



PiP For Me

'Lite'

User Guide

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Introduction

Welcome to **PiP 'Lite'** your new, accessible HR and Payroll system.

PiP 'Lite' is the first release of self-service, providing you with access to view and update your personal information, view your employment information and access your payslips online.

Once **PiP 'Lite'** has been implemented across the organisation, additional functionality will follow including the ability to submit leave requests, enter your sickness absence and special leave absences. You will also be able to claim time and expenses, all with only a few clicks!

This **PiP 'Lite'** user guide is designed to support you with logging in and navigating **PiP For Me** (Employee Self Service). This user guide also includes some important information regarding using PiP for the first time.

Accessing PiP For Me

You can access **PiP For Me** in various ways:

- On a government networked PC e.g. a PC terminal in a government work location e.g. a hospital ward at Nobles, Ellerslie Depot, Markwell House etc
- On a government device e.g. tablet PC, iPad, smartphone
- On your personal device e.g. tablet PC, iPad, smartphone
- On your personal computer or laptop

You **do not** need to access **PiP For Me** on a government PC or device if you do not want to. You **do** however, need an e-mail address in order to access **PiP For Me**.

If you have a government device, the application will automatically appear as an icon on it when the system goes live. This can be found in Corporate Applications within the Start Menu.

If you want to use your own computer or laptop you will need to use the following website address:

https://pipforme.gov.im/tlive_ess/

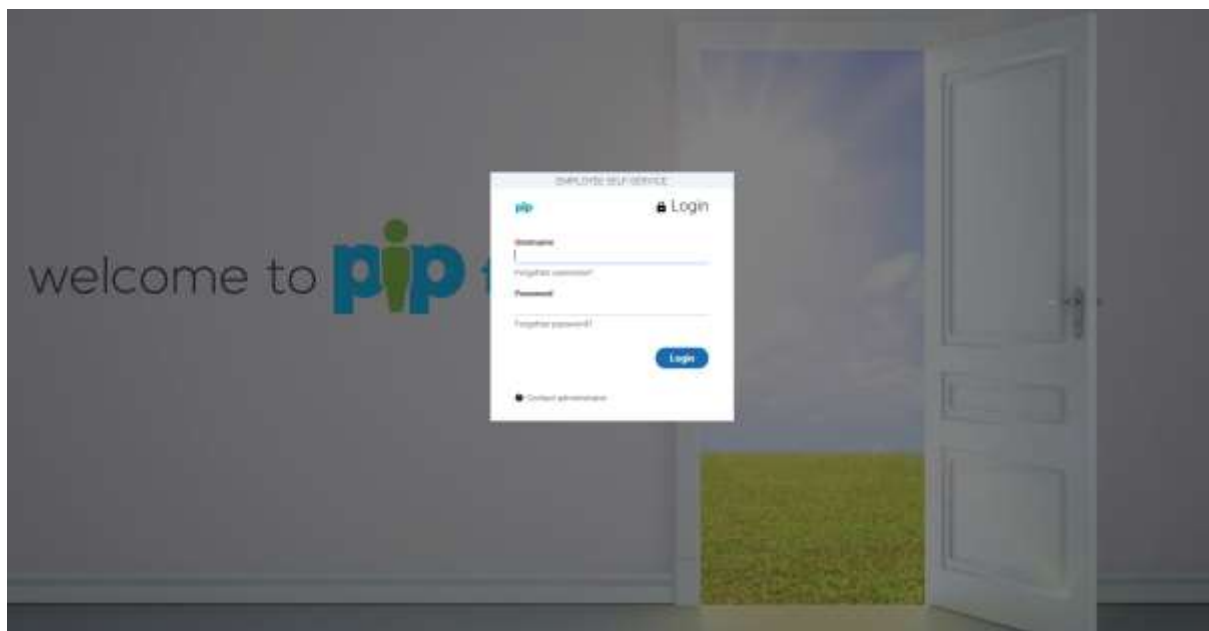
Save this as a favourite in your web browser to make it easier to access in future.

Logging on

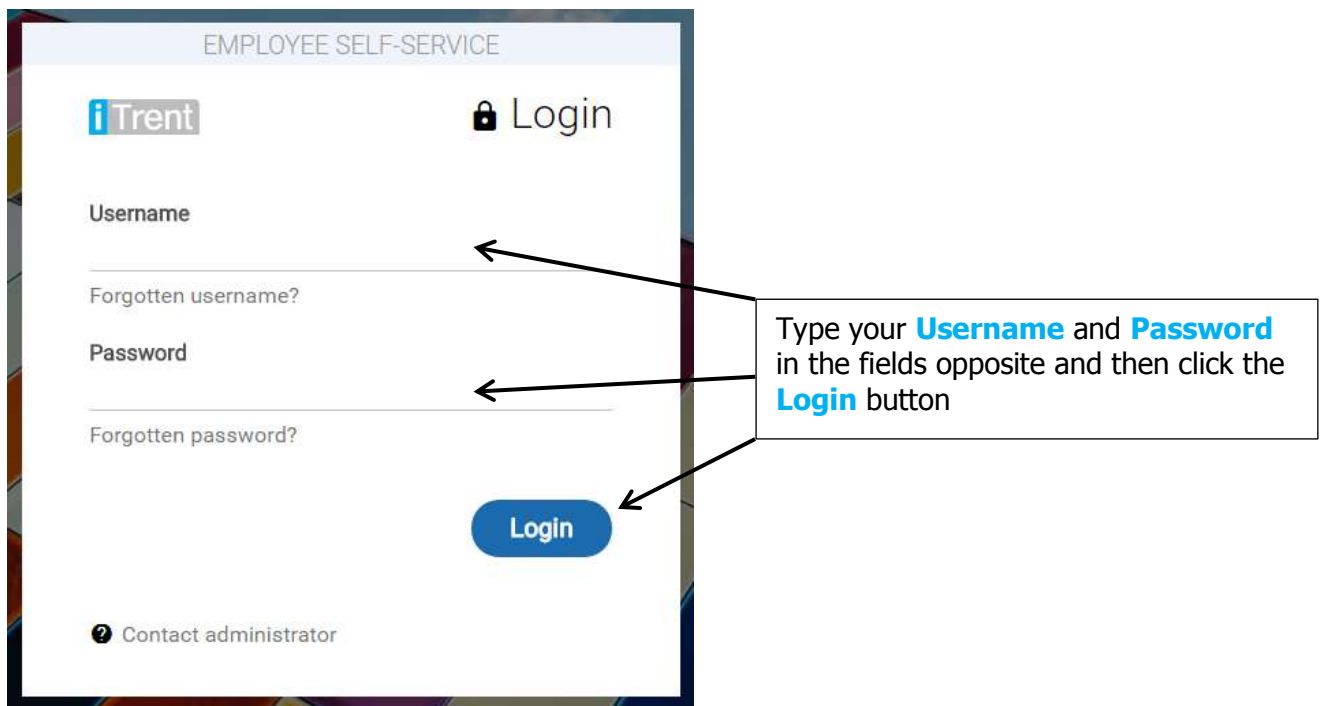
If you have a Government network username and password, you will need to use this to access **PiP For Me**.

If you do not hold a Government network username and password, this can be provided by the helpdesk. The helpdesk can be contacted at askpip@gov.im or on 685999.

This is the login screen:



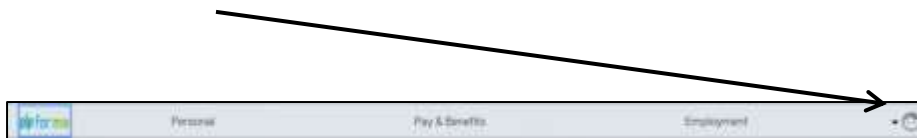
Here's the login box:



Logging out

Logging out of **PiP For Me** is easy to do.

Click on the **face icon** on the toolbar at the top of the screen:

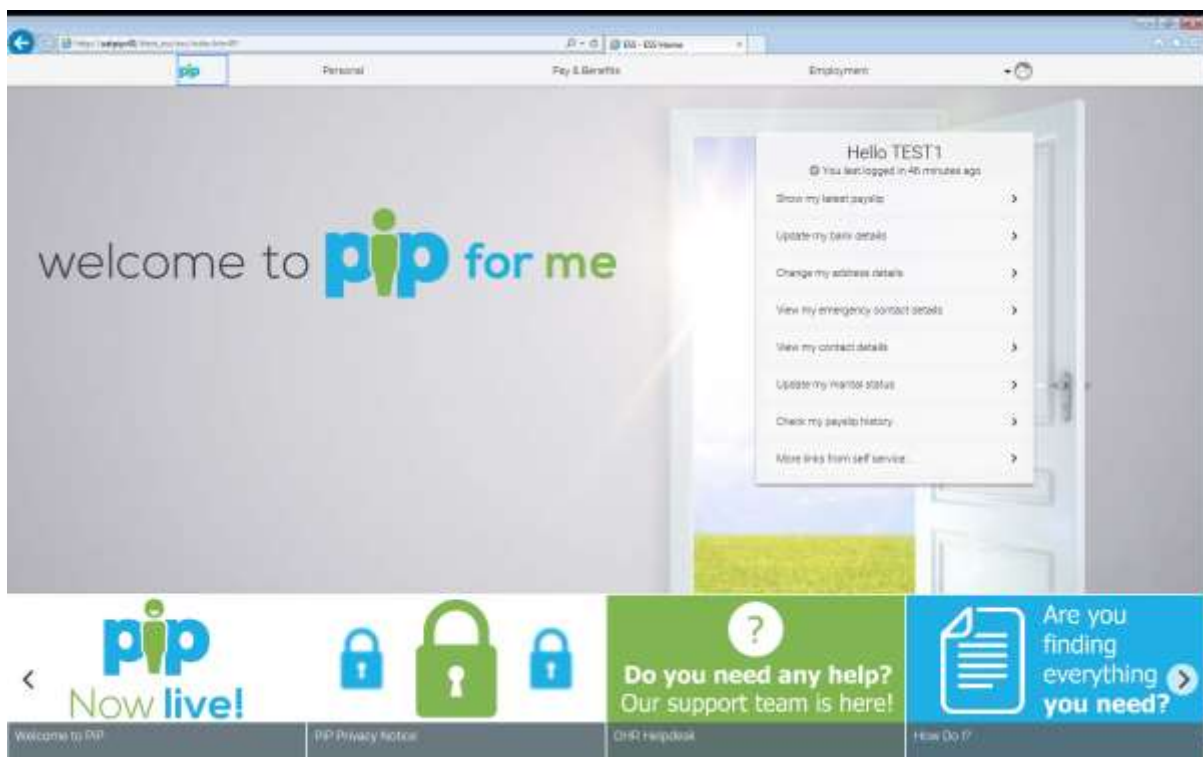


From the pop-up menu click on **Logout**.

