PiP For My Team

DESC Schools

Employment and Position Changes Information Pack

Contents

Introduction to employment changes

The Employment information features in PiP For My Team and certain School admin roles replace all manual forms used to change team member's employment details.

Each team member has an **Employment information** section within their record.
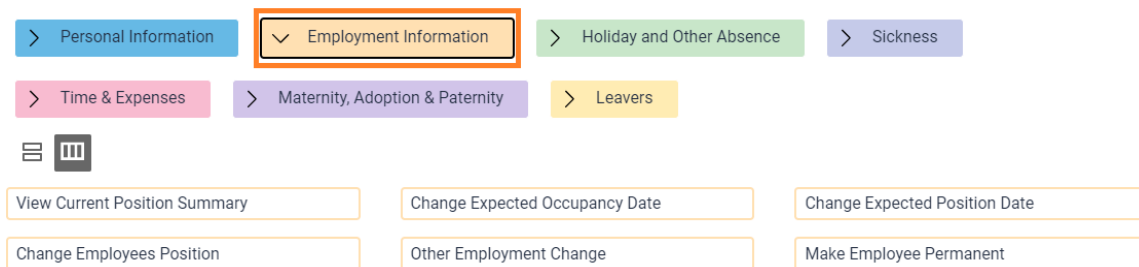
Within this section managers can:

- View their team members employment details
- Extend their team members limited term appointment or period of substitution or secondment
- Transfer their team member to another position within their reporting line
- Make their team member permanent
- Request ex-gratia and responsibility allowance payments
- Request grade changes

Employment changes deadlines

The deadline for requesting employment changes in PiP is the **14th** of the month, so any employment changes to be paid in that month must be submitted in PiP by the **14th** or they will not be paid until the following month. After the 14th, Payroll will lock everyone's contracts in the system as they begin to process pay, meaning no changes can be made during this time.

Viewing your team members employment details
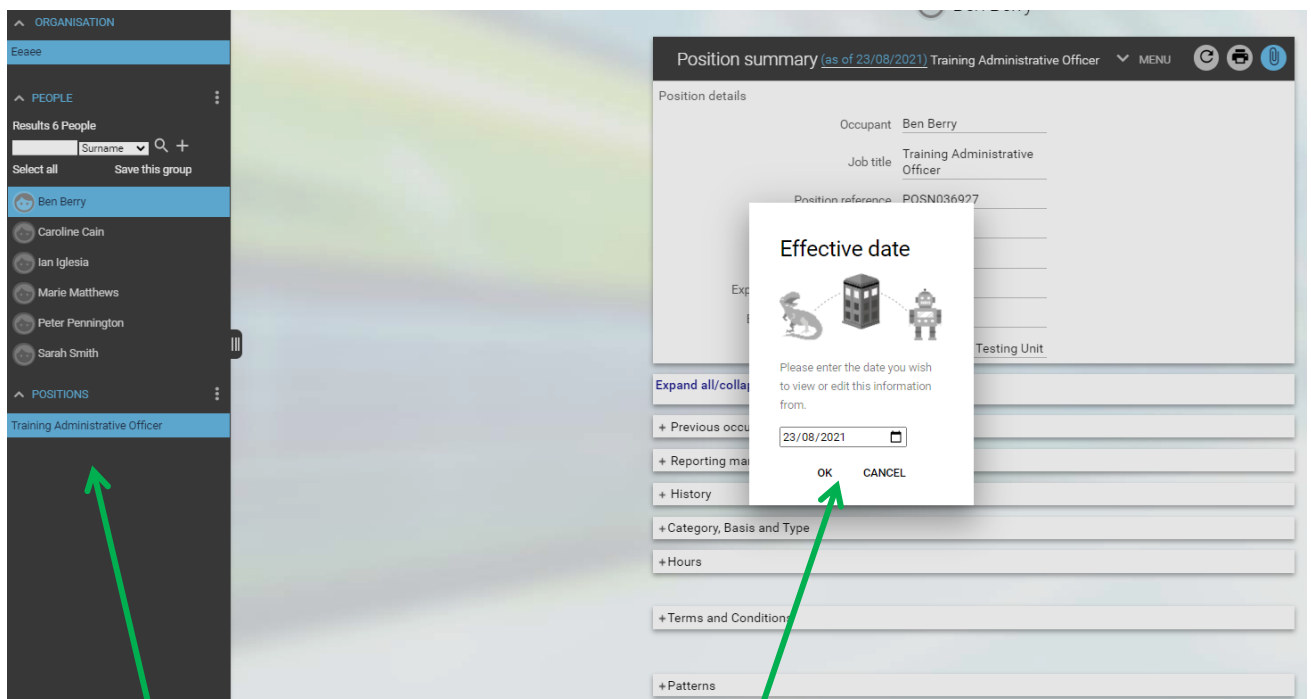
To view your team member's position details, log in to **PiP For My Team** and open your team member's record. Within the **Employment information** menu click on the **View Current Position Summary** link:

View Current Position Summary	Change Expected Occupancy Date	Change Expected Position Date
Change Employees Position	Other Employment Change	Make Employee Permanent
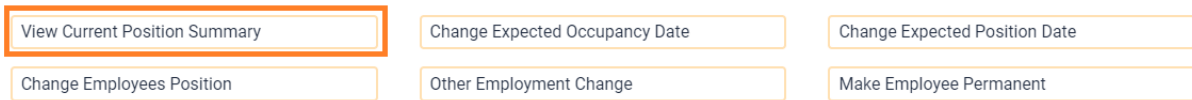
Your screen will now look like this:

If your team member has more than one position with the Isle of Man Government and you line manage them for those positions, you will see their positions listed here.

To view the details of a particular contract simply click on it from the list.

You will be prompted to confirm the effective date. Click **OK** on the above message.

If you want to view position details for a previous position you can change the date here and click Ok.

