

Ex gratia, responsibility allowance, grade change and TLR requests (UDF's)

Any other employment changes requests can be made by submitting a UDF in PiP For My Team.

The types of changes you can request here include:

- ◆ Exgratia and responsibility allowance payment requests
- ◆ Grade change request
- ◆ Teaching and Learning Responsibility Allowance (TLR) - DESC only

To submit one of these requests, please follow these steps:

STEP ONE: Log onto **PiP For My Team** and from the home screen menu click on **My Staff**



My Staff >

STEP TWO: From the black menu on the left hand side of your screen either click on the name of your staff member that you want to submit the request against or type their surname in the search field and click on the magnifying glass. Click on their name to open their record.

STEP THREE: Click on **Employment Information**



∨ Employment Information

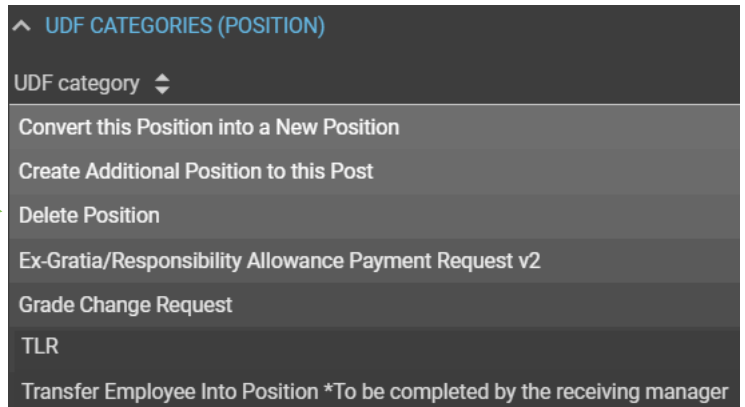
STEP FOUR: Click on **Other Employment Change**



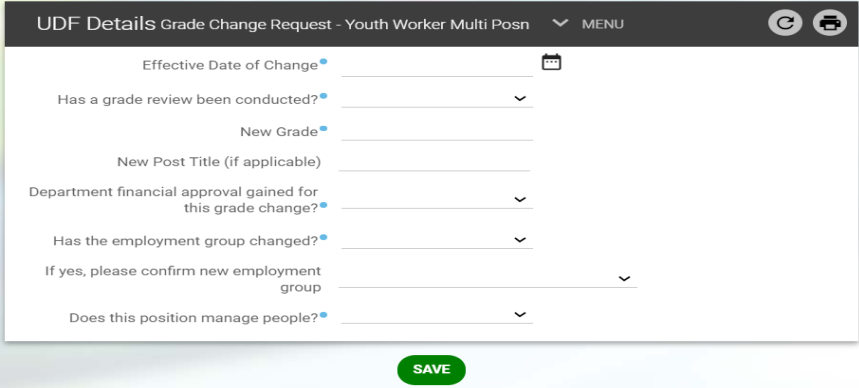
Other Employment Change

STEP FIVE: Your team members position/s will appear on the black menu on the left hand side of your screen. Click on the position you wish to submit the request against and a list of all the available UDF's will appear below this.

Click on the request you wish to make and a new window will open allowing you to enter the information for your request.



STEP SIX: Complete the details of the request and click **Save** to submit the request.



The screenshot shows a web form titled "UDF Details Grade Change Request - Youth Worker Multi Posn" with a "MENU" dropdown and refresh/print icons. The form contains several fields:

- Effective Date of Change: A date picker field.
- Has a grade review been conducted?: A dropdown menu.
- New Grade: A text input field.
- New Post Title (if applicable): A text input field.
- Department financial approval gained for this grade change?: A dropdown menu.
- Has the employment group changed?: A dropdown menu.
- If yes, please confirm new employment group: A dropdown menu.
- Does this position manage people?: A dropdown menu.

A green "SAVE" button is located at the bottom center of the form.

What happens next?

- ◆ Your request will be sent to the OHR Employment Changes Team for review and processing.
- ◆ If financial approval is required, please forward evidence of this approval to the Employment Changes Team, hrenchanges@gov.im to support the request.
- ◆ If the position is PSC or MPTC terms and conditions and the request is a grade change, then the request will be sent to the Job Evaluation and Metrics Team and the Business Partner Team for approval before being processed.
- ◆ A member of the Employment Changes Team will be in touch to confirm once the change has been actioned.

Support

If you require any further support please contact the Employment Changes Team on 694303 or email hrenchanges@gov.im