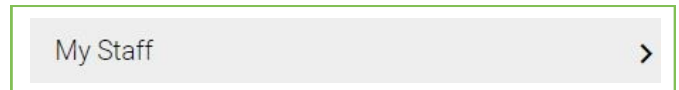


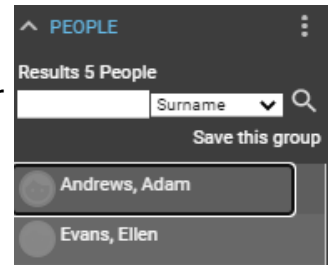
How do I...

...submit a TLR for one of my team?

STEP ONE: Log onto **PiP For My Team** and from your Home Screen 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 **Other Employment Change**



STEP FIVE: Select your team members position you wish to record a TLR against. A list of UDF categories (employment changes forms) will appear on the left hand side of your screen.

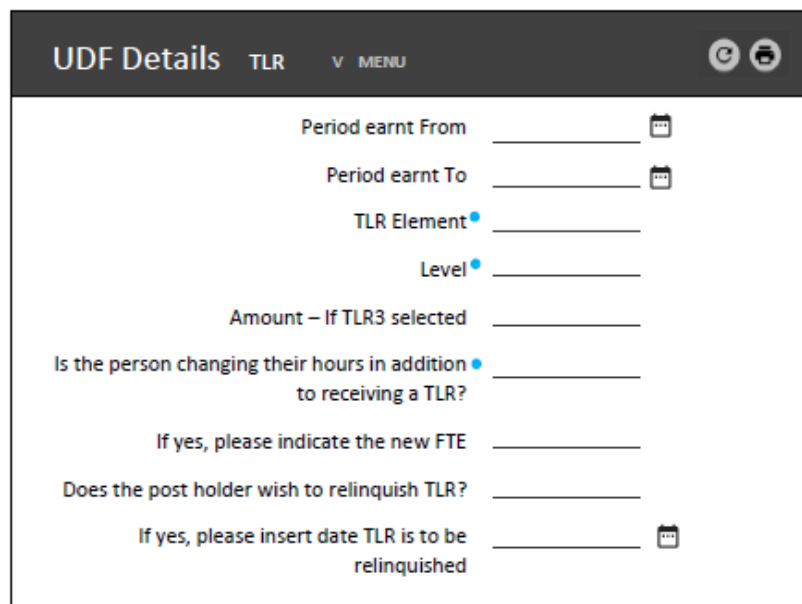
STEP FIVE: Click on TLR form and complete the fields and drop down options in relation to the TLR payment.

STEP SIX: Click Save

NEXT STEPS:

The TLR request will be sent to the Employment Changes Team who will review and process the TLR and issue confirmation of the TLR payment to the team member. The Head Teacher will receive confirmation of the TLR.

If the TLR results in a change of hours, OHR will process the change and confirm the change in hours.



Require support?

Email: HRChanges@gov.im
Tel: 694303