



PIP For My Team

Employment and Position Changes Information Pack

Contents

Important update for managers, January 2023	2
Introduction to employment changes.....	3
Viewing your team members employment details	4
Extending limited term appointments, substitutions and secondments.....	7
Change your team members hours.....	10
Change your team members working pattern.....	12
Changing a team members position (transfer).....	14
Transferring a team member within your reporting line (substitution, sideways move)....	14
Request that a person from another area be transferred into your team.....	17
Making a team member permanent.....	19
Ex-gratia and responsibility allowance payment requests.....	20
Change a team member's grade.....	21
Creating a brand new position.....	23
Position changes (UDF's)	25
Increasing or decreasing the FTE (hours) of a position.....	25
Creating an additional position	27
Converting an existing position into a new position	29
Changing the grade of a position	31
Submitting a redeployment request in PiP.....	33

Important update for managers, January 2023

With effect from 20 January 2023, the authorisation email request and task which senior managers receive in PiP when their reportee submits an employment change for a member of their team, has been removed.

The benefits of this change include:

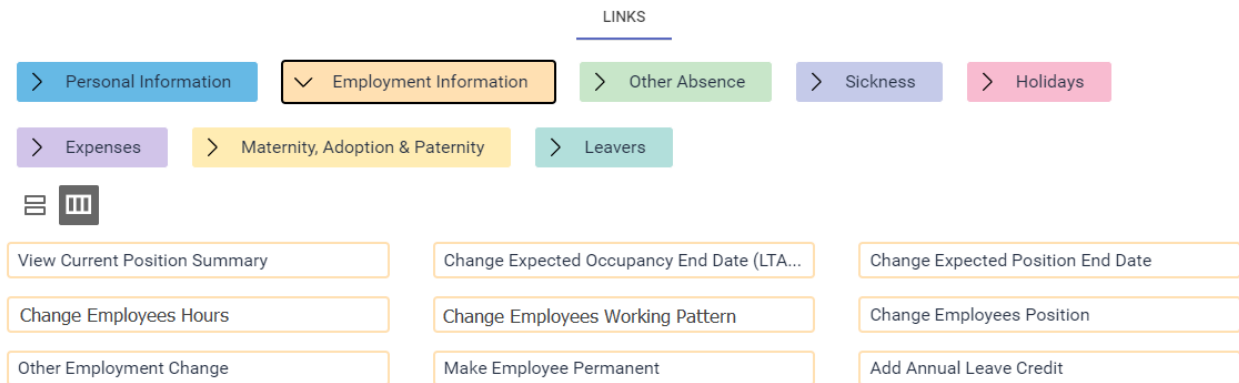
- Entrusting our managers to have sought the relevant budgetary approvals before submitting employment changes, which based on a review undertaken, they have been doing
- Reduction in tasks being sent to senior managers, when often their approval isn't required
- A quicker more efficient process for all parties. Frequently there is a delay in the employment change happening if the senior manager is out of the office

From 20 January, any employment changes made by line managers will automatically be submitted as approved and the employee will receive an email confirming the change.

Introduction to employment changes

The Employment information features in PiP For My Team and Departmental 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:

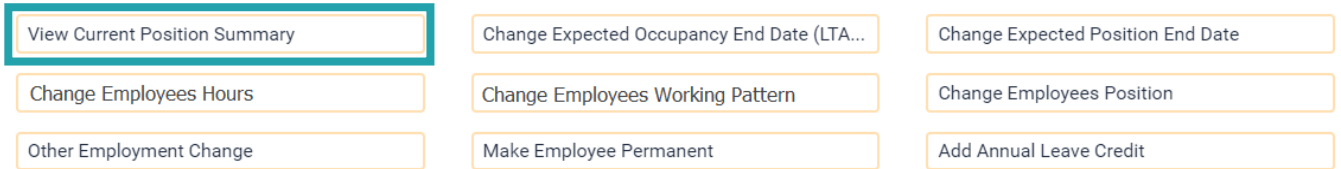
- View their team members employment details
- Extend their team members limited term appointment or period of substitution or secondment
- Change their team members hours
- Change their team members working pattern
- Transfer their team member to another position within their reporting line
- Make their team member permanent
- Request ex-gratia and responsibility allowance payments
- Request grade changes
- Apply an annual leave credit to their team members record