You will now be able to see the **Position Summary** screen where you can view your team member's position details, their employment status and terms and conditions.
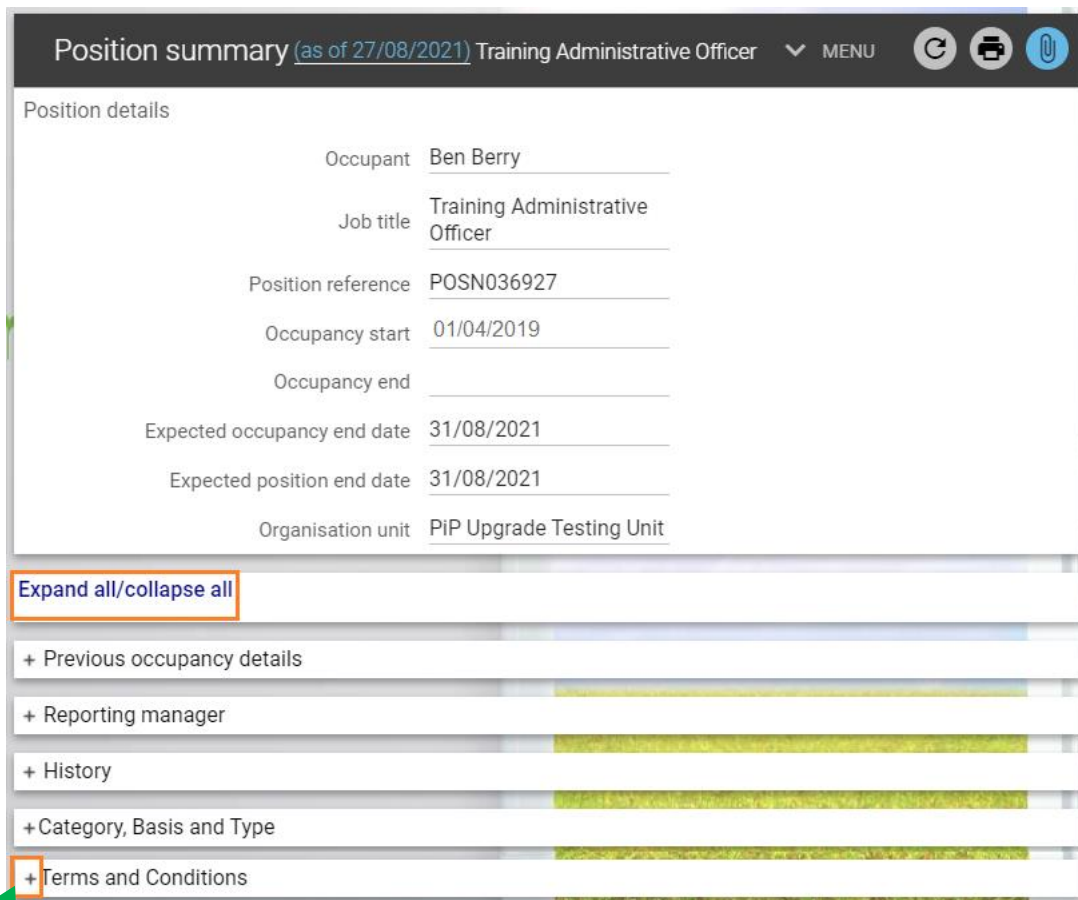
You can expand or collapse each of the sections individually by clicking on the **plus sign** for that category. Or you can expand and collapse all the sections at once by clicking on **Expand all/collapse all.**

If any of the details in this section are incorrect please contact the Office of Human Resources to have them amended. Please ensure you discuss this with your team member first.

Let's look at the **Position Details** section in more detail.

Position summary (as of 27/08/2021) Training Administrative Officer ∨ MENU

Position details

Occupant	Ben Berry
Job title	Training Administrative Officer
Position reference	POSN036927
Occupancy start	01/04/2019
Occupancy end	
Expected occupancy end date	31/08/2021
Expected position end date	31/08/2021
Organisation unit	PiP Upgrade Testing Unit

Position reference – this is the reference number of the position your team member is occupying and is required for recruitment purposes and when making any changes to the position.

Occupancy start – this is the date your team member started in this particular position.

Expected Occupancy end date – this is the expected date your team member will be occupying their position until, e.g. a limited term appointment, or temporarily substituting.

Expected Position end date – this is for the actual position as opposed to the expected occupancy end date. This is the expected date the position will end.

When these expected end dates are approaching you will receive a PiP email reminder to prompt you to confirm in the system what is happening e.g. whether the person is to be extended, made permanent or made a leaver.

Extending limited term appointments, substitutions and secondments

This section will take you through the steps of extending the position your team member is occupying and also your team members contract if it has been agreed that their LTA, secondment or substitution is to be extended.

There are two actions required and the below highlight links are what you need to use, **Change the expected position end date** and **Change the expected occupancy end date**

Important note:

The deadline for requesting employment changes in PiP is the **14th** of the month, so any employment changes to be paid in that month must be submitted in PiP by the **14th** or they will not be paid until the following month.

Part 1: Checking and extending the position

Before you extend your team member in their role it is important to firstly check whether there is an expected end date against the position which needs to be extended.

Let's get started!

Log in to **PiP For My Team** and open your team member's record. Within the **Employment information** menu click on the **Change Expected Position End Date** link.

The **Position Details** screen will open and you will be prompted to confirm the effective date, keep this as todays date.

Towards the bottom of the page you will see an **Expected position end reason and end date** field. If the date is blank, there is no expected end date for this position. If there is a date and you wish this to be extended, please enter the new expected end date and click **Save**.

Part 2: Extending your team member's occupancy in their role

Once you have checked the expected end date of the position and updated if needed, return to your team members record by clicking on their name at the top of your screen.

Next, from their main menu within their record click on the **Change Expected Occupancy End Date** link.

The **Occupancy Details** screen will open and you will be prompted to confirm the effective date, again keep this as todays date.

Enter the new **Expected occupancy end date** and the **Expected occupancy end date reason** and click **Save.**

What happens next?

- Both you and your team member will receive an email to confirm the extension.

Changing a team members position (transfer)

The reason for the transfer of your team member will dictate whose responsibility it is to action the transfer and what needs to happen.

The below information should help you decide.

- ➢ If your team member has **applied** for and been successful for a position in another team or area of the organisation as part of a **recruitment process**, then the **OHR Recruitment Team** will organise this transfer as part of the appointment process. There is no action required from the manager and the team member should not be made a leaver.
- ➢ Any internal moves which are not going through recruitment (**secondments, substitutions, sideways moves, reverting to substantive position**) where the line manager **oversees** both the individual and the position they are moving to, then the **line manager** can action the transfer.
  Please see guidance **here:**
- ➢ If an individual **from another division or department** is transferring into the manager's team **not via a recruitment process** i.e. a secondment, then the **manager inheriting the team member** can request this transfer and OHR will coordinate the move. Please see guidance **here**:

Transferring a team member within your reporting line (substitution, sideways move)

This section will take you through the steps to transfer your team member to a vacant position in your team.