If you are using a shared PC or device always ensure you have logged out at the end of your session.

The Home screen

This is the **PiP For Me** Home screen:



Across the bottom of the home screen are links to useful information and news that may be important for you to read.



This section will contain guidance to help you get started on PiP and will have links to the latest news



This section explains the personal data which OHR collects and processes relating to Isle of Man Government employees to manage the employment relationship.



This section contains contact details for our helpdesk to assist you with any system related pip queries



This is a quick link to the full user guide and the one-page how to guides


Across the top of the screen are tabs for the different areas of the system:



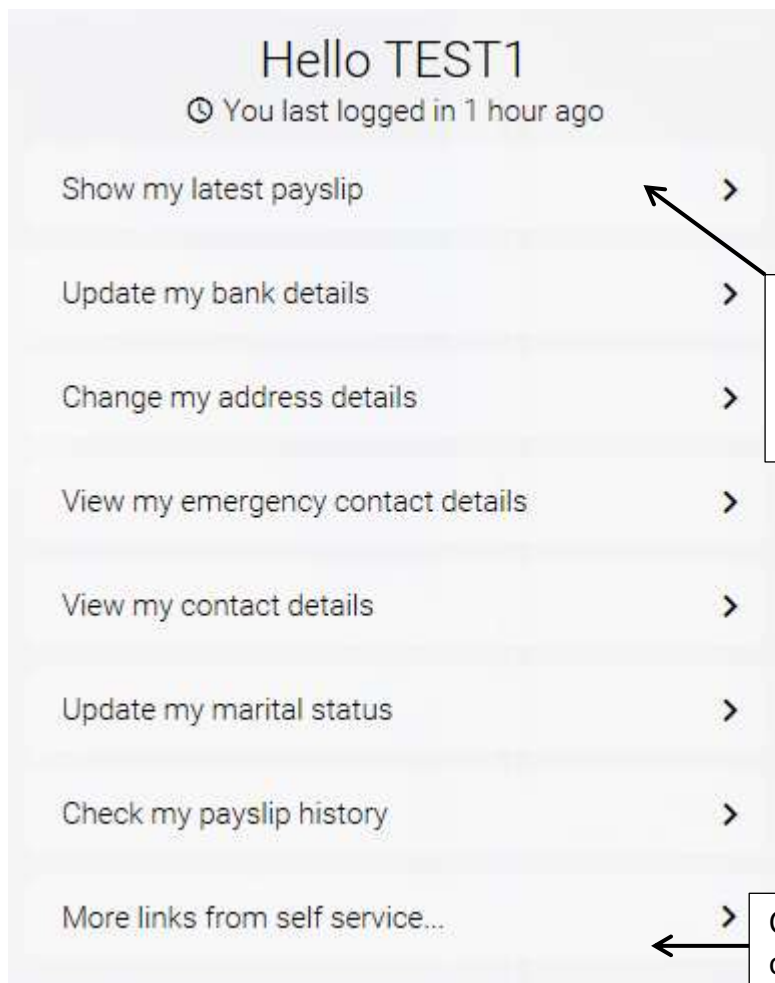
The IOMG logo will bring you back to this home screen whenever you click it.

- **Personal** – this section is for reviewing and updating your personal information, including updating your bank details
- **Pay & Benefits** – this is where you can view and download your payslip
- **Employment** – this allows you to view the details of your employment contract with IOMG and check your reporting manager

Note: When navigating around PiP For Me please use the links and menus within

PiP For Me to move from one screen to another. Do not use the back arrow  at the top of your browser screen as this will cause a security warning to appear and you may have to log out and back in to the site.

In the main window of the home screen there are quick links for common tasks that you might regularly want to use:



Clicking on each of the options that has an arrow beside it will take you to the relevant section where you can access that information or function

Clicking here gives you some more quick link options:



Let's get started

To get the best from the system and ensure it holds the right information about you, here's some things to do and to check.

Personal Things to do here.....

Have a look and check all of the following, making any necessary additions or corrections to your:

- ✓ [Name](#) - contact the System Support Team if your name or date of birth isn't correct)
- ✓ [Address](#)
- ✓ [Contact information](#) - including the email address you want to use for notifications from this system
- ✓ [Emergency Contacts](#)
- ✓ [Sensitive information](#) (only fill this in if you want to – it's not a requirement)

Reporting Manager

On the [Employment tab](#) click on your job information box and view the name of your reporting manager. If this is incorrect, please inform your Department Representative as soon as possible. A list of the Department Representatives will be provided in due course via a link. Until such a time, please contact the helpdesk at askpip@gov.im or on 685999.

And finally.....

Pay and Benefits

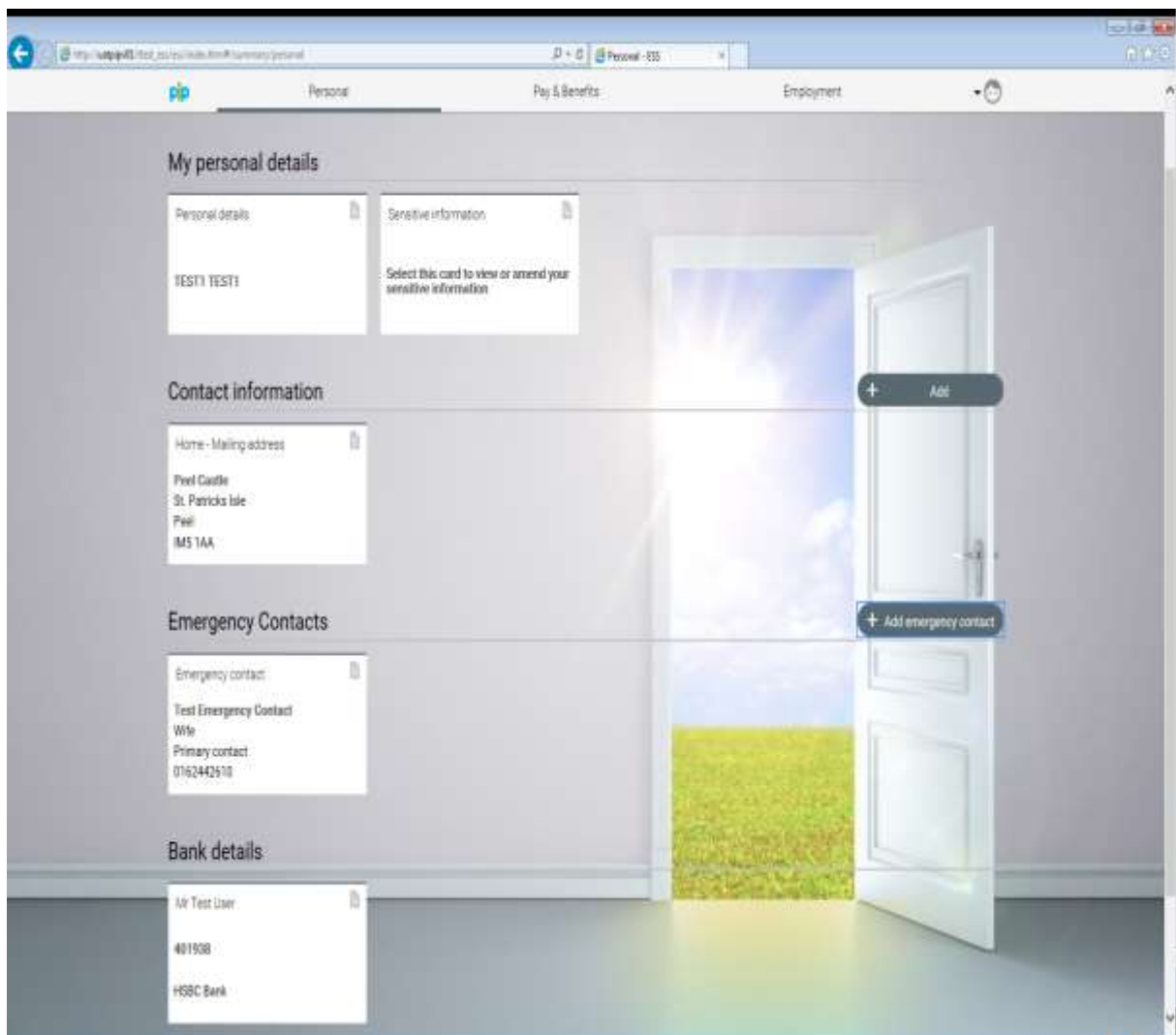
Nothing for you to check here but it's a good idea to have a look at your payslip and get familiar with viewing it online. You can also download it to a PDF if you want to see a version with the Government crest on or you need to print it.

The Personal Tab

Under the **Personal Tab** you can view and edit the following information:

- Your personal details (this is the exception, you must complete an OHR4 form if you wish to change your name)
- Your contact details – this is primarily for your personal contact details, but you can include your work contact details here too; you need to have an e-mail address stored here as your **User e-mail address** in order to receive automated e-mails that the system may need to send you
- Your emergency contact details
- Your bank details

When you click on the **Personal tab** your screen will look like this:



My Personal Details

Under **My personal details** you will see the following two cards:



This card contains your personal details such as your name, your date of birth and your marital status.

This card contains information about you that will be completely blank when you first access PiP. You **do not** have to complete any of the details on this card if you do not want to.

Only you and the System Support Helpdesk will be able to see this information should you choose to complete any of it.

