

How do I...

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

IMPORTANT NOTE:

- ◆ Before you extend your team member in their role it is important to firstly check whether there is an expected end date against the position which needs to be extended.
- ◆ This process should also be followed when extending substitutions and secondments.
- ◆ The deadline date for submitting employment changes in PiP is the **14th** of each month. After this date Payroll lock all contracts which prevents any changes being made to team members records whilst they process pay.

PART 1: Checking and extending the position

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. Click on their name to open their record.

STEP THREE: Click on **Employment Information**

∨ Employment Information

STEP FOUR: Click on the **Change Expected Position End Date link**.

Change Expected Position End Date

The Position Details screen will open and you will be prompted to confirm the effective date, keep this as today's date.

Towards the bottom of the page you will see an **Expected position end reason and date** field. If the date is blank, there is no expected end date for this position. If there is a date and you wish this to be extended, please enter the new expected end date and click **Save**.

Expected position end reason _____ ∨

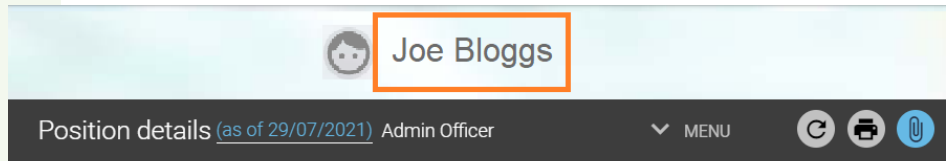
Expected position end date 31/03/2021



SAVE

PART 2: Extending your team member's occupancy in their role

STEP ONE: Return to your team members record by clicking on their name at the top of your screen.



STEP TWO: Click on the **Employment Information** menu



STEP THREE: Click on the **Change Expected Occupancy Date (LTAs only)** link



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

A screenshot of a form for updating occupancy details. It features two input fields. The first is labeled 'Expected occupancy end date' and contains the value '30/09/2021'. To its right is a calendar icon. The second is labeled 'Expected occupancy end reason' and contains the value 'LTA'. Below these fields is a large, light blue rectangular button with rounded corners, containing a green circle with the word 'SAVE' in white capital letters.

What happens next?

- ◆ Your manager will be notified of the request to extend your team member in their role and will be asked to log in to PiP and approve the request.
- ◆ Once approved both you and your team member will receive an email to confirm the extension.

Support

If you require any further support please contact the Employment Changes Team on 694303 or email hrchanges@gov.im