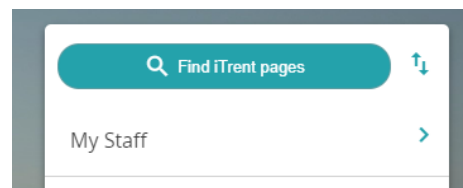


# PiP For My Team

## How do I apply an annual leave service credit?

**NOTE:** If your team member was credited with service for annual leave purposes in their Statement of Written Particulars when they were appointed to their role, then you can check to see if OHR has applied this credit in PiP by following the below steps. If they were appointed after 2019 then it is likely the credit has been applied by OHR, however if your team member was appointed before this date, you will need to apply the credit.

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



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

**Step 3.** Click on **Employment information**

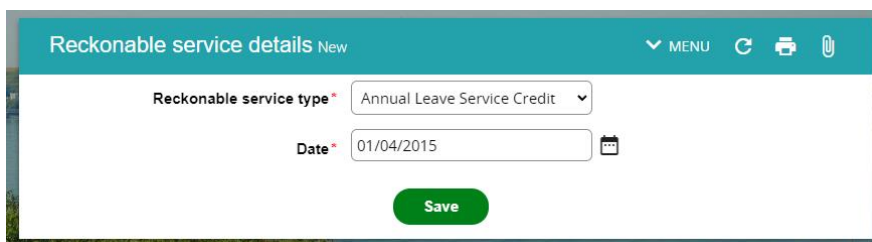


**Step 4.** Select **Add annual leave credit**



**Note:** If a credit has been already been entered then the details will open automatically for you to view

**Step 5.** Within the **Reckonable Service Details** screen, to enter the credit choose **Annual Leave Service Credit** from the **Type** drop down menu.

A screenshot of the 'Reckonable service details' form. The form has a teal header with the title 'Reckonable service details New' and a 'MENU' button. Below the header, there are two input fields: 'Reckonable service type\*' with a dropdown menu showing 'Annual Leave Service Credit', and 'Date\*' with the value '01/04/2015' and a calendar icon. At the bottom of the form, there is a green 'Save' button.



**Step 6.** The **Date** field should match the **dd/mm** of the team members start date, but the **yyyy** should be backdated a certain number of years to reflect how many years they are being credited:

For example. The start date of my team member is **01/04/2018** and they are being **credited** with **3 years** service. The reckonable service date I enter should be **01/04/2015**

**Step 7.** Click **Save**

**Step 8.** Finally you will need to re-calculate your team member's holiday balance to see the service credit applied. See below for guidance on this.

### To re-calculate your team members holiday balance follow these steps:

**Step 1.** Click into your team members **Holidays** menu



**Step 2.** Click on **Holiday Calculation**



**Step 3.** Within the **Absence Calculation** screen complete the following fields:

**Absence Group:** Choose **Holiday**

**Date type:** Change this to **Manually input date**

**Date from:** Enter the start of this leave year e.g. 01/04/2023

**Date to:** Enter the end of this leave year e.g. 31/03/2024

Click **Calculate**

**Your team member's holiday entitlement will now be calculated and will reflect any annual leave credits which have been applied.**

To view your team members updated balance click into their **Holiday Entitlement Summary** link within the **Holidays** menu.

For advice on annual leave balances or TOIL please contact the OHR PiP Changes Team on 694303 or [pipchanges@gov.im](mailto:pipchanges@gov.im)