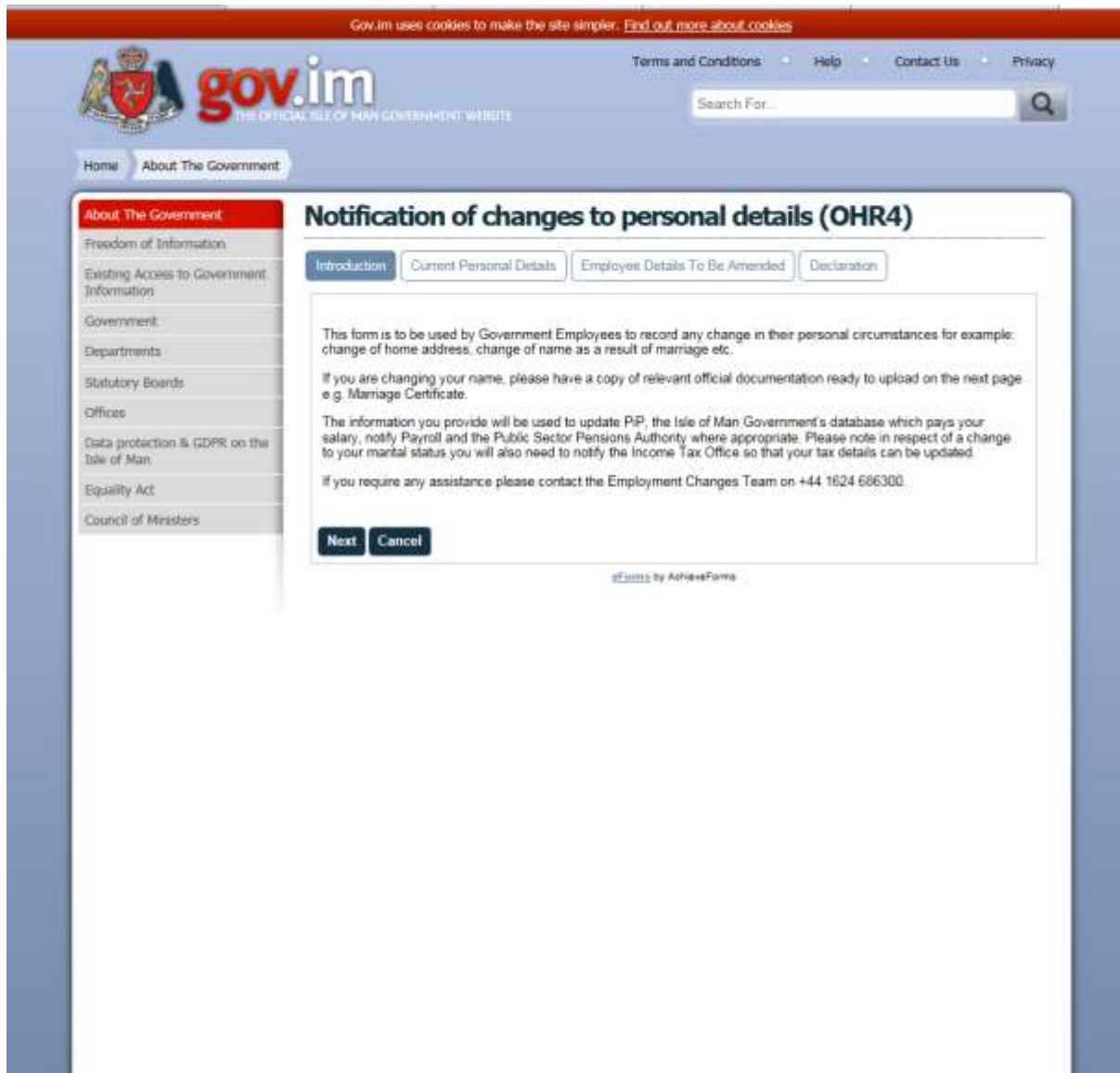
The purpose of this data is to enable statistical monitoring to ensure the Isle of Man Government meets its responsibilities in relation to the Equality Act. Any reports generated from this information will be anonymised and will not be identifiable as you.

Changing Your Personal Details

In order to change your personal details simply click on the link below to go to the OHR website OHR4 form.

<https://www.gov.im/about-the-government/hr-sickness-forms-government-employee-use-only/notification-of-changes-to-personal-details-ohr4/>

You will then see this screen:



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Search For...

Home About The Government

About The Government

- Freedom of Information
- Existing Access to Government Information
- Government
- Departments
- Statutory Boards
- Offices
- Data protection & GDPR on the Isle of Man
- Equality Act
- Council of Ministers

Notification of changes to personal details (OHR4)

Introduction | Current Personal Details | Employee Details To Be Amended | Declaration

This form is to be used by Government Employees to record any change in their personal circumstances for example: change of home address, change of name as a result of marriage etc.

If you are changing your name, please have a copy of relevant official documentation ready to upload on the next page e.g. Marriage Certificate.

The information you provide will be used to update PIP, the Isle of Man Government's database which pays your salary, notify Payroll and the Public Sector Pensions Authority where appropriate. Please note in respect of a change to your marital status you will also need to notify the Income Tax Office so that your tax details can be updated.

If you require any assistance please contact the Employment Changes Team on +44 1624 686300.

Next Cancel

©2015 by AohiveForms

Complete the online form and then, if applicable, bring in your original supporting document such as a marriage certificate/deed poll (or a properly countersigned copy of the original) to the Office of Human Resources Reception, 2nd Floor, Illiam Dhone House, 2 Circular Road, Douglas, IM1 1AG.

Contact Information

Under **Contact information** you will see at least one card that contains details of your home mailing address. If we hold more contact information about you e.g. home telephone number; personal mobile number; there will be other cards for each of these showing in this section too:



Your user e-mail contact detail is the e-mail address that **PiP For Me** will send any automated e-mails to. This can be your work e-mail address if you have one or a personal e-mail address. In order to receive the automated e-mails you **MUST** have a contact details card set up with your preferred **User e-mail address**.

Updating your address

Please note this card is locked down so you are unable to edit the existing address within the card.

To update your address please click on the **Add** button and click on **Add address**. You will then see the following screen:

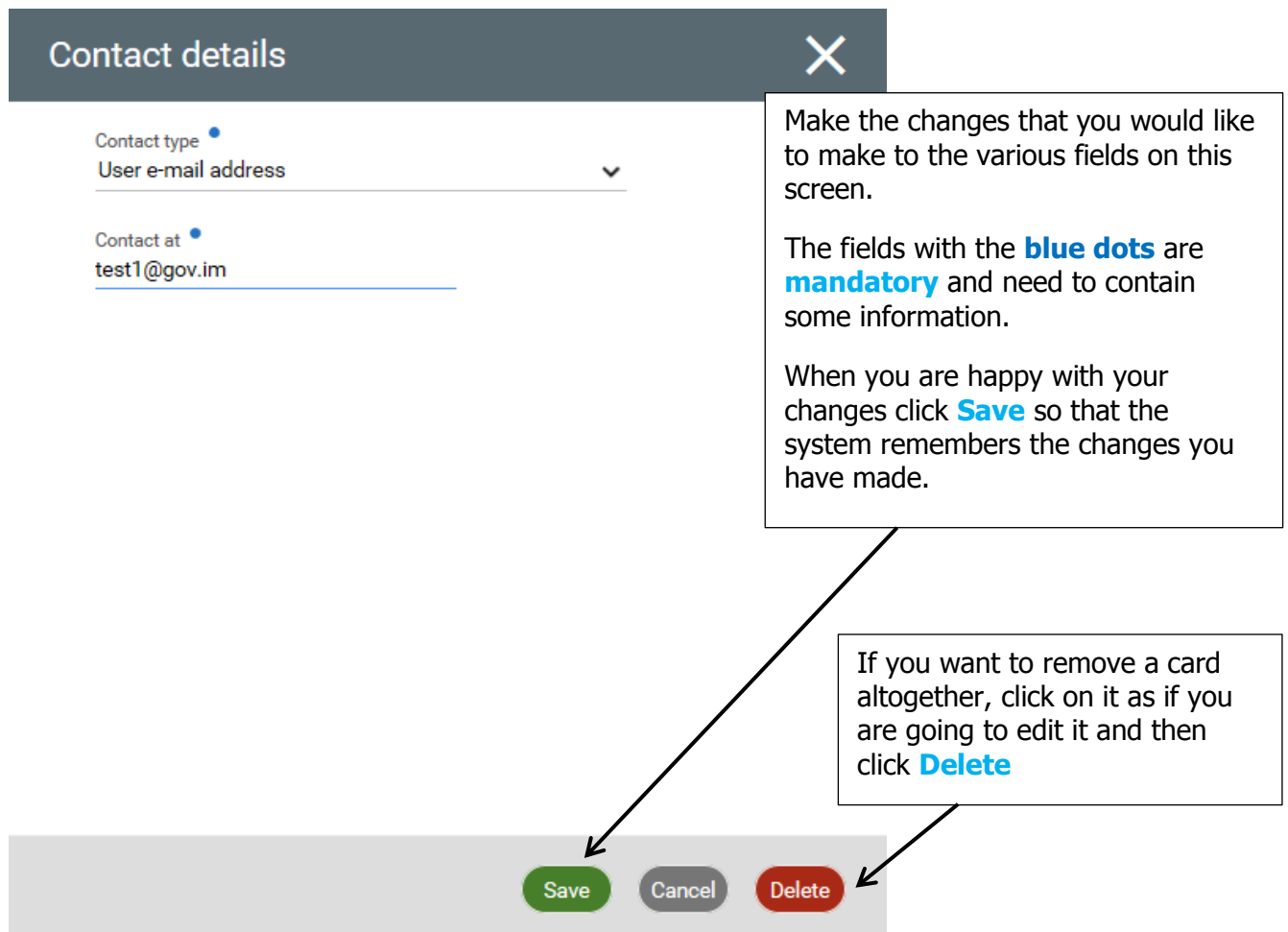
The screenshot shows a form titled "Address details" with a close button (X) in the top right corner. The form contains the following fields:

- Address type: Home (dropdown menu)
- Mailing address
- Post Code: [text input]
- House name: [text input]
- Number/Street: [text input]
- Local area: [text input]
- Post town: [text input]
- County: [text input]
- Country: Isle of Man (dropdown menu)

At the bottom of the form are two buttons: "Save" (green) and "Cancel" (grey). A callout box with an arrow pointing to the "Save" button contains the text: "Complete the various fields on the screen and click **Save**".