Employment changes deadlines

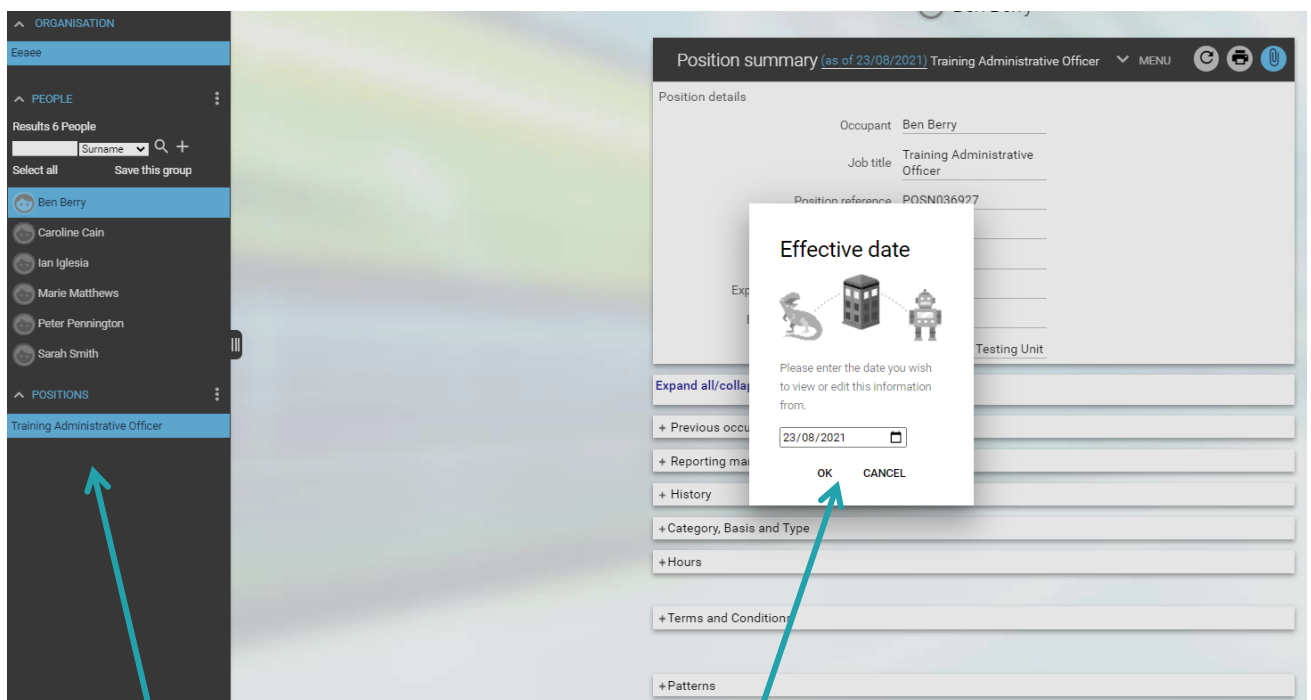
The deadline for requesting employment changes in PiP is the **14th** of the month, so any employment changes to be paid in that month must be submitted in PiP by the **14th** or they will not be paid until the following month. After the 14th, Payroll will lock everyone’s contracts in the system as they 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:



Your screen will now look like this:



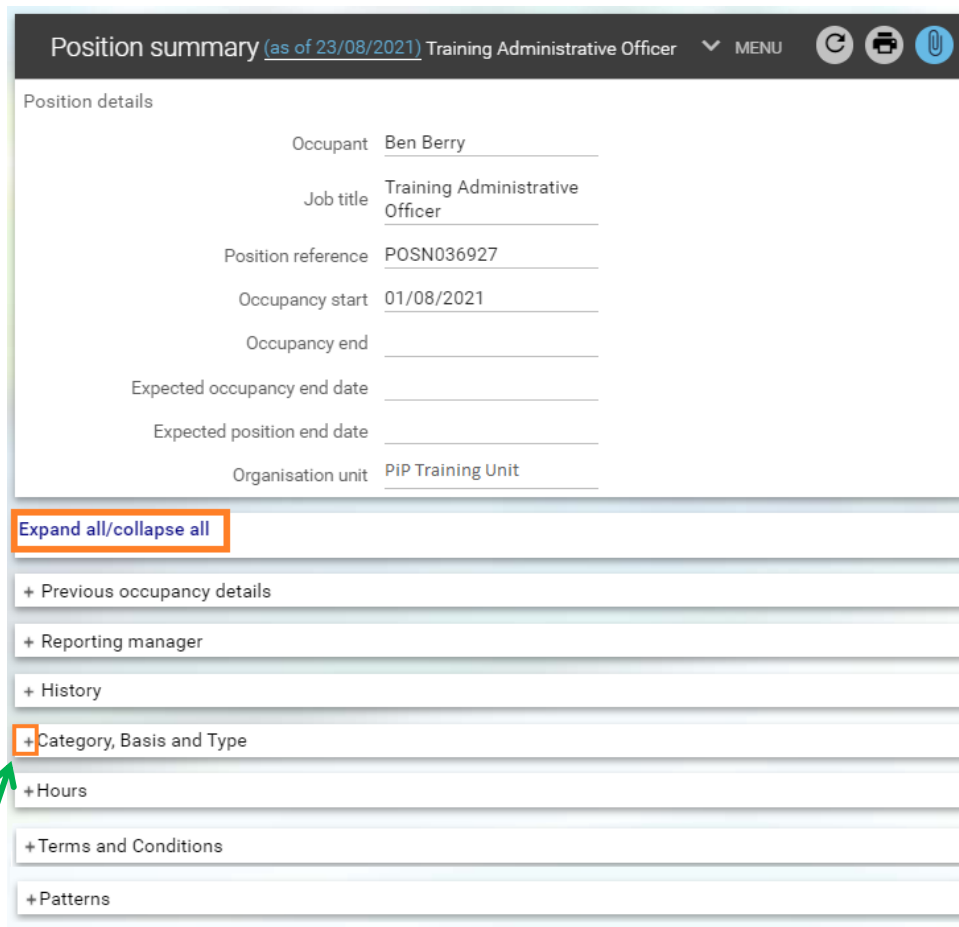
If your team member has more than one position with the Isle of Man Government and you line manage them for those positions, you will see their positions listed here.

