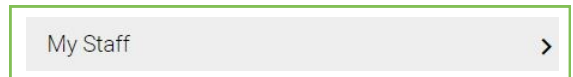


How do I...

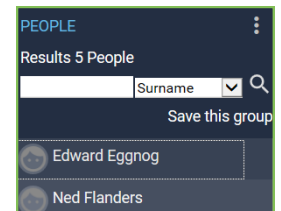
...Extend a limited term appointment (LTA)?

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



My Staff >

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



PEOPLE
Results 5 People
Surname
Save this group
Edward Egnog
Ned Flanders

STEP THREE: Click on **Employment Information**



Employment Information



STEP FOUR: Click on **Change Expected Occupancy Date (LTAs only)**



Change Expected Occupancy End Date (LTAs only)

STEP FIVE: On the **Occupancy details** screen you can now enter the **Expected occupancy end date** and the **Expected occupancy end date reason** and click **Save**



Expected occupancy end date 
Expected occupancy end reason 

Now you need to change the **Expected Position End Date**

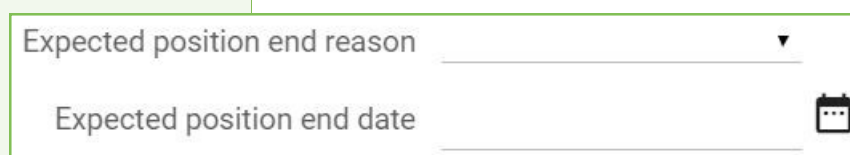
STEP SIX: Click on the **Menu** button at the top of the **Occupancy details** screen





MENU

STEP SEVEN: Select **Change Expected Position End Date**

STEP EIGHT: On the **Position details** screen you can now enter the **Expected position end date** and the **Expected position end date reason** and click **Save**



Expected position end reason 
Expected position end date 

Do you need support?

For advice on LTA's please contact the OHR Employment Changes Team, Tel: 686300, email: HRChanges@gov.im

NB: Managers please note that if your team member also holds other positions within Government, you may receive workflow emails and possibly authorisation tasks for their other positions.

If you receive a workflow email for their other position which you do not manage, please check your 'To Do' list to see if you have also received an authorisation task.

If you have only received a workflow email and **have not** received an authorisation task, please disregard the email.

If you **have** received an authorisation task, please **do not click on the task** and simply **contact the PiP Helpdesk on 685999 or askpip@gov.im**. The PiP team will then check that the proper authorisations are actioned.

There will be a system update from the suppliers of PiP in the near future which will fix this issue, we appreciate your patience and cooperation until the update is made.