Editing your contact information – email address, telephone number, pager etc

To edit your contact information simply click on the **Contact details** card you want to edit.



Contact details [Close]

Contact type •
User e-mail address •

Contact at •

Make the changes that you would like to make to the various fields on this screen.

The fields with the **blue dots** are **mandatory** and need to contain some information.

When you are happy with your changes click **Save** so that the system remembers the changes you have made.

If you want to remove a card altogether, click on it as if you are going to edit it and then click **Delete**

[Save] [Cancel] [Delete]

Adding additional contact information

You can add additional contact information if you would like to, this could be personal contact information or work contact information.

Under **Contact information** click on the **Add** button



Contact information

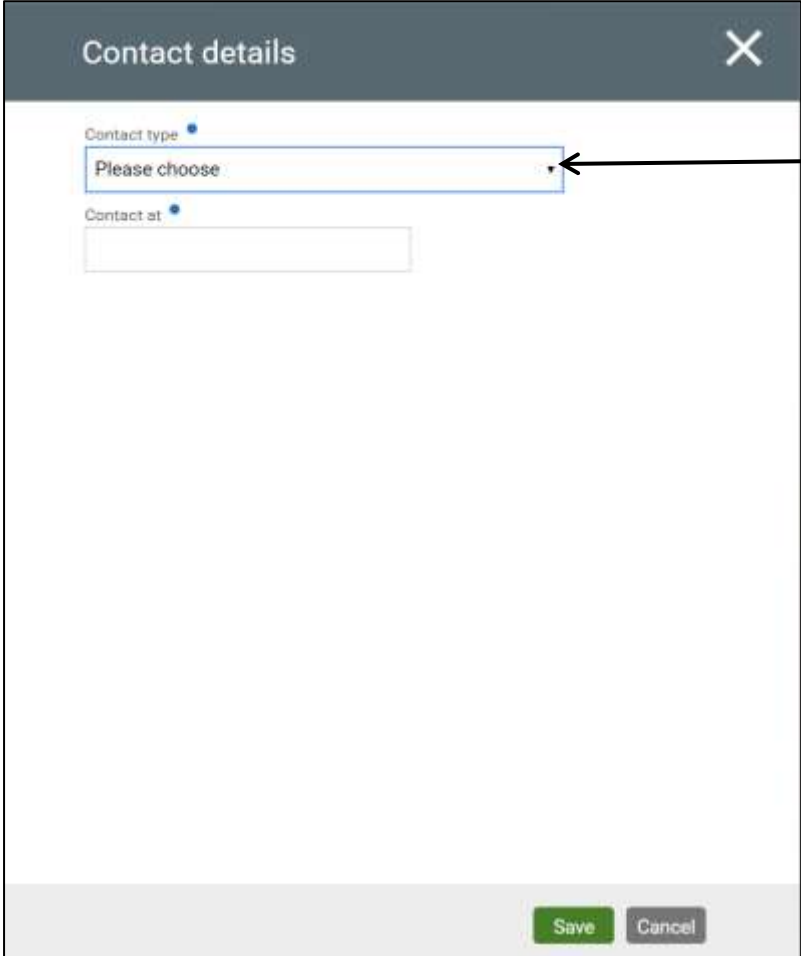
- Home - Mailing address
 - Peel Castle
 - St. Patricks Isle
 - Peel
 - IM5 1AA
- Contact details
 - User e-mail address
 - test1@gov.im

[+ Add]

You will then be given the option to add another address or add contact details. Click on the option you require.

Adding additional contact information

If you select **add contact details** you will then see the following screen:

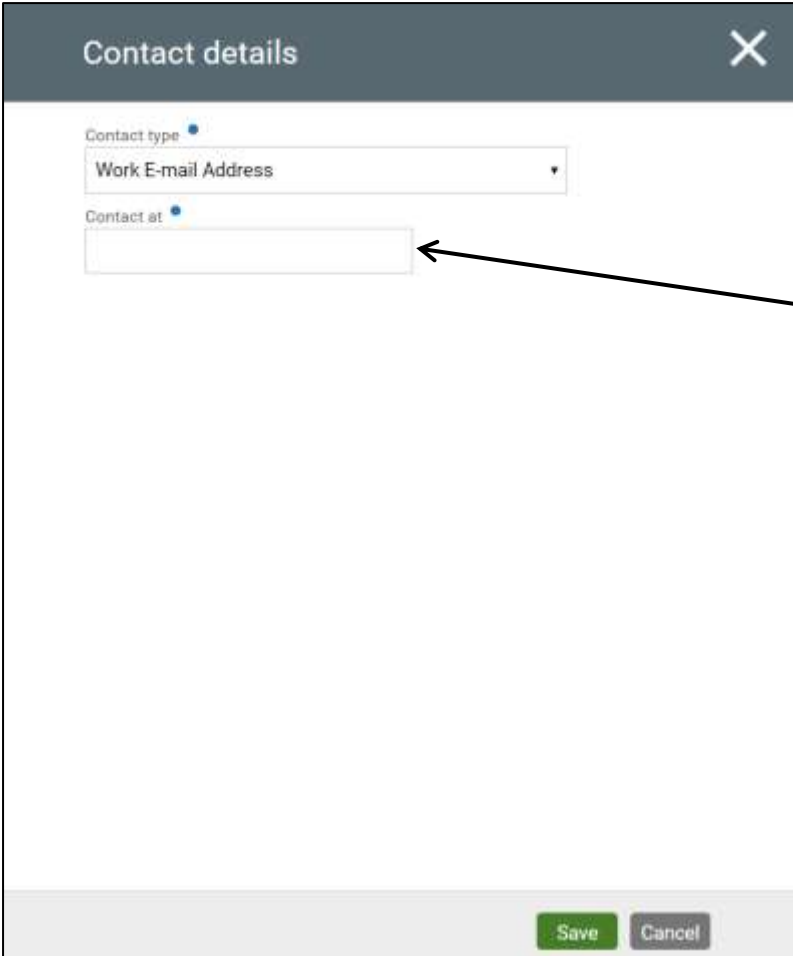


The screenshot shows a 'Contact details' form with a dark header bar containing a close button (X). The form has two main input fields: 'Contact type' with a dropdown menu showing 'Please choose' and a small black arrow on the right side, and 'Contact at' with a text input field. At the bottom of the form are two buttons: 'Save' (green) and 'Cancel' (grey). A callout box on the right contains the text 'Click on the black arrow to see the contact type options' with an arrow pointing to the black arrow on the dropdown menu.

When you click on the black arrow to select the contact type you will see the following options:

- Email address
- Home telephone number
- Internal telephone number – if you have a landline phone number at work
- Pager – if you carry a pager for work
- Personal mobile phone
- User e-mail address – if you have a personal e-mail address e.g. anybody@manx.net
- Work e-mail address – if you have an e-mail address for work e.g. any.body@gov.im
- Work mobile phone – if you carry a work mobile phone

Select the contact type you want to add from the drop-down list e.g. work e-mail address:



Type your contact information in the **Contact at** field and click **Save**

Your screen should now look something like this, depending on the additional contact information you have chosen to add:



You can add as much or as little contact information as you like, just remember that for legal purposes we need to have your home mailing address as a minimum.

If you choose not to enter a user e-mail address, you will not receive any notifications from the system including notification of when your payslip is ready to view.

Why would I want to add my personal contact information?

There is no requirement for you to add in personal contact information other than your home mailing address, but in case of emergencies, it's in your best interests if you add in any personal telephone numbers such as landline phones and mobile phones.

I don't want to receive phone calls about work on my own phones

Your personal telephone numbers are not for work to contact you about normal, work-related issues. However, if you are off sick your line manager and the OHR may need to contact you from time to time to make sure you are ok.

If you are out and about with work and your line manager or colleagues pick up a call from your children's school or from one of your relatives, they may need to contact you to pass on a message.

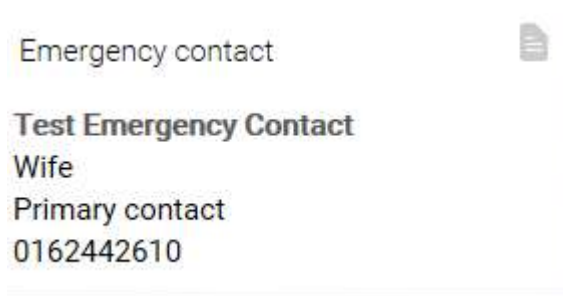
Emergency Contacts

Under the **Emergency Contacts** section you will see details of anyone you have advised us should be contact in case of an emergency e.g. something happens to you during the day in work and we need to let someone close to you know what has happened.



Editing your Emergency Contacts information

To change any of the information of your emergency contact in this section simply click on the card you want to edit:



You will then see the following screen:

Emergency contact



Contact name •

Test Emergency Contact

Relationship to me

Wife



Contact Number

0162442610

Contact email

Primary contact

Use my home address

Address Line 1

Address Line 2

Address Line 3

Town

County

Postcode

Only the fields with the **blue dots** are **mandatory** and need to contain some information. This means that you do not have to complete the fields **without** the **blue dots** if you don't want to.

Make any changes that you would like to make to the various fields on this screen.

If your emergency contact resides at the same address as you, tick the 'Use my home address' check box.

Use the scroll bar to scroll down the screen to complete the rest of the information on this screen.

When you are happy with your changes click **Save** so that the system remembers the changes you have made.