Important note:

The deadline for requesting employment changes in PiP is the **14th** of the month, so any employment changes to be paid in that month must be submitted in PiP by the **14th** or they will not be paid until the following month.
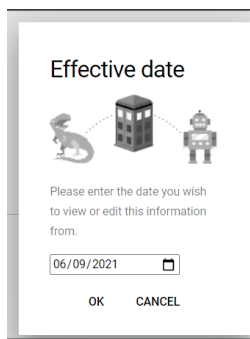
If your team member has applied for a position via a recruitment process then the OHR Recruitment Team will organise the transfer.

Let's get started!

Log in to **PiP For My Team** and open your team member's record. Within the **Employment information** menu click on the **Change Employee's Position** link.

The following screen will open and you will be prompted to confirm the effective date. **This effective date is the date your team member is transferring positions** so you will need to change this date.
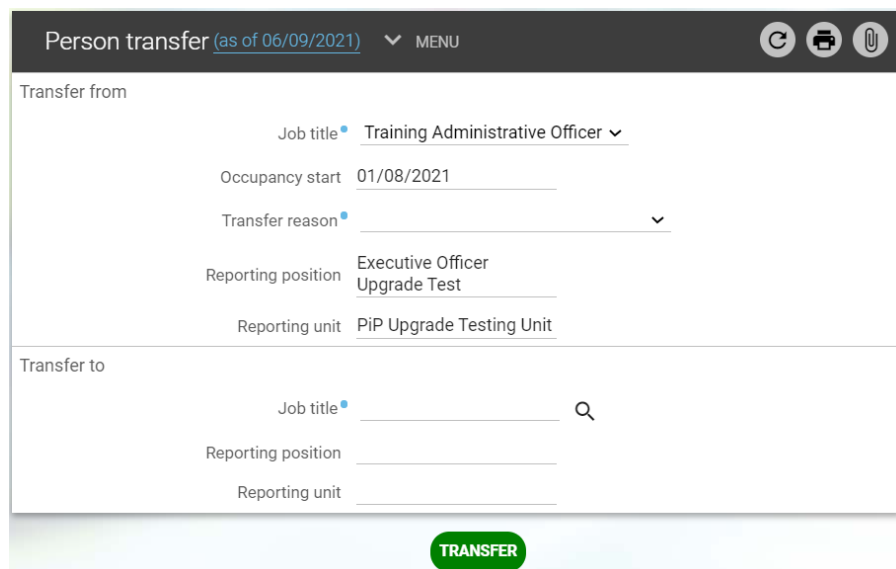

Complete the required fields in the **Person transfer** screen:

Job title: Select the position your team member is leaving by clicking on the drop down list (if they have more than one position reporting to you).

Transfer reason: Select the transfer reason (acting up, secondment etc.).

Job title: Specify the position your team member is to move into to by clicking on the magnifying glass and searching for the vacant position. You can search by the position job title, organisation unit or position reference number. Use the scroll bar to check you have found the correct position, then click on the position to select it.
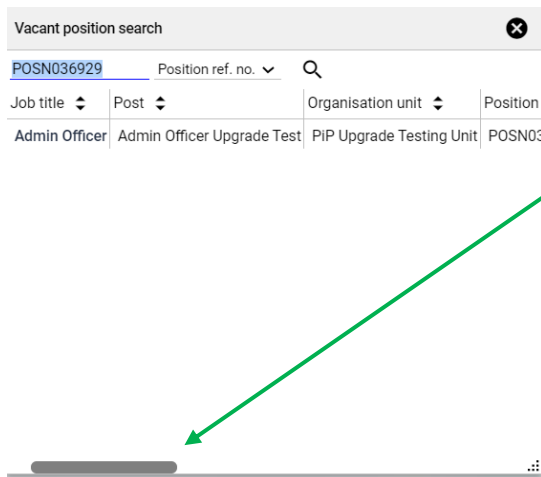
Check the person transfer details screen, remembering to check the effective date is correct. When you are ready to submit the change, click **Transfer**

Request that a person from another area be transferred into your team

If it has been agreed that an employee from another School or area of the organisation is to join your team (not due to a recruitment process) for example a secondment instead, then this section of the guide will take you through the steps to request the person be transferred into your team.
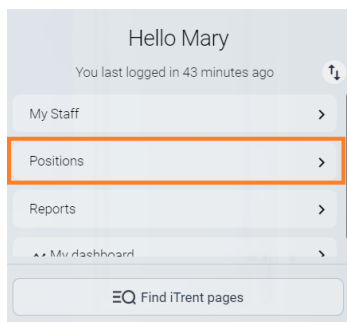
Important note:

The deadline for requesting employment changes in PiP is the **14th** of the month, so any employment changes to be paid in that month must be submitted in PiP by the **14th** or they will not be paid until the following month.

If your team member has applied for a position via a recruitment process then the OHR Recruitment Team will organise the transfer.

Let's get started

Log in to **PiP For My Team** and from your home screen menu click on **Positions.**

Hello Mary
You last logged in 43 minutes ago
My Staff
Positions
Reports
My dashboard
⟐Q Find iTrent pages

From the black menu on the left hand side of your screen, search for the position in your team that you wish the person to be transferred into. You can search by the position reference number or the job title. Click on the **magnifying glass** and the position will appear in the black bar below.

Tip: if searching by the job title, place an ***** at the beginning of the search field. This will return any positions which have the specified word contained in the title. For example '*Officer' will return any positions with 'Officer' in the job title such as Administrative Officer, Executive Officer, Higher Executive Officer etc.

Select the position and then click on **Other Employment Change.**

A list of position change requests will appear in the black menu.

