

# How do I adjust my team members annual leave entitlement or TOIL?

**NOTE:** From 01 April the system will automatically calculate any leave carried forward within the normal maximum allowed. As a manager you will only need to adjust leave balances if you are:

- adjusting your team members carried forward balance if it has been agreed additional leave, above the maximum, is to be carried over
- adding to or amending a TOIL balance
- one of your team member's has reached a long service award and has chosen to take a day's leave
- crediting your team member with hours worked on a bank holiday (PSC Civil Service, Manual and Craft Workers and Education support Staff only)
- adjusting a team members holiday entitlement during maternity or adoption absences

**Step 1.** Log in to **PiP For My Team** and from your homepage menu click on **My Staff**

My Staff >

**Step 2.** From the menu on the left hand side either click on the name of your team member you want to adjust the TOIL or annual leave for, or type their surname in the search field and click on the magnifying glass.

**Step 3.** Click on **Holidays**

Holidays

**Step 4.** Select **Holiday Entitlement Adjustment**

Holiday Entitlement Adjustment

Date entered	User name	Value	Reason	End date	Entitlement	Add	Remove
		7.4	Long Service Award	31/03/2021		+	-

**Step 5.** Select the relevant **Scheme name** (annual leave or TOIL) from the drop down menu

**Step 6.** Change the **Adjustment type** from **Standard** to **Adjust**

**Step 7.** Type in the **value** of the adjustment in hours i.e. 7.4 hours and type in a reason for the adjustment.

If you are making a negative adjustment to the balance enter a '-' in front of the figure e.g. -7.4

Reason: e.g. Carry forward adjustment.

**NOTE:** if you need to add more than one adjustment under the same **Scheme name** click on the plus + sign to add another line

## Require further assistance?

Please contact the Employment Changes Team on Tel: 694303 or email: [pipchanges@gov.im](mailto:pipchanges@gov.im)

**Step 8.** Click **Save**