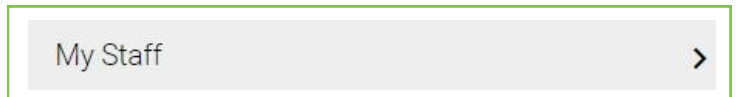


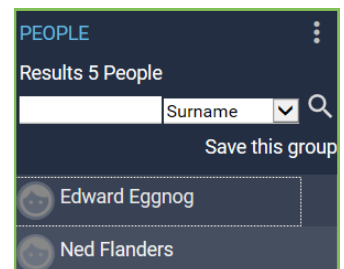
How do I...

...View current position details?

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 position details for or type their surname in the search field and click on the magnifying glass:



STEP THREE: Click on **Employment Information**

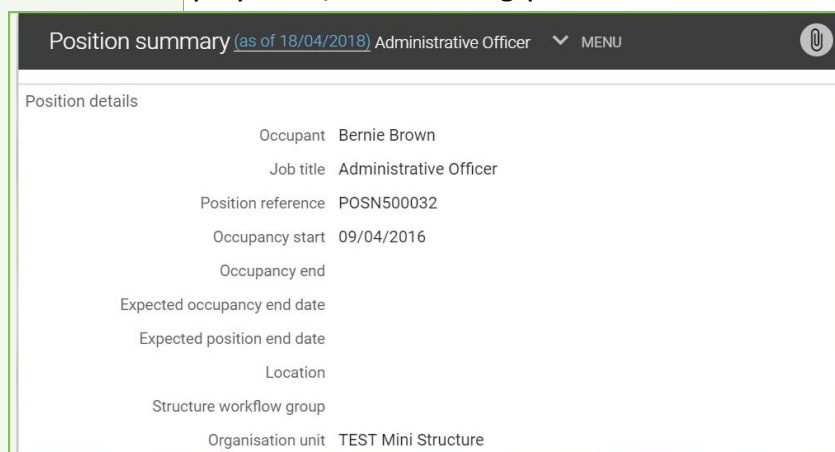


STEP FOUR: Click on **View Current Position Summary**



STEP FIVE: Select the **Effective date** you want to view their position details from

STEP SIX: You can now view the current position details for your chosen member of staff including their location (work location), hours, basis (full time, part time etc;), terms and conditions of employment, and working pattern



Do you need support?

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