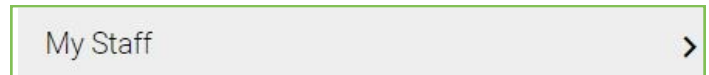


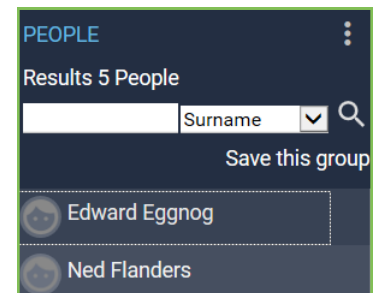
How do I...

...View a team member's Time, Mileage & Expenses claim?

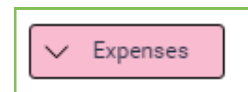
STEP ONE: Log onto **PiP For My Team** and from the shortcut menu click on **My Staff**



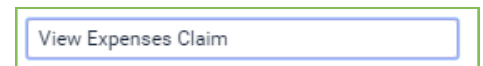
STEP TWO: From the menu on the left hand side either click on the name of your team member you want to view the claim for or type their surname in the search field and click on the magnifying glass:



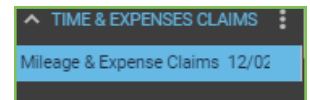
STEP THREE: Click on **Expenses**



STEP FOUR: Click on **View Expenses Claim**



STEP FIVE: You can now see all the expenses and mileage claims in a list on the left of the screen:



STEP SIX: To view the details of a particular claim simply click on the claim from the **Time & Expenses Claims List**

STEP SEVEN: To view the attachments for an expenses claim when viewing the claim itself click on the paperclip and select **Document attachments**.

NOTE: The **Time & Expenses** List contains all the claims submitted by your team member—this includes claims that are awaiting authorisation, authorised, not authorised or on hold. To view the status of a claim without opening it hover your cursor over it in the list.

Do you need support?

For advice on mileage and expenses claims please contact the OHR Payroll Team, Tel: 686300 email: payroll@gov.im