Click on **Transfer employee into this position *to be completed by the receiving manager** and the following screen will open:
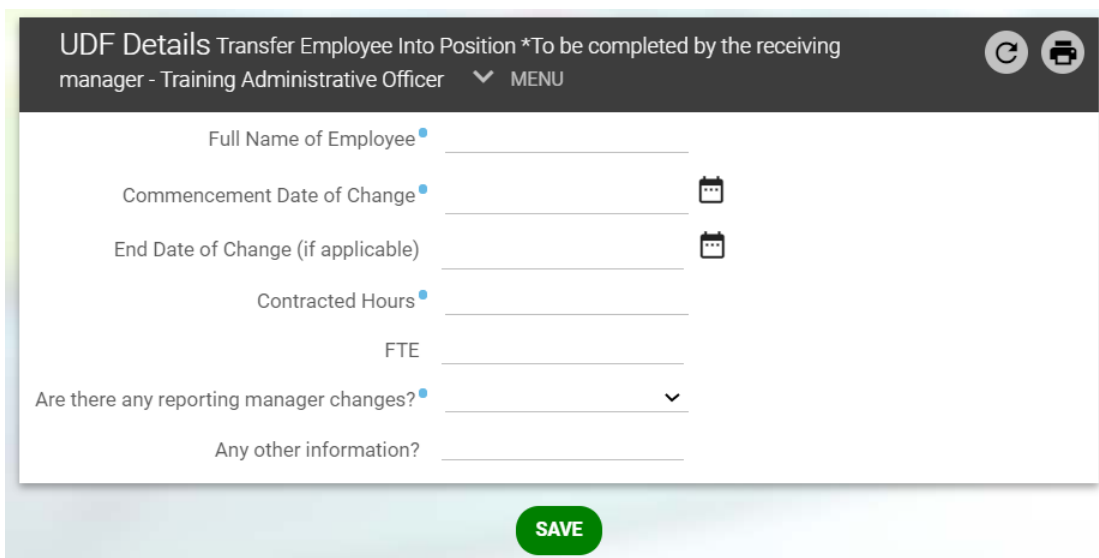
Complete all fields and when you are ready to submit the request click **Save**.

What happens next?

- Your request will be sent to the OHR PiP Changes Team for review and processing. The team will arrange for the person to be transferred into your team from the date specified and confirmation of the transfer issued to them.

Making a team member permanent

This section will take you through the process of changing your team member's employment status from limited term to permanent.

Important note:

The deadline for requesting employment changes in PiP is the **14th** of the month, so any employment changes to be paid in that month must be submitted in PiP by the **14th** or they will not be paid until the following month.

Let's get started!

Log in to **PiP For My Team** and open your team member's record. Within the **Employment information** menu simply click on the **Make employee permanent** link

View Current Position Summary	Change Expected Occupancy Date	Change Expected Position Date
Change Employees Position	Other Employment Change	Make Employee Permanent

The **Hours and basis** screen will open and you will be prompted to confirm the effective date. This is the date your team member is being made permanent so amend if needed and click **Ok**.

Within this screen simply update the **Type** field to **permanent** and select **organisation change** from the **change reason** drop down list. Click **Save**.

Effective date
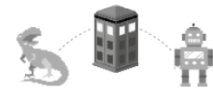
Please enter the date you wish to view or edit this information from.

27/08/2021

OK   CANCEL

What happens next?

- The OHR PiP Changes Team will be notified of the request and will issue confirmation to the person that they have been made permanent, including any changes to their pension entitlements.

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Teaching and Learning Responsibility (TLR) Payments

This section will take you through the process of submitting a TLR payment request for your team member in PiP.

> **Important note:**
>
> The deadline for requesting employment changes in PiP is the **14th** of the month, so any employment changes to be paid in that month must be submitted in PiP by the **14th** or they will not be paid until the following month.
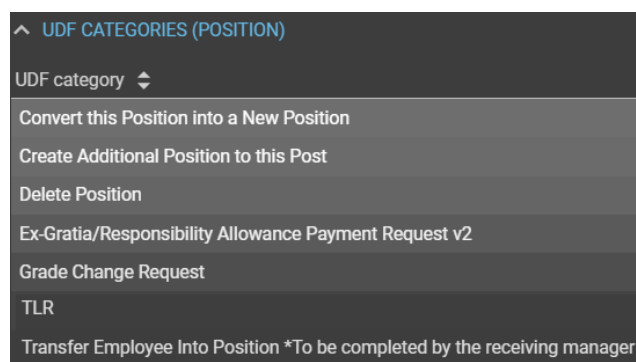
Let's get started!

Log in to **PiP For My Team** and open your team member's record.

Within the **Employment information** menu click on **Other Employment Change**.

View Current Position Summary	Change Expected Occupancy Date	Change Expected Position Date
Change Employees Position	Other Employment Change	Make Employee Permanent

Your team member's 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 (other employment changes options) will appear below.

Click on the **TLR** request link to open it.

UDF CATEGORIES (POSITION)
UDF category ⇕
Convert this Position into a New Position
Create Additional Position to this Post
Delete Position
Ex-Gratia/Responsibility Allowance Payment Request v2
Grade Change Request
TLR
Transfer Employee Into Position *To be completed by the receiving manager

The following screen will open. Complete all fields and when you are ready to submit the request click **Save**.

<div style="background-color:#cce6f5; padding:10px;">

What happens next?

- The OHR PiP Changes Team will be notified of the request and will issue confirmation of the TLR and inform Payroll.
- If a TLR3 has been submitted, the request will be forwarded to the OHR DESC Business Partner Team for review and approval in the first instance.

</div>

Relinquishing a TLR

To request that a TLR is relinquished for your team member, please follow these steps:

Log in to **PiP For My Team** and open your team member's record.

Within the **Employment information** menu click on **Other Employment Change**.

Your team member's 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 (other employment changes options) will appear below.

Click on the **TLR** request link to open it.

UDF CATEGORIES (POSITION)

UDF category ⇕

Convert this Position into a New Position

Create Additional Position to this Post

Delete Position

Ex-Gratia/Responsibility Allowance Payment Request v2

Grade Change Request

TLR

Transfer Employee Into Position *To be completed by the receiving manager
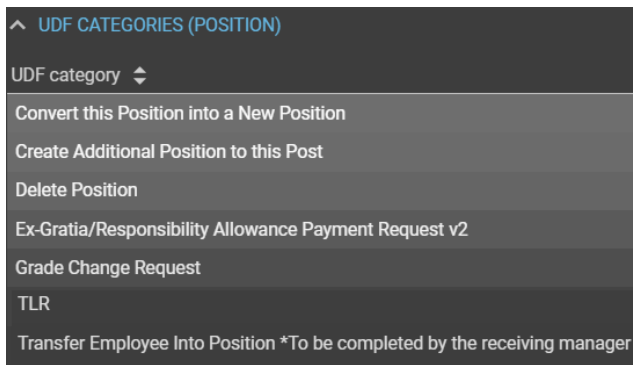
The following screen will open. Complete all the relevant fields regarding the TLR and when you reach **Does the post holder wish to relinquish TLR**, choose **Yes** from the drop down. When you are ready to submit the request click **Save**.