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.

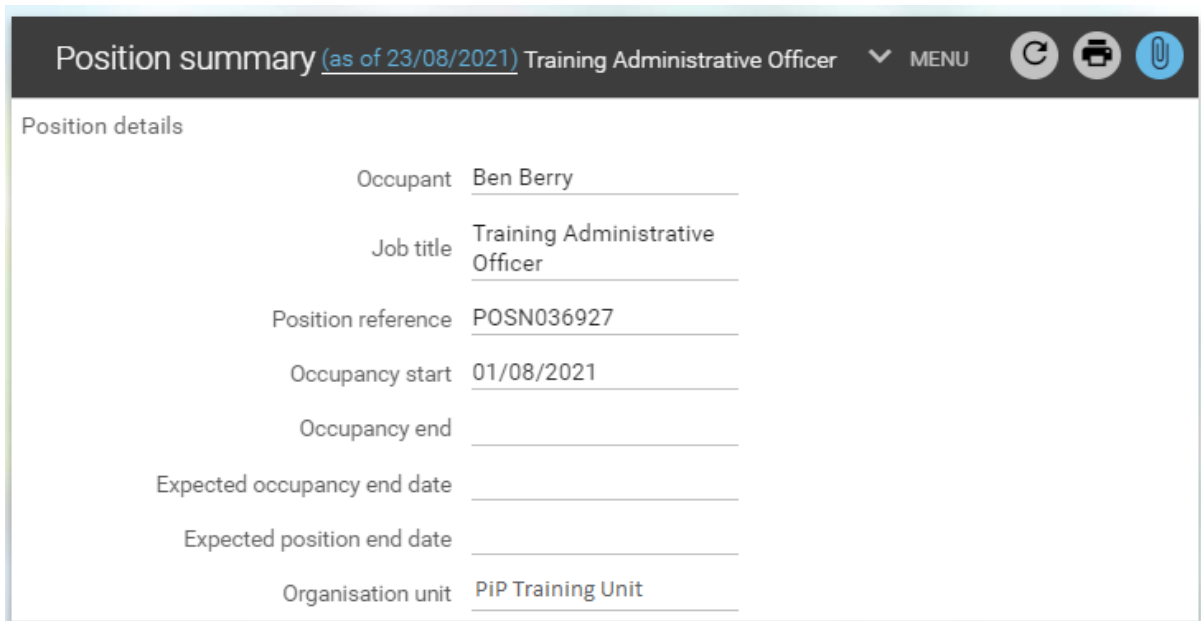
You will now be able to see the **Position Summary** screen where you can view your team member's position details, their hours, employment status, terms and conditions and working pattern.



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.



The screenshot shows a 'Position summary' interface for a 'Training Administrative Officer' as of 23/08/2021. The interface includes a header with the title, a dropdown menu, and icons for refresh, print, and attachment. Below the header, the 'Position details' section lists the following information:

Occupant	Ben Berry
Job title	Training Administrative Officer
Position reference	POSN036927
Occupancy start	01/08/2021
Occupancy end	
Expected occupancy end date	
Expected position end date	
Organisation unit	PiP Training 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 highlighted 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 today's 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**.

