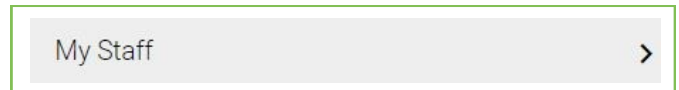
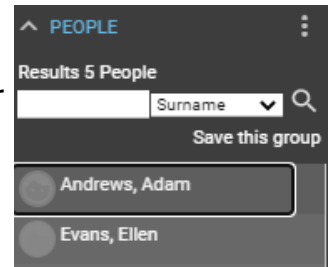


# How do I... ...relinquish a TLR for my team?

**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**



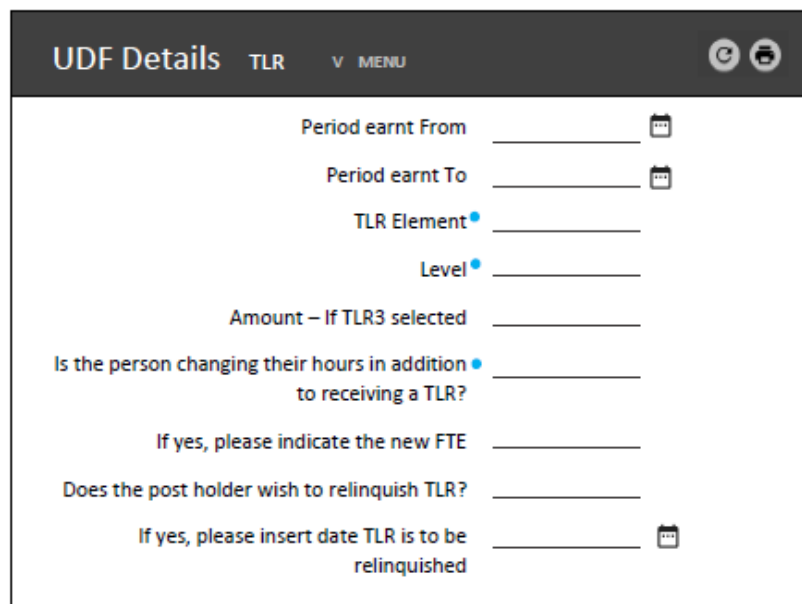
**STEP FIVE:** Select your team members position who wishes to relinquish their TLR. A list of UDF categories (employment changes forms) will appear on the left hand side of your screen.

**STEP FIVE:** Click on the TLR form and provide details of the TLR that is being relinquished, including the effective date.

**STEP SIX:** Click Save.

## **NEXT STEPS:**

The request will be sent to the Office of Human Resources who will review and process the change. OHR will issue confirmation to the team Member, copying the Head Teacher into the correspondence.



UDF Details TLR V MENU

Period earned From \_\_\_\_\_

Period earned To \_\_\_\_\_

TLR Element • \_\_\_\_\_

Level • \_\_\_\_\_

Amount – If TLR3 selected \_\_\_\_\_

Is the person changing their hours in addition to receiving a TLR? • \_\_\_\_\_

If yes, please indicate the new FTE \_\_\_\_\_

Does the post holder wish to relinquish TLR? \_\_\_\_\_

If yes, please insert date TLR is to be relinquished \_\_\_\_\_



## **Require support?**

Email: HRChanges@gov.im  
Tel: 694303