UDF Details TLR - Training Administrative Officer ∨ MENU

Period earnt From	
Period earnt 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	

SAVE   DELETE

What happens next?

- The OHR PiP Changes Team will be notified of the request and will issue confirmation to acknowledge the TLR is to be relinquished. Payroll will also be informed so the persons pay can be adjusted accordingly.

Ex-gratia and responsibility allowance payment requests

This section will take you through the process of submitting ex-gratia or responsibility allowance payment requests for your team member.

> **Important note:**
>
> The deadline for requesting employment changes in PiP is the **14th** of the month, so any employment changes to be paid in that month must be submitted in PiP by the **14th** or they will not be paid until the following month.
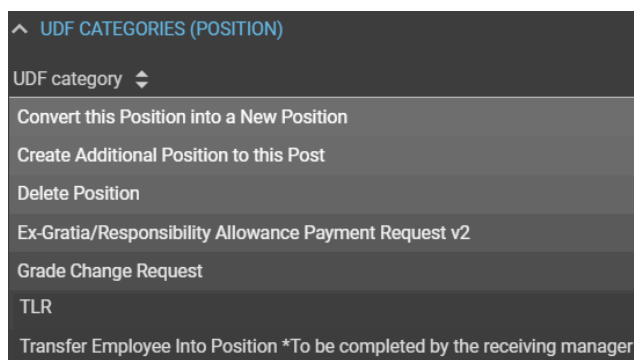
Let's get started!

Log in to **PiP For My Team** and open your team member's record.

Within the **Employment information** menu click on **Other Employment Change**.

View Current Position Summary	Change Expected Occupancy Date	Change Expected Position Date
Change Employees Position	Other Employment Change	Make Employee Permanent

Your team member's 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 (other employment changes options) will appear below.

Click on the **Ex-gratia/Responsibility Allowance Payment Request** link to open it.

> ∧ UDF CATEGORIES (POSITION)
>
> UDF category ⇕
>
> Convert this Position into a New Position
> Create Additional Position to this Post
> Delete Position
> Ex-Gratia/Responsibility Allowance Payment Request v2
> Grade Change Request
> TLR
> Transfer Employee Into Position *To be completed by the receiving manager

The following screen will open. Complete all fields and when you are ready to submit the request click **Save**.

What happens next?

- Your request will be sent to the OHR PiP Changes Team for review and processing.

Change your team members FTE

If it has been agreed that your team members FTE/hours are to change, please follow the guidance below to request this change in PiP.

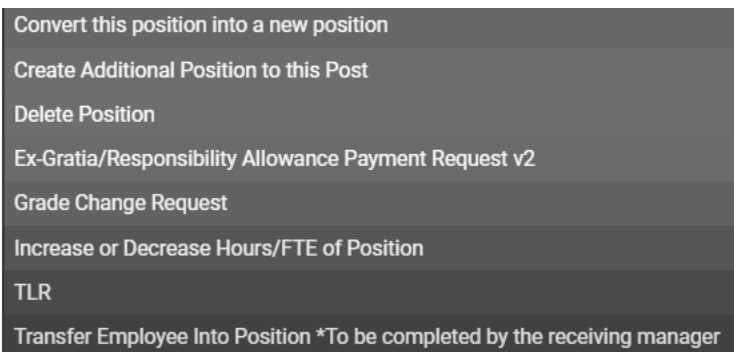| **Important note:** |
| --- |
| The deadline for requesting employment changes in PiP is the **14th** of the month, so any employment changes to be paid in that month must be submitted in PiP by the **14th** or they will not be paid until the following month. |

Let's get started!

Log in to **PiP For My Team** and open your team member's record.

Within the **Employment information** menu click on **Other Employment Change**.

View Current Position Summary	Change Expected Occupancy Date	Change Expected Position Date
Change Employees Position	Other Employment Change	Make Employee Permanent

Your team member's 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 (other employment changes options) will appear below.

Click on **Increase or Decrease Hours/FTE of Position** and the following screen will open:

Convert this position into a new position

Create Additional Position to this Post

Delete Position

Ex-Gratia/Responsibility Allowance Payment Request v2

Grade Change Request

Increase or Decrease Hours/FTE of Position

TLR

Transfer Employee Into Position *To be completed by the receiving manager

UDF Details Increase or Decrease Hours/FTE of Position - Team Leader ∨ MENU

Commencement Date of Change●

New FTE●

New Weekly Hours

End Date of Change (if applicable)

Department financial approval gained for this position change?●

SAVE

Complete all fields and when you are ready to submit the request click **Save**.

What happens next?

- Your request will be sent to the OHR PiP Changes Team for review and processing. The Team will be in touch to confirm once the change has been actioned.

Change a team member's grade

This section will take you through the process of submitting a request to change your team member's grade.

> **Important note:**
>
> The deadline for requesting employment changes in PiP is the **14th** of the month, so any employment changes to be paid in that month must be submitted in PiP by the **14th** or they will not be paid until the following month.
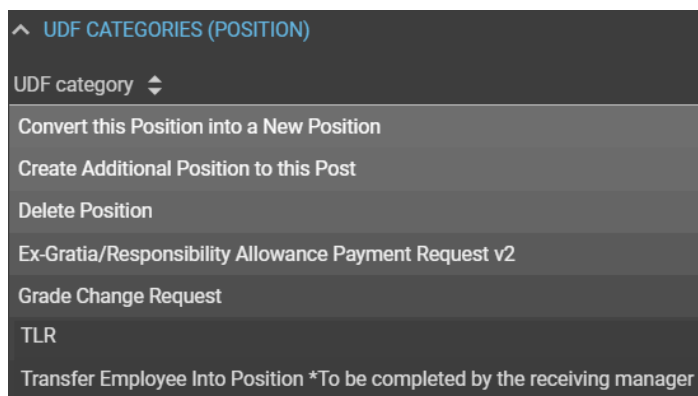
Let's get started!

Log in to **PiP For My Team** and open your team member's record.

Within the **Employment information** menu click on **Other Employment Change**.

View Current Position Summary	Change Expected Occupancy Date	Change Expected Position Date
Change Employees Position	Other Employment Change	Make Employee Permanent

Your team member's 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 (other employment changes options) will appear below.

Click on the **Grade Change Request** link to open it.

∧ UDF CATEGORIES (POSITION)

UDF category ⇕

Convert this Position into a New Position

Create Additional Position to this Post

Delete Position

Ex-Gratia/Responsibility Allowance Payment Request v2

Grade Change Request

TLR

Transfer Employee Into Position *To be completed by the receiving manager

The following screen will open. Complete all fields and when you are ready to submit the request click **Save**.