Save

Cancel

Delete

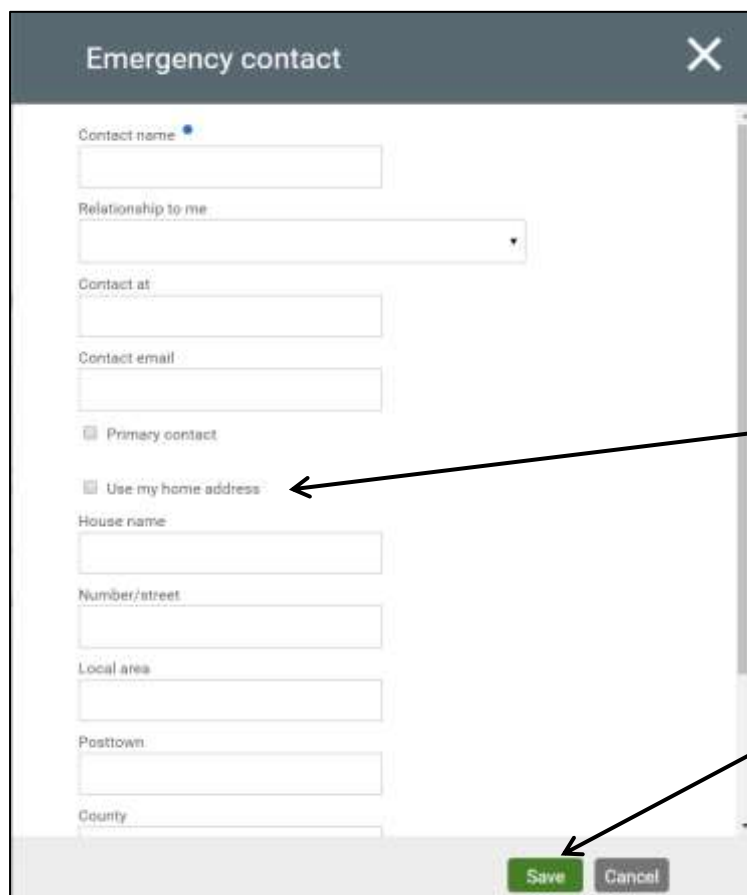
If you want to remove a card altogether, click on it as if you are going to edit it and then click **Delete**

Adding additional Emergency Contacts information

To add another emergency contact in this section click on the **Add emergency contact** button:



You will now see this screen:



Only the fields with the **blue dots** are **mandatory** and need to contain some information. This means that you do not have to complete the fields **without** the **blue dots** if you don't want to.

We recommend that you provide both a contact number and address for your emergency contact.

If they reside at the same address as you, tick the 'Use my home address' check box.

Use the scroll bar to scroll down the screen to complete the rest of the information on this screen.

When you are happy with your changes click **Save** so that the system remembers the changes you have made.

You can specify one contact to be the first person we should contact in an emergency.

To do this edit that person's details and click in the box in the above screen for **Primary**

contact: Primary contact

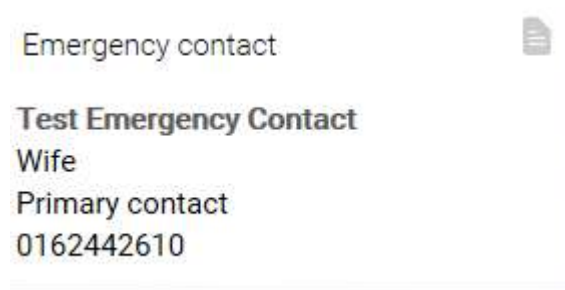
If an emergency contact lives at the same address as you, you can automatically fill in their address details by clicking in the box in the above screen for **Use my home address:**


Use my home address

Deleting an emergency contact

If your primary emergency contact has changed and is no longer an emergency contact it is important that you delete their contact details from PiP. This is to ensure that your emergency contact's data is kept accurate and up to date.

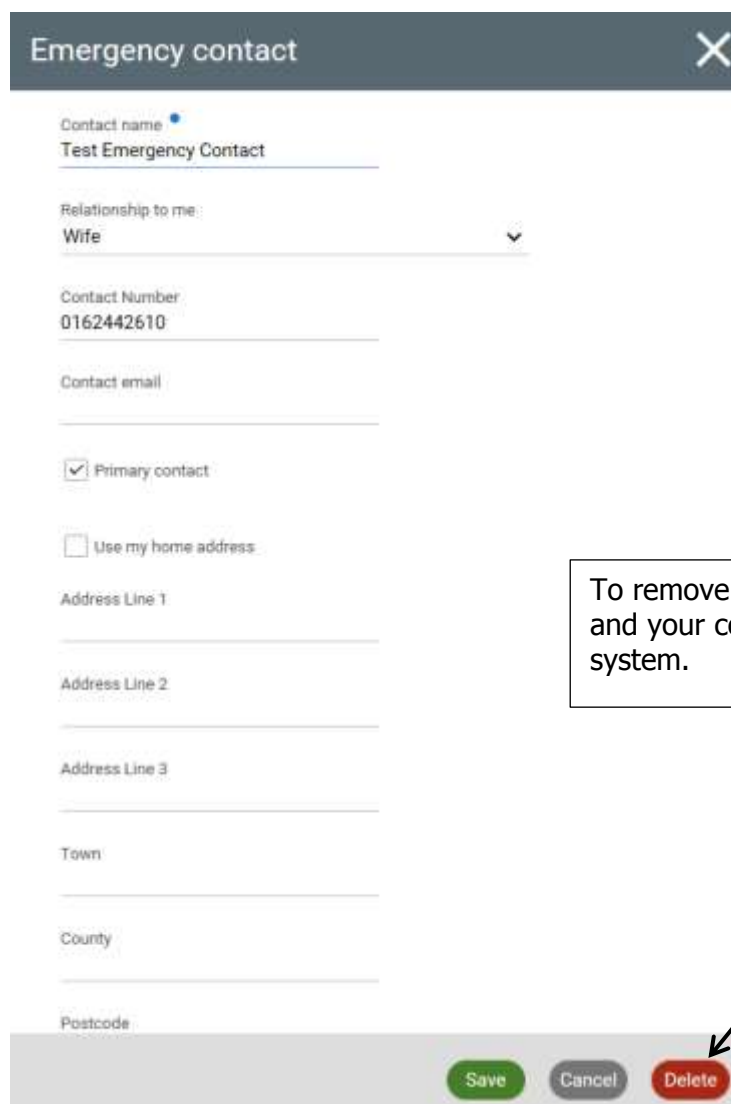
To delete a contact simply click on the contact you wish to delete.





Emergency contact 


Test Emergency Contact
Wife
Primary contact
0162442610

You will then see the following screen:



Emergency contact 

Contact name 
Test Emergency Contact

Relationship to me:
Wife 

Contact Number
0162442610

Contact email

Primary contact

Use my home address

Address Line 1

Address Line 2

Address Line 3

Town

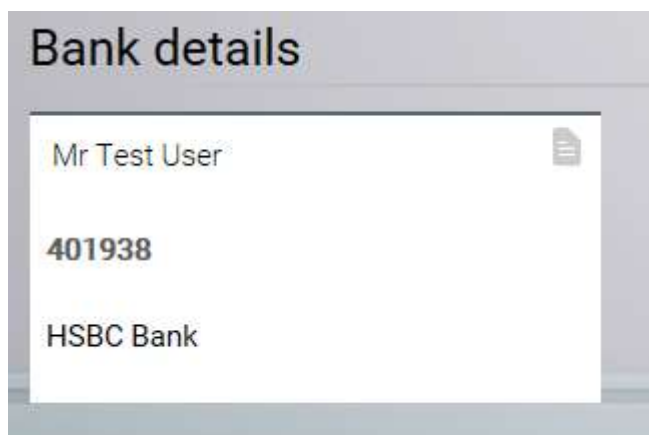
County

Postcode

To remove a contact altogether, click **Delete** and your contact will be deleted from the system.

Bank details

Under **Bank details** you should see a card that shows your current bank account information if your salary is paid directly into your bank account:



Editing your bank details

To edit your bank details simply click on the card containing your current bank details.

You will then see the following screen:



Bank details [X]

! These details are used to make all salary payments, please check them carefully before saving. Any changes will take immediate effect on the system but will be subject to payroll deadlines for pay purposes.

Sort code •
401938

Bank name
HSBC Bank

Roll number

Account number •
12345678

Account name •
Mr Test User

Save **Cancel**

Only the fields with the **blue dots** are **mandatory** and need to contain some information. This means that you do not have to complete the fields **without** the **blue dots** if you don't want to.

Make any changes that you would like to make to the various fields on this screen.

When you are happy with your changes click **Save** so that the system remembers the changes you have made.

Please bear in mind that if you change your bank details **after** a pay deadline, your salary for the current month will have been paid into the bank details that were in the system at that time and not your new account.

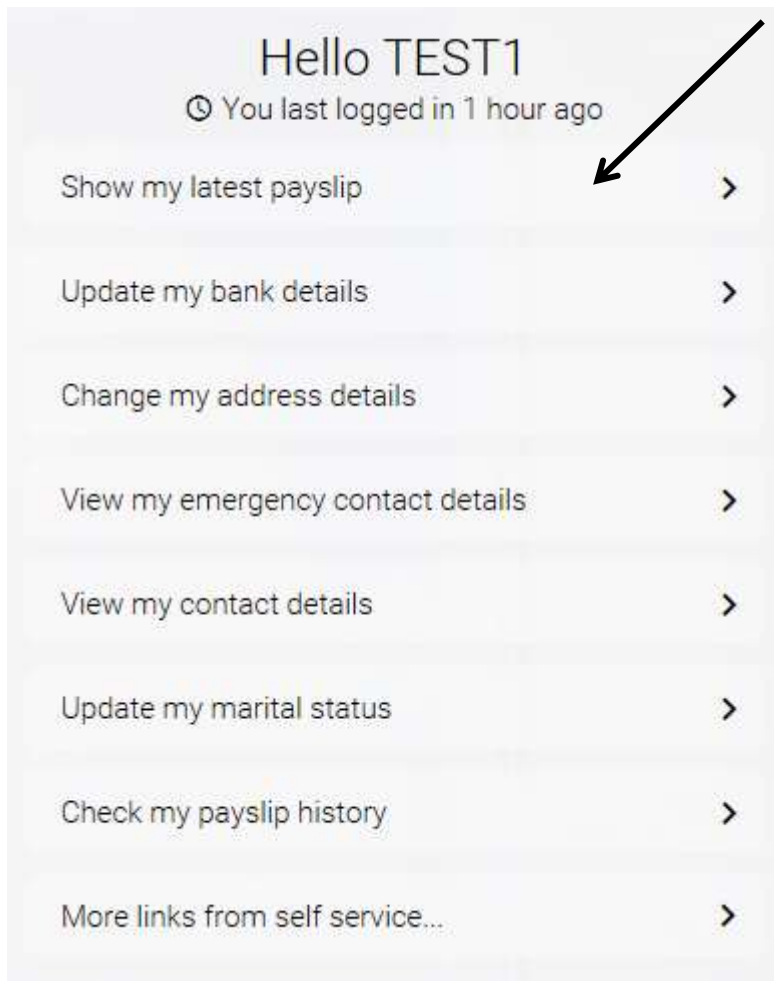
The Pay & Benefits Tab

Under the **Pay & Benefits** tab you can do the following things:

- **View, download and print your payslips** – these will only be the payslips from when the system went live (September 2018) and not older payslips. If you need copies of older payslips you need to contact OHR, Payroll.

