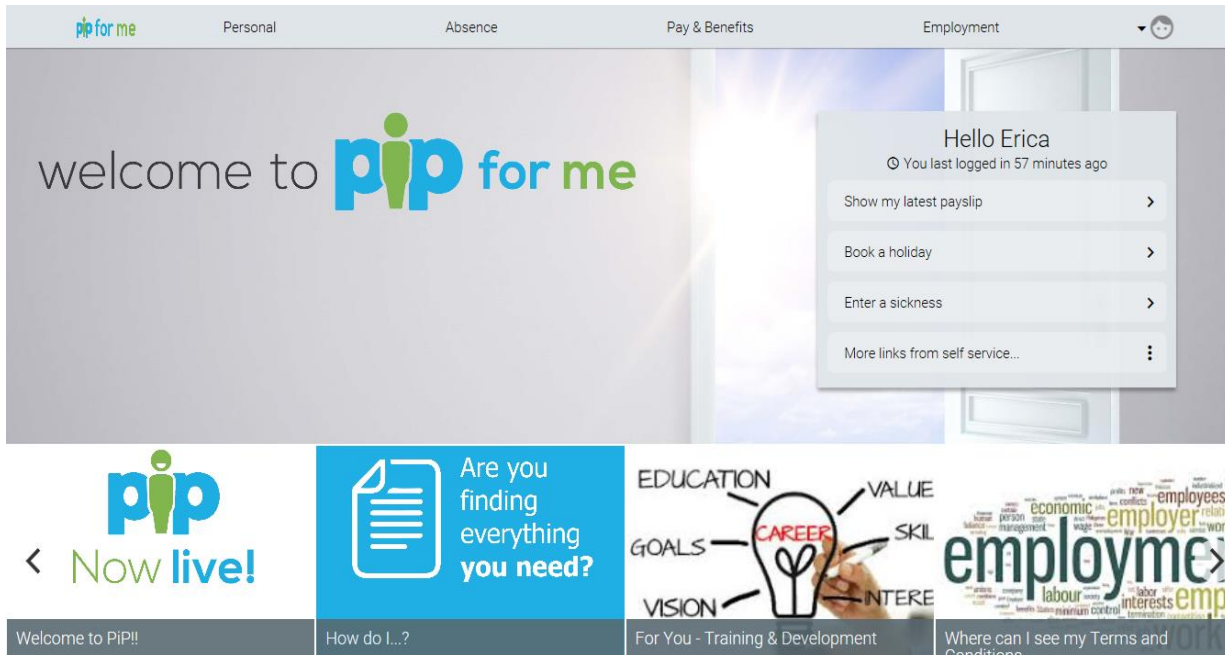
Mobile Device view

pip is extremely user friendly and intuitive.
You can access and change information with just a few clicks.

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How will **PiP** benefit me as an Employee?

Some of the highlights of "PiP for Me"