What happens next?

- Your request will be sent to the OHR PiP Changes Team for review and processing.
- If the position is PSC terms and conditions the request will be sent to the OHR Job Evaluation and Metrics Team and the Business Partner Team for approval before being processed.
- A member of the PiP Changes Team will be in touch to confirm once the change has been actioned.

Creating a brand new position

If you wish to create a **brand** new position in your reporting structure, this section will take you through the steps to request this.

If you have an existing position in your establishment and you want to create another one of these positions, please refer to our **Create additional position** guidance which can be found **here**:

Let's get started!

Log onto **PiP For My Team** and along your **Company News** bar, using the arrows scroll along until you reach the **Create a brand new position** tile. Click on this tile to open it.
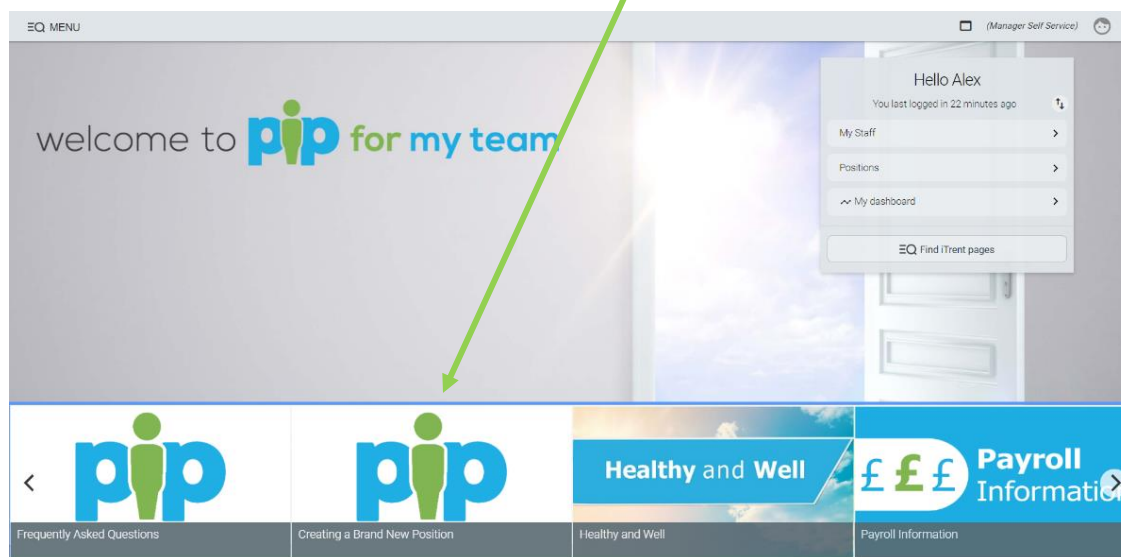
The following template will open:

Creating a Brand New Position ✕

Most position creations can be requested directly through PiP via the **Positions** menu on your PiP home screen. Only use this email request format when you are seeking to create a **BRAND NEW** type of position **AND** you are not deleting an existing position to create it.

Not sure? Call the Employment Changes Team on 694303 and they can help you decide.

To create a brand new position please provide the following information. Please ensure that you complete all the fields below to avoid delays in creating your new position:

Date position to be created from (e.g. 1st March 2020) -

Department (e.g. Cabinet Office) -

Division (e.g. OHR) -

Area/Team (e.g. HR Services) -

Job Title -

Grade/Band/Skill Zone (e.g. Skill Zone 2) -

Position FTE, Basis and Hours (e.g. FTE 1, Full Time, 37 hours) -

Terms and conditions (e.g. PSC M&C/MPTC) -

Departmental approval gained for this new post? -   YES/NO

Authorising Manager requesting the creation of this position -

DHSC positions must be approved by the DHSC Finance Team –
please provide name of the Approver -

For MPTC or PSC position (Civil Service/Manual & Craft) please send this email request to the Job Evaluation and Metrics Team in OHR ohrje@gov.im for their approval before creating this position.

For all other position requests, please send this completed email to the Employment Changes Team HRChanges@gov.im. The email must be sent by the Authorising Manager with delegated budget responsibility for this position. By sending this email you are confirming that you have followed your own Departmental authorisation process for the change.

Thank you.

PiP Team

Copy and paste the template into an email, fill in the position details required and send:

For PSC (Civil Service/Manual & Craft) positions please send this email request, along with evidence of the financial approval and the job description and person specification, to the **OHR Job Evaluation and Metrics (JEM) Team** ohrje@gov.im for their approval.

Once approved the team will forward the request on for processing.

For all other position requests, please send this completed email to the **PiP Changes Team** piphanges@gov.im.

The email must be sent by the Authorising Manager with delegated budget responsibility for this position. By sending this email you are confirming that you have followed your own Departmental authorisation process for the change.

Position changes (UDF's)

Increasing or decreasing the FTE (hours) of a position

This section will take you through the steps of changing the hours (FTE) of a **position** which reports to you.

If you are unsure how many hours are allocated to your position, please contact the OHR Employment Changes Team at: pipchanges@gov.im who will be able to confirm.

> **Important note:**
>
> The deadline for requesting employment changes in PiP is the **14th** of the month, so any employment changes to be paid in that month must be submitted in PiP by the **14th** or they will not be paid until the following month.
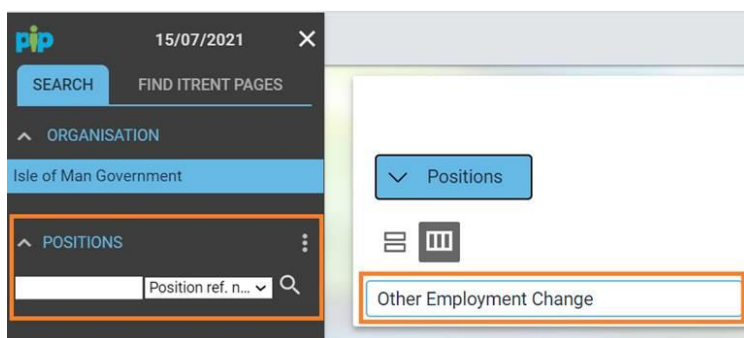
Let's get started!