Payslips

You can view your latest payslip from a shortcut on the **PiP For Me** home screen:



Or, under the **Payslips** section you should see details of any payslips issued to you since **PiP For Me** went live:

Pay date	Tax period	Net pay
25 Mar 2019	12	0.00
25 Mar 2019	12	2,779.84
25 Mar 2019	12	0.00

Payslip search

Start date (dd/mm/yyyy)

End date (dd/mm/yyyy)

Search Cancel

Enter the date range you want to search for payslips by completing the Start date and the End date fields here

You can either type in the dates you want to search or click on the **calendar icons** to select the dates you want to search

Start date (dd/mm/yyyy)

End date (dd/mm/yyyy)

Download payslips

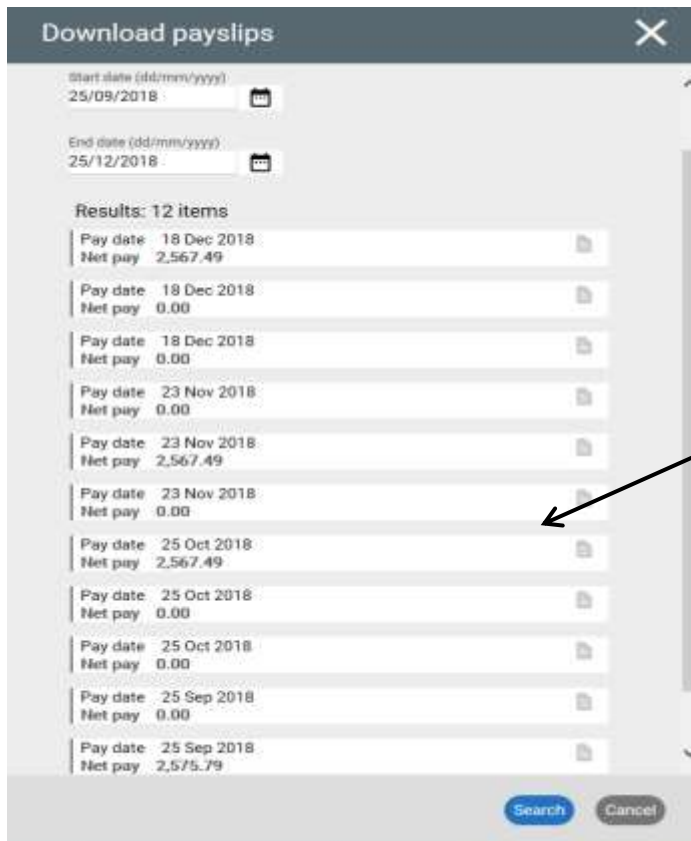
i If neither Start date nor End date are entered then all payslips will be printed

Start date (dd/mm/yyyy)
25/09/2018

End date (dd/mm/yyyy)
25/12/2018

Search Cancel

Once you have completed the **Start date** and the **End date** click on **Search**

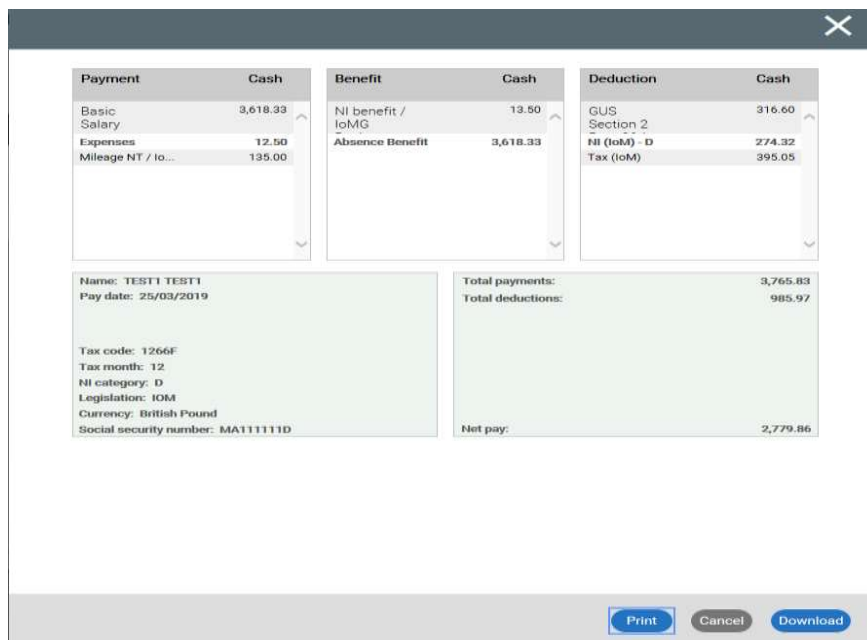


To view a particular payslip from your search results simply click on it here

A sample payslip

On-screen

This is how a payslip will look when you view it onscreen:



PDF version

This is an example of how your payslip will look when you click on download



Position3
TEST1 TEST1

PRIVATE AND CONFIDENTIAL

Payroll Name	Monthly Payroll	Paydate	25/03/2019
Employee Name	TEST1 TEST1	Tax Period	12
Position Reference No.		Tax code	1266F
		N.I. Number	MA111111D
		N.I. Code	D
		Tax Reference	

Payments				Deductions		This Period	
Description	T/U	Rate	Cash	Description	Cash	Description	Cash
Basic Salary			3,618.33	GUS Section 2 Rate 3&4 (8.75%)	316.60	NI (IOM)	274.32
Mileage NT / IoMG Expenses	270.00	0.5000	135.00	NI (IOM)	274.32	Pension Paid	316.60
			12.50	Tax (IOM)	395.05	Pensionable Pay YTD	3,618.33
						Tax (IOM)	395.05
						Pensionable Pay This	3,618.33
						IOM Employer's NI - D	292.75
						IOM Niable Pay	3,618.33
						IOM Taxable Pay	3,301.73

Year-to-date	
IOM Employer's NI	3,461.18
IOM NI Paid YTD	3,286.31
IOM Niable Pay YTD	43,015.04
IOM Tax Paid YTD	4,616.44
IOM Taxable Pay	39,251.25
Pension Paid PYTD	3,763.79

Payments	3,765.83	Deductions	985.97
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Please note - the Year to Date totals on your payslip have now been corrected. Please retain this payslip in order to complete your tax return for 2018/19. pay system.
Moving house? Update your address with OHR. HRChanges@gov.im
No T14's will be issued. For the gross pay figure for your Tax return,

NET PAY	2,779.86
Paid By	BACS
Sort Code	
Account	

A printed payslip

This is an example of how the payslip will look when you click on print:

Payment	Cash
Basic Salary	3,618.33
Expenses	12.50
Mileage NT / IoMG Business Mileage Scheme	135.00

Benefit	Cash
NI benefit / IoMG Business Mileage Scheme	13.50
Absence Benefit	3,618.33

Deduction	Cash
GUS Section 2 Rate 3&4	316.60
NI (IoM) - D	274.32
Tax (IoM)	395.05

Name: TEST1 TEST1	Total payments: 3,765.83
Pay date: 25/03/2019	Total deductions: 985.97
Tax code: 1266F	
Tax month: 12	
NI category: D	
Legislation: IOM	
Currency: British Pound	
Social security number: MA111111D	Net pay: 2,779.86

Viewing a payslip

To view a payslip simply click on the one you want to view from the list of payslips showing under the **Payslips** section:

Pay date	Tax period	Net pay
25 Mar 2019	12	0.00
25 Mar 2019	12	2,779.86
25 Mar 2019	12	0.00

Your screen will now look like this:

✕

Payment	Benefit	Deduction																						
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Name: TEST1 TEST1
Pay date: 25/03/2019

Tax code: 1266F
Tax month: 12
NI category: D
Legislation: IOM
Currency: British Pound
Social security number: MA111111D

Total payments: 3,765.83
Total deductions: 985.97

Net pay: 2,779.86

Print
Cancel
Download

Printing a payslip

To print a payslip you need to click on it from the list first so that you get this screen:

✕

Payment	Cash	Benefit	Cash	Deduction	Cash
Basic Salary	3,618.33	NI benefit / loMG	13.50	GUS Section 2	316.60
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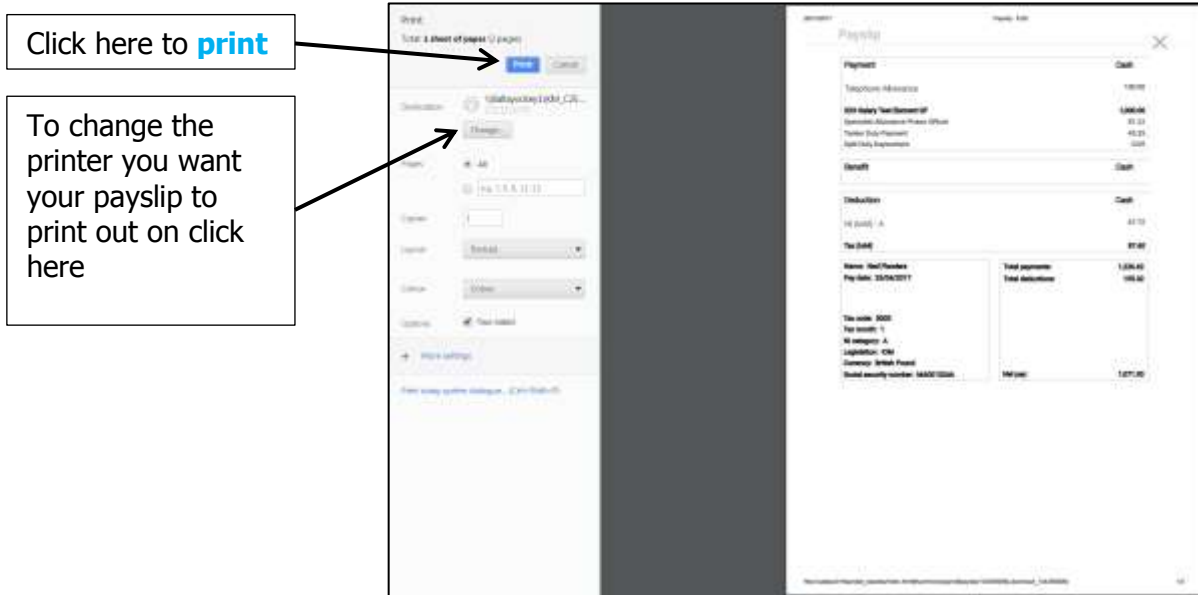
Total payments: 3,765.83
Total deductions: 985.97

