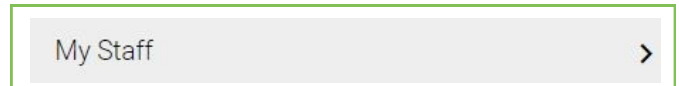


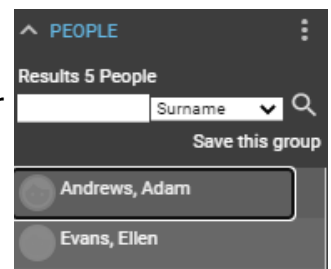
How do I

...change my team members FTE (hours)? (Teachers and Lecturers only)

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 change their FTE. A list of UDF categories (employment changes forms) will appear on the left hand side of your screen.

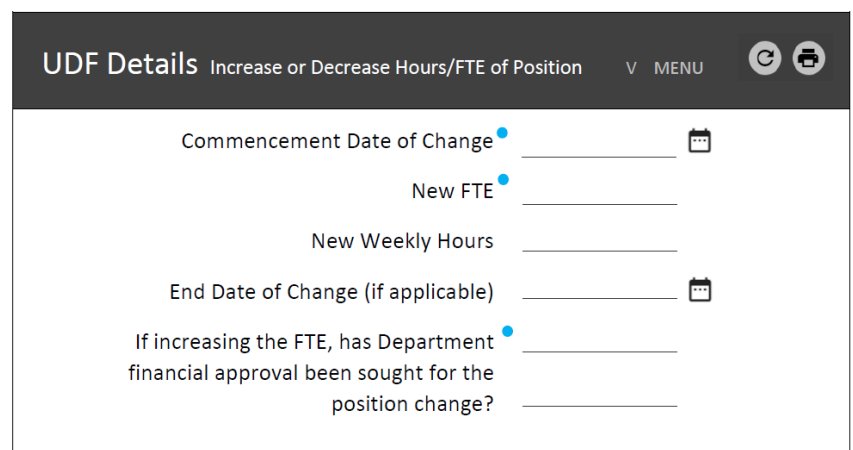
STEP FIVE: Click on the form titled "**Increase or decrease Hours/FTE of position**" and complete the fields providing information on the change of hours.

STEP SIX: Click Save


NEXT STEPS:

The request will be sent to the Employment Changes Team to review and process the change.

If the request is to increase the FTE of the position, please send a copy of the financial approval to the Employment Changes Team (HRChanges@gov.im) to support the request.




UDF Details Increase or Decrease Hours/FTE of Position V MENU

Commencement Date of Change 

New FTE

New Weekly Hours

End Date of Change (if applicable) 

If increasing the FTE, has Department financial approval been sought for the position change?

SAVE

Require support?

Email: HRChanges@gov.im
Tel: 694303