Log in to **PiP For My Team** and from your home screen menu click on **Positions.**
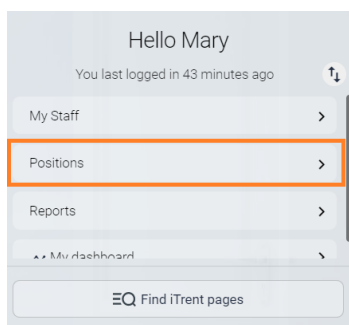
From the black menu on the left hand side of your screen search for the position you wish to make a change against. You can search by the position reference number, the job title or the person occupying the position.
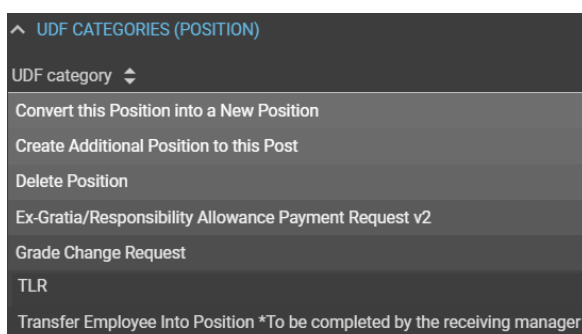

Click on the **magnifying glass** and the position will appear in the black bar below.

Select the position and then click on **Other Employment Change.**

A list of position change requests will appear in the black menu.

Convert this position into a new position

Create Additional Position to this Post

Delete Position

Ex-Gratia/Responsibility Allowance Payment Request v2

Grade Change Request

Increase or Decrease Hours/FTE of Position

TLR

Transfer Employee Into Position *To be completed by the receiving manager

Click on **Increase or Decrease Hours/FTE of Position** and the following screen will open:

UDF Details Increase or Decrease Hours/FTE of Position - Team Leader ∨ MENU

Commencement Date of Change●

New FTE●

New Weekly Hours

End Date of Change (if applicable)

Department financial approval gained for this position change?●

SAVE

Complete all fields and when you are ready to submit the request click **Save**.
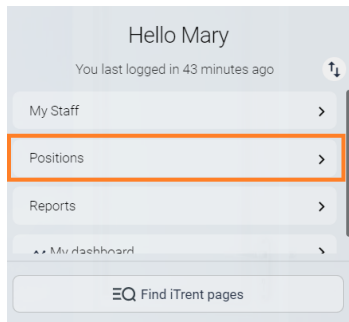
What happens next?

- Your request will be sent to the OHR PiP Changes Team for review and processing. The Team will be in touch to confirm once the change has been actioned.

Creating an additional position

This section will take you through the steps of creating an additional position within your establishment, for example I have an Education Support Officer and I want to create another Education Support Officer.

If you wish to create a **brand** new position in your reporting structure which you don't already have in your existing establishment, this is a slightly different process and guidance on how to do this can be found **here**:
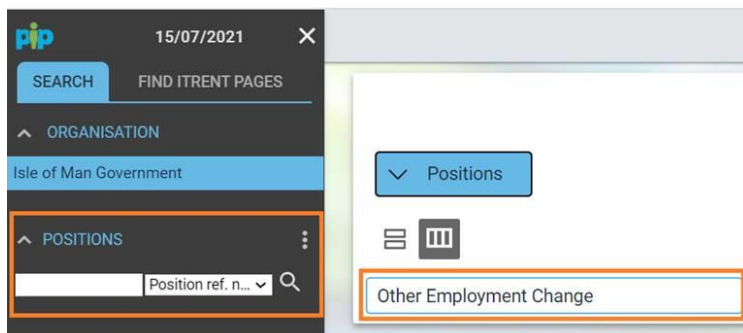
Let's get started!

Log in to **PiP For My Team** and from your home screen menu click on **Positions.**
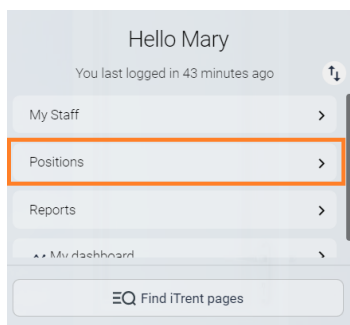
From the black menu on the left hand side of your screen search for the position you wish to create another one of. You can search by the position reference number, the job title or the person occupying the position.
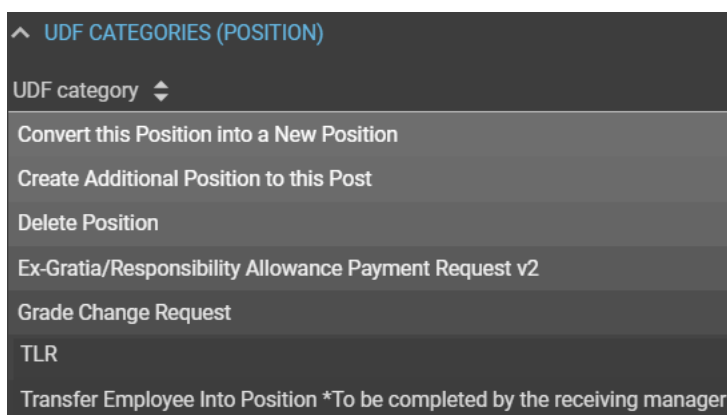
Tip: if searching by the job title, place an ***** at the beginning of the search field. This will return any positions which have the specified word contained in the title. For example '*Officer' will return any positions with 'Officer' in the job title such as Administrative Officer, Executive Officer, Higher Executive Officer etc.

Click on the **magnifying glass** and the position will appear in the black bar below.

Select the position and then click on **Other Employment Change.**

A list of position change requests will appear in the black menu. Click on **Create additional position to this post request:**

The following screen will open.

Complete all the mandatory fields and when you are ready to submit the request click **Save**.

Please note that the **Position Title** should match the existing job title of the position, however if it is required to cover maternity leave or sickness absence then please indicate this in the field. For example if I am creating another Administrative Officer in my team to cover maternity leave, the job title should be *Administrative Officer – Maternity Cover*

What happens next?

- Your request will be sent to the OHR PiP Changes Team for review and processing. The Team will be in touch to confirm once the new position has been created.

Converting an existing position into a new position

This section will take you through the process of converting an existing position within your establishment, into a new position.

Let's get started!

Log in to **PiP For My Team** and from your home screen menu click on **Positions.**

From the black menu on the left hand side of your screen search for the position you wish to make a change against. You can search by the position reference number, the job title or the person occupying the position.