Net pay: 2,779.86

Click on the **Print**

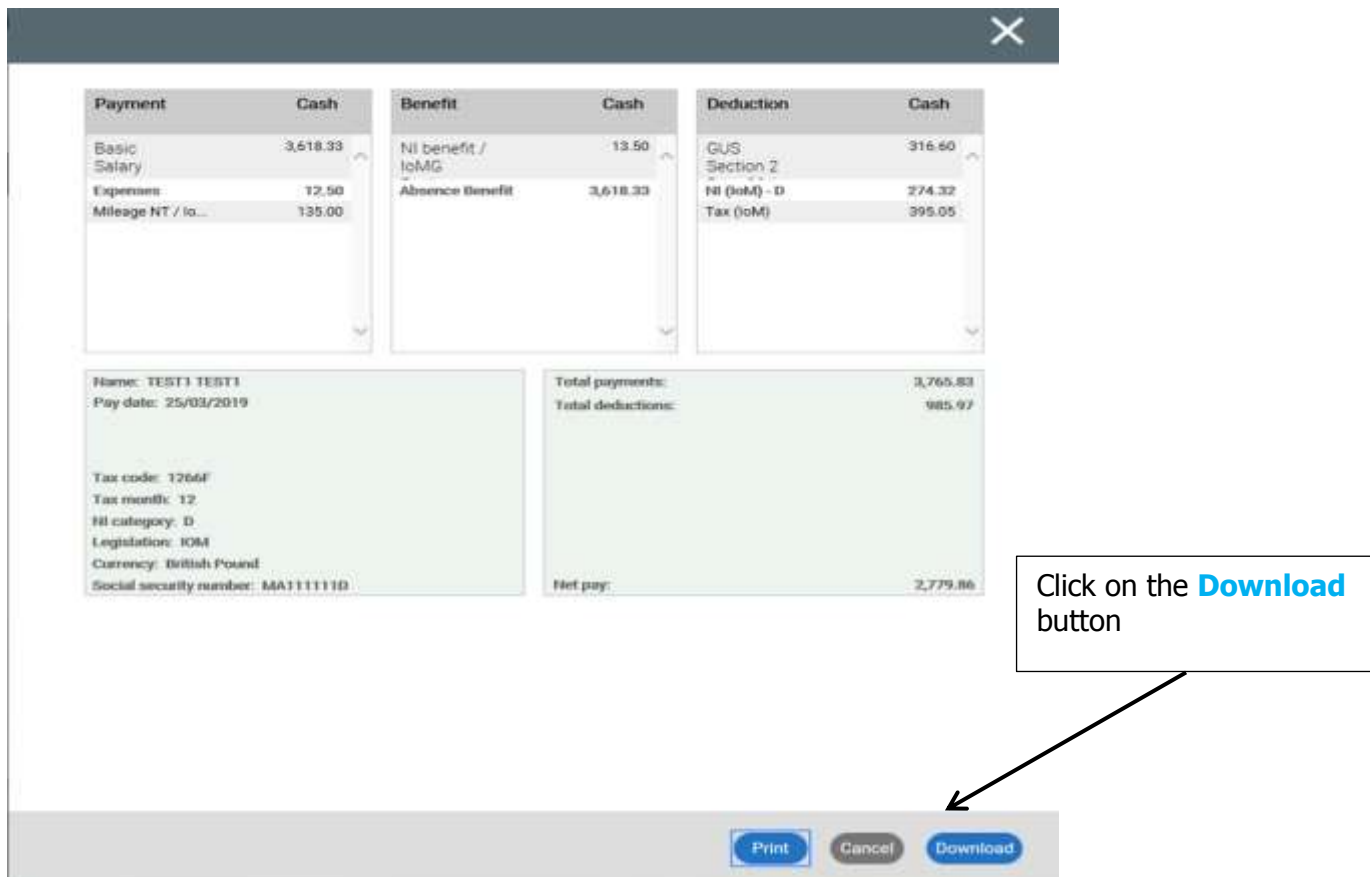
Print
Cancel
Download

Your screen will now look like this:

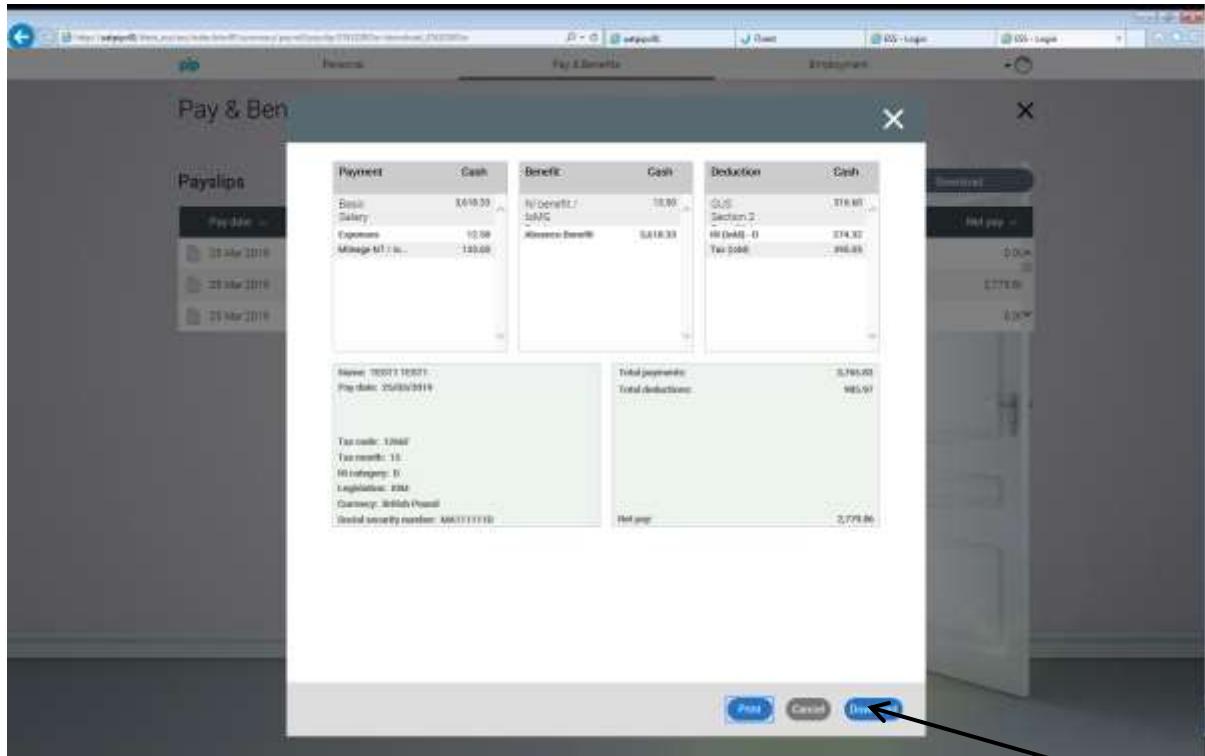


Downloading a .pdf version of a payslip

To download a .pdf version of a payslip you need to click on it from the list first so that you get this screen:



Your screen will now look like this:



To view the .pdf click [here](#)

Your screen will now look like this:



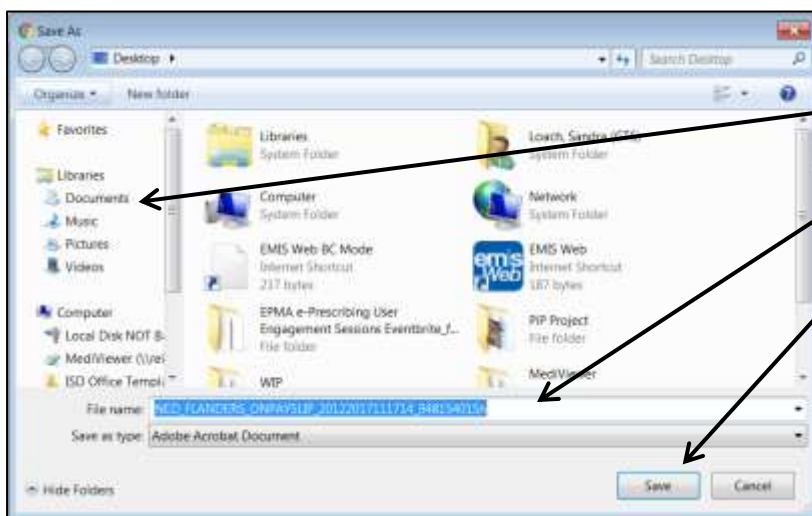
When you download a .pdf version of a payslip there a couple of things you can do with it, if you would like to:

- **Save** it as a file on your PC
- **Print** it as a paper copy

To **save** a copy simply **click here**

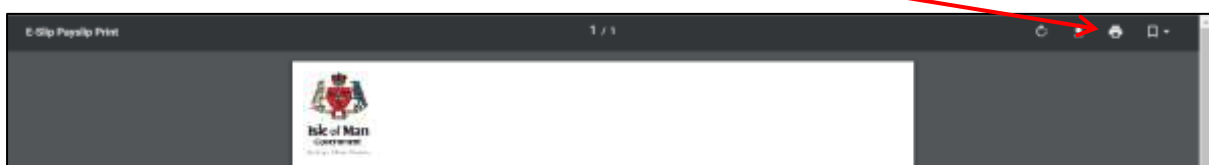


Your screen will now something look like this:



- 1) Select where you want to save your payslip to.
- 2) Give your payslip a file name that means something to you.
- 3) Click **Save**.

