

How do I view my team member's position details?

Step 1. Log in to **PiP For My Team** and search for your team members record who you wish view

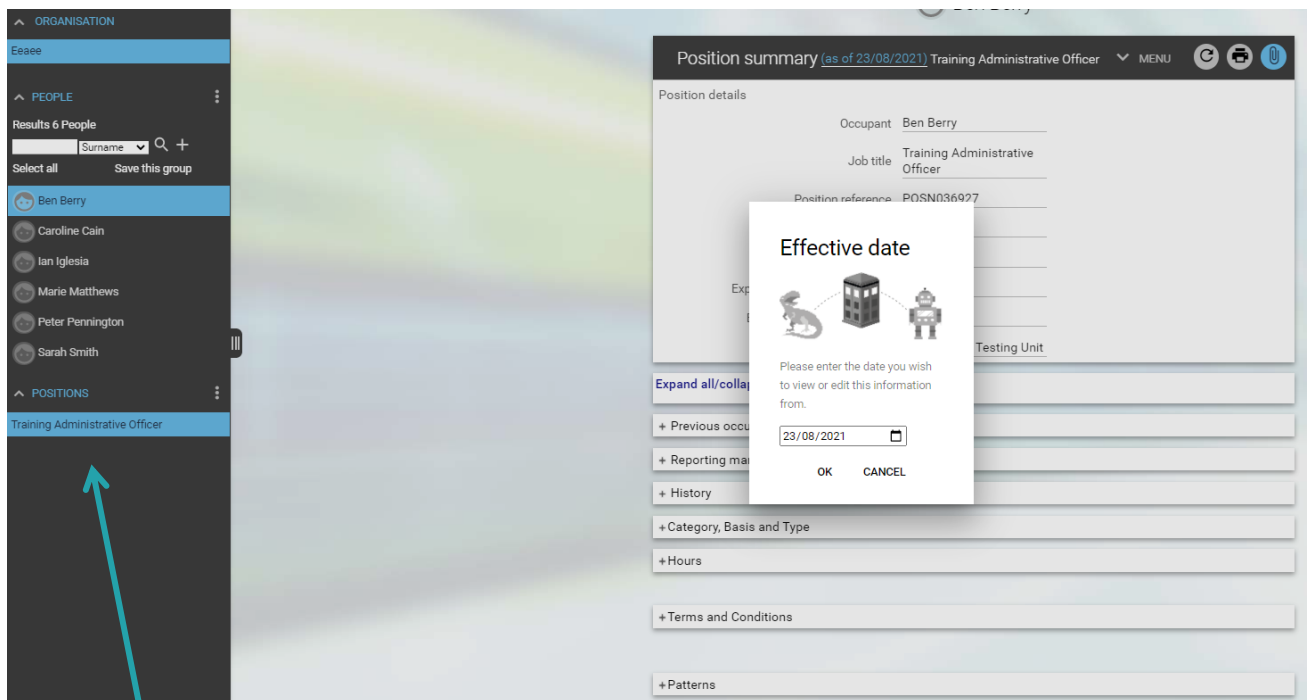
Step 2. Click on the **Employment Information** menu



Step 3. Click on the **View Current Position Summary** link from the sub menu



Your screen will now look like this:



If your team member has more than one position with the Isle of Man Government and you line manage them for those positions, you will see their positions listed here.

Step 4. Select the **Effective date** you want to view their position details from

You will now be able to see the **Position Summary** screen where you can view your team member's position details, their hours, employment status, terms and conditions and working pattern.

Position summary (as of 23/08/2021) Training Administrative Officer

Position details

Occupant	Ben Berry
Job title	Training Administrative Officer
Position reference	POSN036927
Occupancy start	01/08/2021
Occupancy end	
Expected occupancy end date	
Expected position end date	
Organisation unit	PiP Training Unit

Expand all/collapse all

- + Previous occupancy details
- + Reporting manager
- + History
- + Category, Basis and Type
- + Hours
- + Terms and Conditions
- + Patterns

Step 5. You can expand or collapse each of the sections individually by clicking on the **plus sign** for that category. Or you can expand and collapse all the sections at once by clicking on **Expand all/collapse all**.

Let's look at the **Position Details** section in more detail.

Position reference – this is the reference number of the position your team member is occupying and is required for recruitment purposes and when making any changes to the position.

Occupancy start – this is the date your team member started in this particular position.

Expected Occupancy end date – this is the expected date your team member will be occupying their position until, e.g. a limited term appointment, or temporarily substituting.

Expected Position end date – this is for the actual position as opposed to the expected occupancy end date of the person. This is the expected date the position will end.

When these expected end dates are approaching you will receive a PiP email reminder to prompt you to confirm in the system what is happening e.g. whether the person is to be extended, made permanent or made a leaver.

Require further assistance?

Please contact the PiP Changes Team on Tel: 694303 or email: pipchanges@gov.im