I can access my payslip online

I can apply for annual leave

I can update my own personal information

I can log and claim my expenses online

1 Your payslip will be available online and much more detailed than the paper version.

2 You can apply for annual leave with a few clicks and your manager will receive a notification

3 You will be able to update personal information such as your bank account and address details

4 Less forms to fill in which will provide you with a much more efficient service
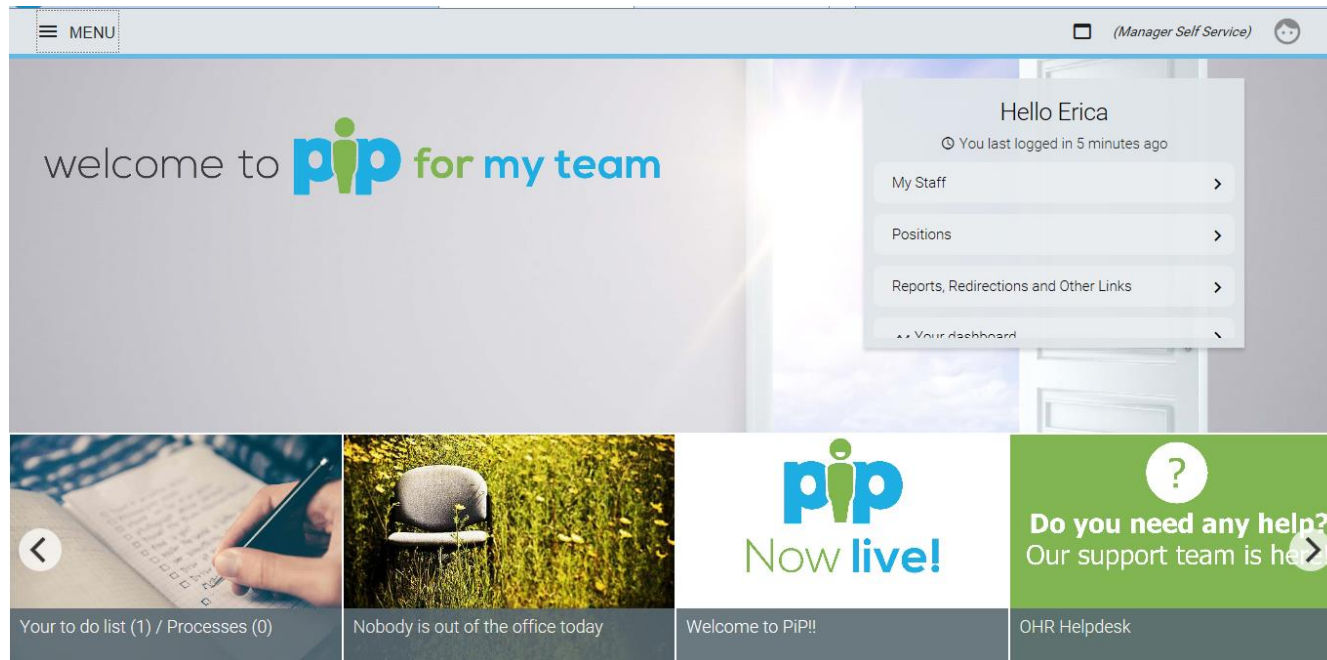
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How will **PiP** benefit me as a Manager?

"PiP for My Team"

Computer/Laptop view

PiP for My Team gives Manager's visibility of their teams information to assist with effective decision making and people management. It includes a handy "to-do list" as well as a team calendar of all absences and real time dashboard analytics for sickness statistics.

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How will **PiP** benefit me as a Manager?

Some of the highlights of "PiP for My Team"

I can manage my team more efficiently

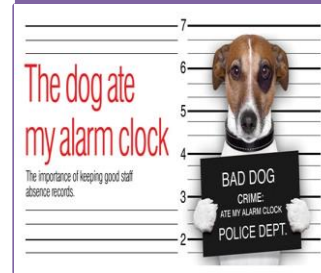I get reminders of key management tasks

I can manage my teams absence

I can get real-time management information

1 You can see who is in and out and view certain personal information

2 You will get reminders via a to do list and email, e.g. authorise leave, triggers for probation periods, training requirements

3 There will be triggers for absences to highlight and resolve issues quickly.

4 A suite of reports that will help you make management decisions.

PEOPLE INFORMATION PROGRAMME

PiP is being rolled out in two phases

- **Phase 1** – 2018/9
  - ✓ Electronic Payslips
  - ✓ Recording absences
  - ✓ Making changes to my personal details
  - ✓ Replacement of HR forms
- **Phase 2** – still to come
  - ✓ Learning and Development
  - ✓ Recruitment
  - ✓ Document Management
  - ✓ Casework Management

PEOPLE
INFORMATION
PROGRAMME

What's being done to prepare for roll out?

We are working with each Department to create Implementation Plans covering;

- ✓ Communications (so you will hear lots more about **pip** over the next few months!)

- ✓ Practical Access to IT equipment as well as support and help to use where needed

- ✓ Training on the system

- ✓ Guidance and support for HR processes

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Any Questions?

Contact Us @ askPiP@gov.im
Or speak to your Department Representative