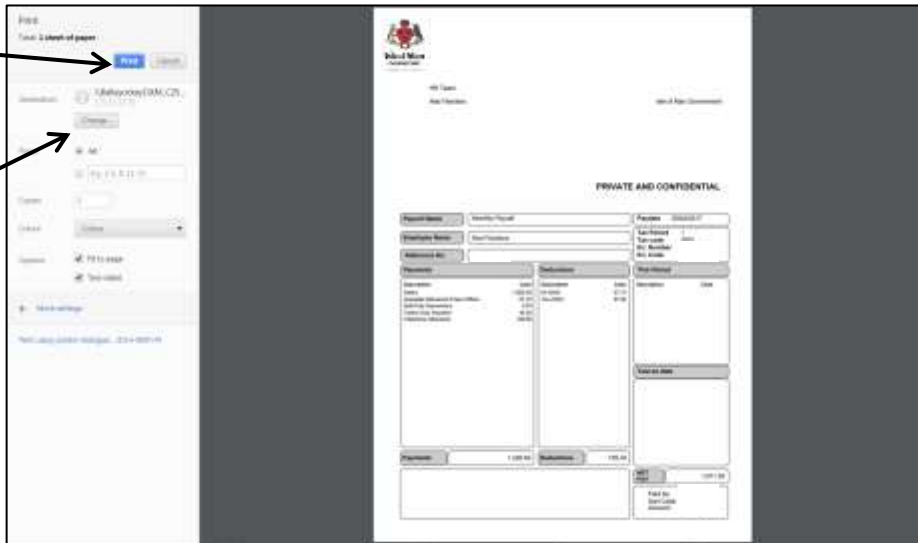
To **print** a copy simply click **here**



Your screen will now look like this:

Click [here](#) to print

To change the printer you want your payslip to print out on click [here](#)

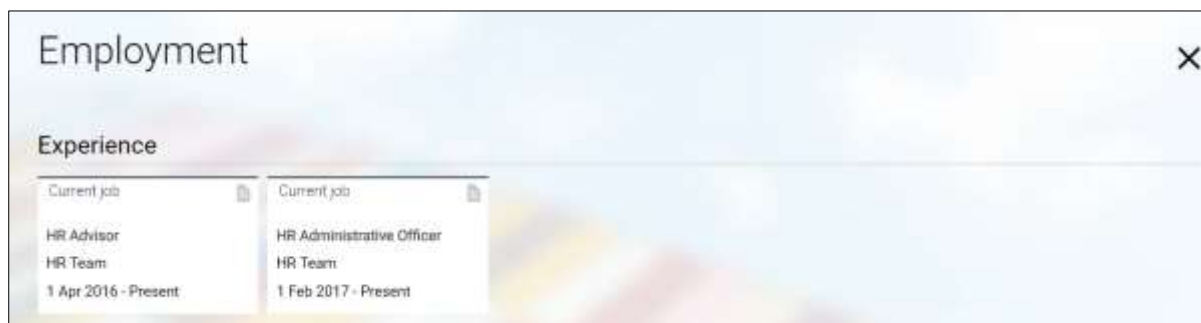


Important payslip information for leavers

If you are leaving the organisation please note that your self-service account will be closed with effect from the last day of the month you are leaving. Please ensure you download or print any payslips before this date. If you have any queries regarding your payslips please contact Payroll and they will be happy to assist.

The Employment Tab

Under the **Employment Tab** you can view details of your current contract of employment with Isle of Man Government:

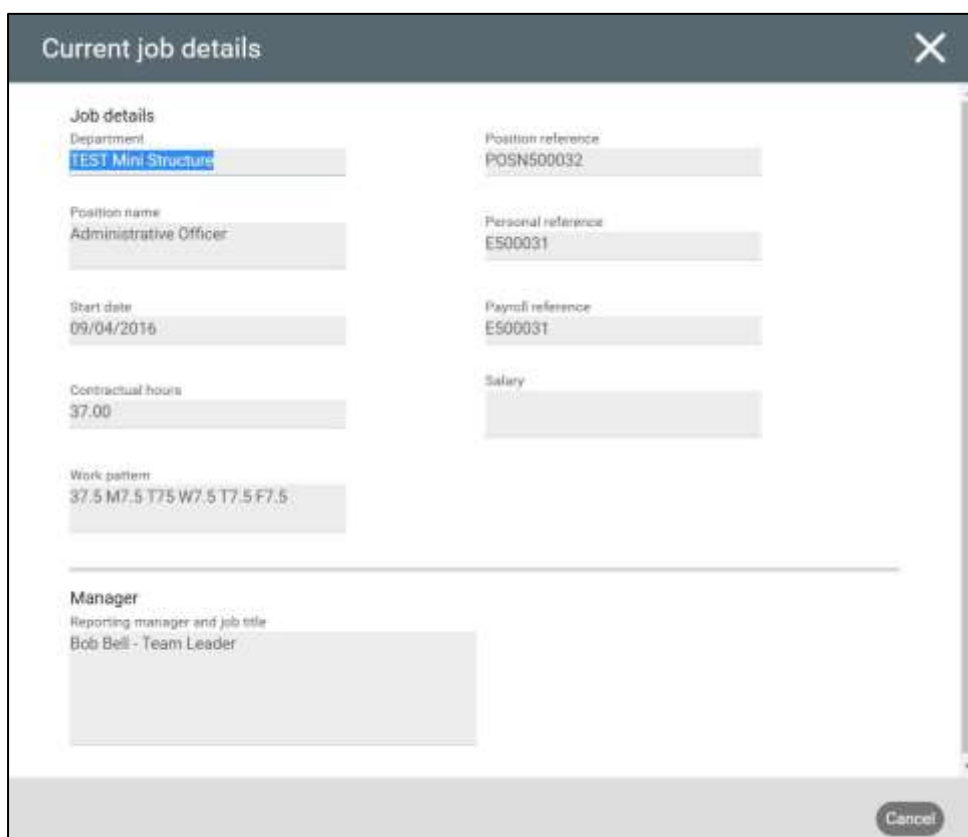


Only your current role will appear here initially. From the date **PiP For Me** is live, if you move roles this screen will retain the history of all your roles from that date onwards.

If you have more than one current role e.g. full time Day Support Worker and Bank Healthcare Assistant, you will see cards for both roles in this section.

To view the details of your current contract simply click on it.

Your screen will now look like this:



If any of the details on this screen are incorrect speak to your line manager and the PiP Helpdesk to make sure it is corrected.

Help & Support

PiP Buddies

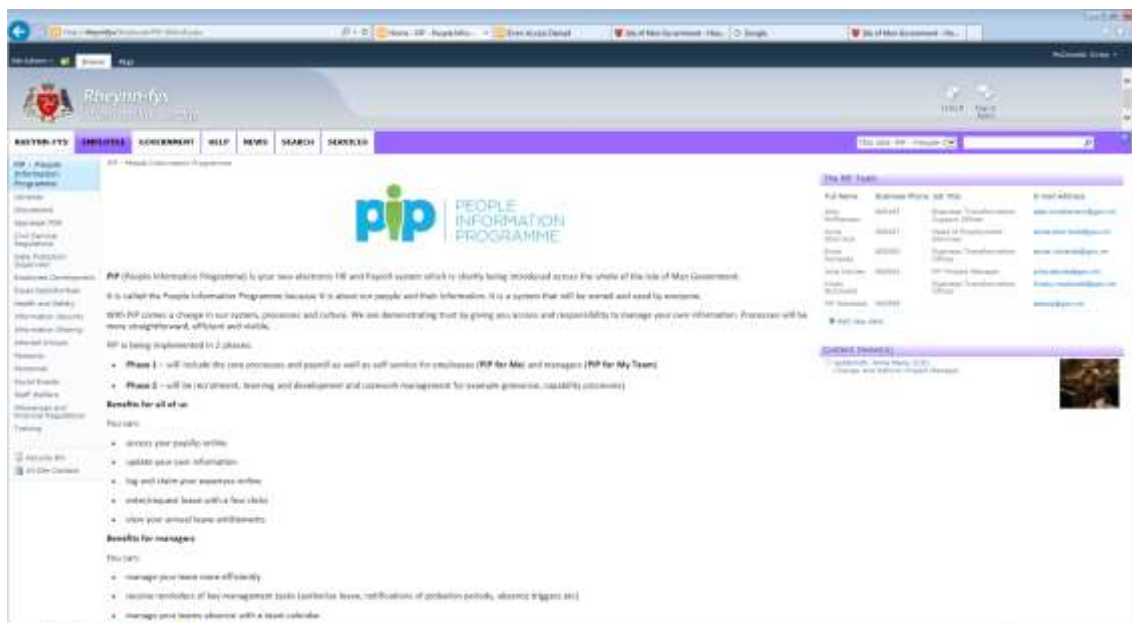
If you have a general query regarding PiP please speak to a PiP buddy within your area who should be able to help you in the first instance.

PiP Buddies are people across the organisation who have volunteered and been trained to provide on-site help and support to their colleagues as they get used to using PiP.

PiP Helpdesk

For any technical issues or process queries please contact the PiP Helpdesk via email: askpip@gov.im or Tel 685999.

Rheynn-Fys and It's Learning has been updated to provide very useful links to all our **training documentation including quick one page how to guides** and **monthly updates**. Please check this out to **keep up to date with our progress!**



The screenshot shows the PiP website interface. At the top, there is a navigation menu with links for 'EMPLOYEES', 'GOVERNMENT', 'HELP', 'NEWS', 'SEARCH', and 'SERVICES'. Below the menu, the PiP logo and 'PEOPLE INFORMATION PROGRAMME' text are prominently displayed. The main content area contains introductory text about the programme and its phases. A sidebar on the left provides a detailed list of categories and sub-categories. On the right, there is a table listing staff members involved in the programme.

Full Name	Business Phone	Ext No	Email Address
John Williams	685999	1000	john.williams@gov.im
John Williams	685999	1001	john.williams@gov.im
John Williams	685999	1002	john.williams@gov.im
John Williams	685999	1003	john.williams@gov.im
John Williams	685999	1004	john.williams@gov.im
John Williams	685999	1005	john.williams@gov.im