Tip: if searching by the job title, place an ***** at the beginning of the search field. This will return any positions which have the specified word contained in the title. For example '*Officer' will return any positions with 'Officer' in the job title such as Administrative Officer, Executive Officer, Higher Executive Officer etc.

Click on the **magnifying glass** and the position will appear in the black bar below.

Select the position and then click on **Other Employment Change.**

A list of position change requests will appear in the black menu. Click on **Covert this position into a new position** request:

The following screen will open.

Complete all the mandatory fields and when you are ready to submit the request click **Save**.
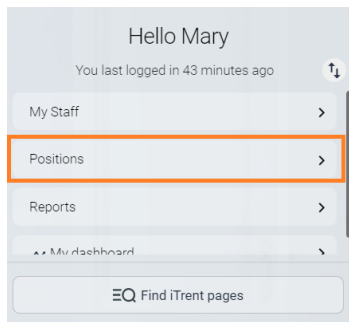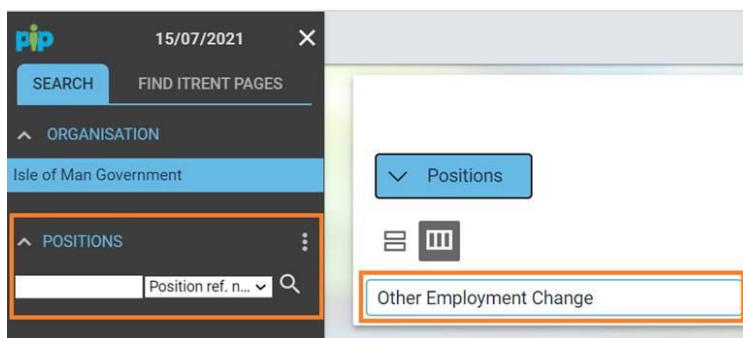
What happens next?

- Your request will be sent to the OHR PiP Changes Team for review and processing. The Team will be in touch to confirm once the new position has been created.

Changing the grade of a position

This section will take you through the process of changing the grade against a vacant position in your team.

Let's get started!

Log in to **PiP For My Team** and from your home screen menu click on **Positions.**

From the black menu on the left hand side of your screen search for the position you wish to make a change against. You can search by the position reference number, the job title or the person occupying the position.
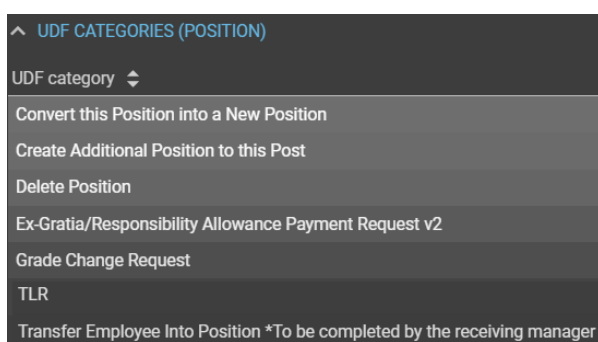
Tip: if searching by the job title, place an ***** at the beginning of the search field. This will return any positions which have the specified word contained in the title. For example '*Officer' will return any positions with 'Officer' in the job title such as Administrative Officer, Executive Officer, Higher Executive Officer etc.

Click on the **magnifying glass** and the position will appear in the black bar below.

Select the position and then click on **Other Employment Change.**

A list of position change requests will appear in the black menu. Click on **Grade Change request:**

The following screen will open.

Complete all the mandatory fields and when you are ready to submit the request click **Save**.

> **What happens next?**
>
> - Your request will be sent to the OHR PiP Changes Team for review and processing.
> - If the position is PSC terms and conditions the request will be sent to the OHR Job Evaluation and Metrics Team and the Business Partner Team for approval before being processed.
> - A member of the PiP Changes Team will be in touch to confirm once the change has been actioned.

# Submitting a redeployment request in PiP

> **Important note:**
> - Before submitting the redeployment transfer request you will need to have to hand the position reference number of the vacant position the employee is to move into.
> - The deadline for requesting employment changes in PiP is the **14th** of the month, so any employment changes to be paid in that month must be submitted in PiP by the **14th** or they will not be paid until the following month.

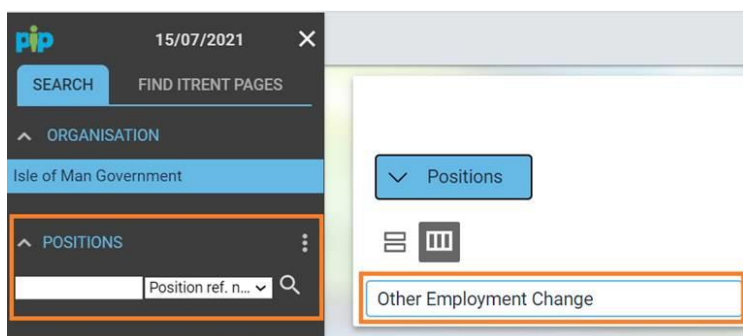**When you are ready to submit the request in PiP, please follow these steps:**

Let's get started

Log in to **PiP For My Team** and from your home screen menu click on **Positions.**
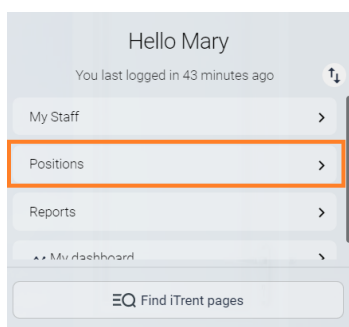
From the black menu on the left hand side of your screen, search for the position in your team that you wish the person to be redeployed into. You can search by the position reference number or the job title. Click on the **magnifying glass** and the position will appear in the black bar below.

Tip: if searching by the job title, place an * at the beginning of the search field. This will return any positions which have the specified word contained in the title. For example '*Officer' will return any positions with 'Officer' in the job title such as Administrative Officer, Executive Officer, Higher Executive Officer etc.

Select the position and then click on **Other Employment Change.**

A list of position change requests will appear in the black menu.

Click on **Redeployment of employee into position *to be completed by the receiving manager** and the following screen will open:

Complete all fields and when you are ready to submit the request click **Save**.

What happens next?

- Your request will be sent to the OHR PiP Changes Team for review and processing. The team will liaise with the HR Advisor you have specified and arrange for the person to be moved into your team and will issue confirmation of the redeployment.

If you require further support with any of the above processes, please call the OHR PiP Changes Team on 694303 or email pipchanges@gov.im