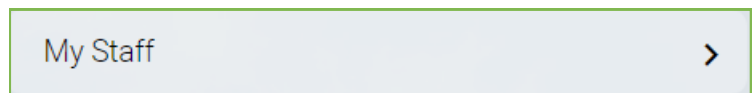


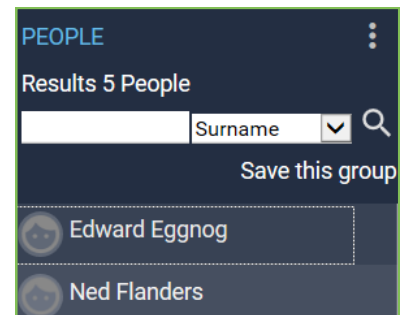
How do I...

...View contact details for my team?

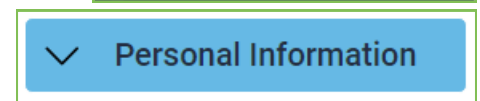
STEP ONE: Log onto **PiP For Me** and from the shortcut menu click on **My Staff**



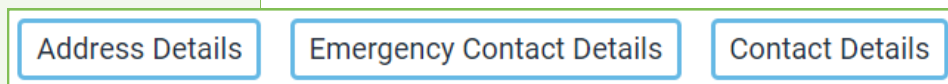
STEP TWO: From the menu on the left hand side either click on the name of your staff member you want to view the contact details for or type their surname in the search field and click on the magnifying glass:



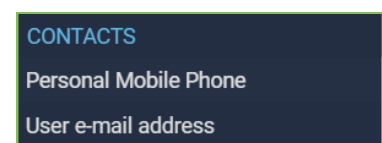
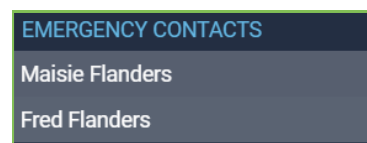
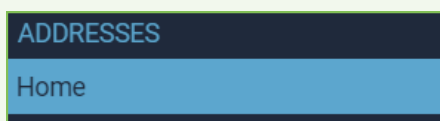
STEP THREE: Click on **Personal Information**



STEP FOUR: You can now choose from the following options:



STEP FIVE: For each of the above options you should then see a list on the left hand side of your screen showing all the available information:



NOTE: The available information for each of the three options above is dependent on the information your team member has saved in **PiP For Me** on their **Personal** screen

STEP SIX: To view specific information under one of three options above click on it from the relevant list e.g. click on Home to see your team member's home address

Do you need support?

For advice on employment changes in PiP please contact the OHR Employment Changes Team, Tel: 686300, email: HRChanges@gov.im