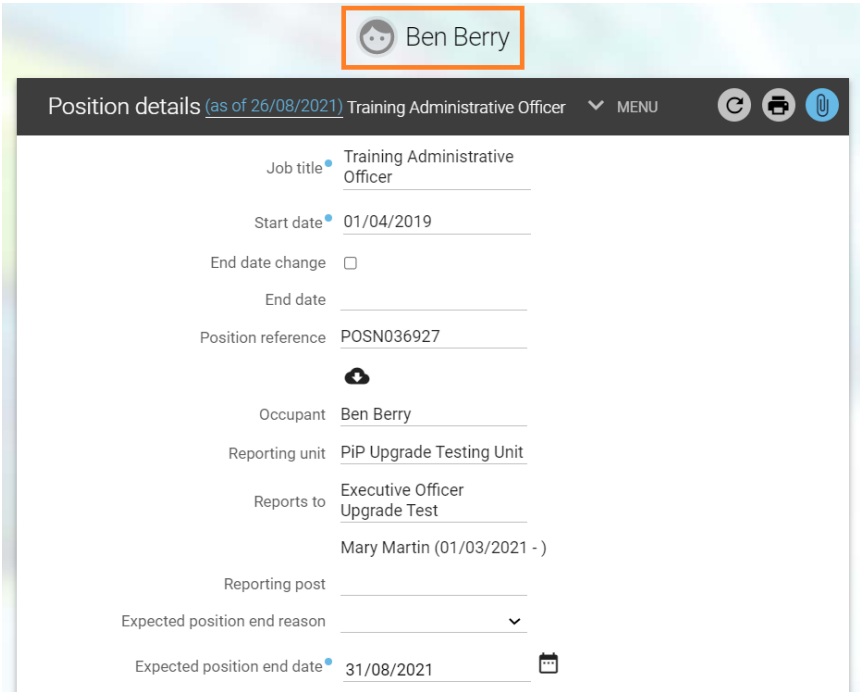
Expected position end reason _____

Expected position end date 31/08/2021

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.

Change Expected Occupancy End Date (LTA...

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

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

Occupancy details (as of 26/08/2021) Training Administrative Officer ▼ MENU   


Current status Live

Occupant Ben Berry

Occupancy start 01/04/2021

Occupancy end

Occupancy type Standard ▼

Expected occupancy end date 31/08/2021 

Expected occupancy end reason LTA ▼

SAVE

What happens next?

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

Change your team members hours

This section will take you through the steps of increasing or decreasing your team member's hours.

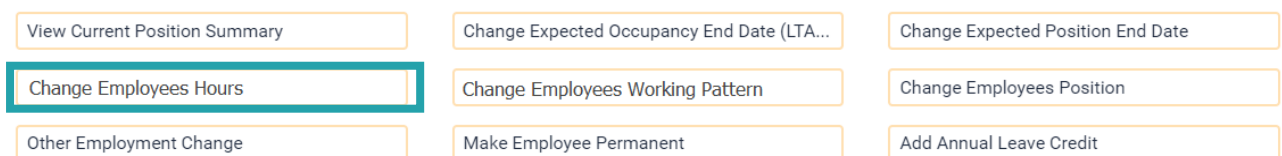
Important note:

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.

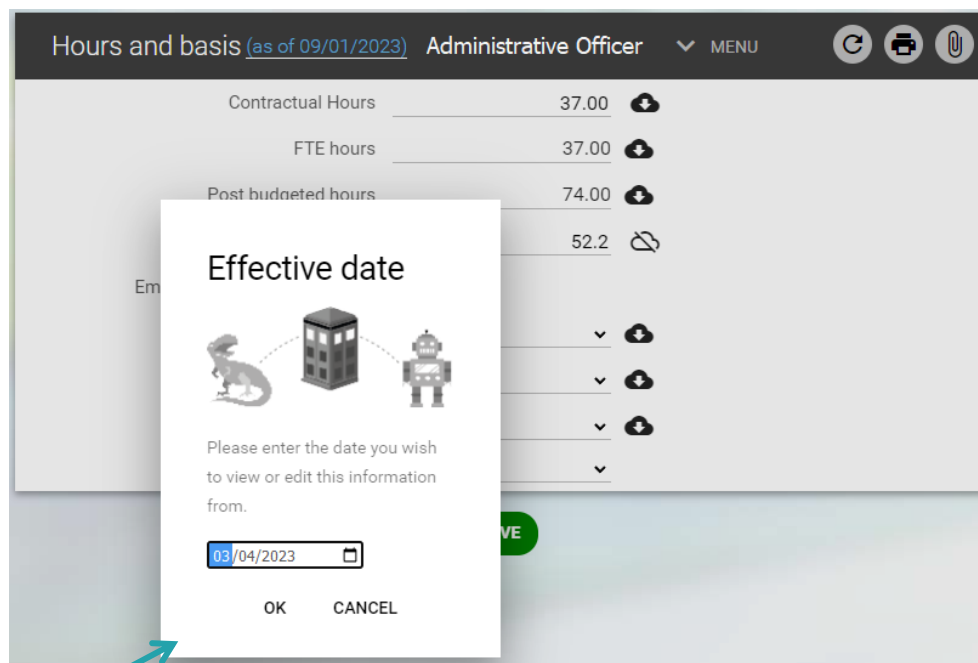
If you do not have sufficient budgeted hours against the position, PiP will not allow you to increase your team member's hours. Please see this [guide](#) on how to request that the budgeted hours be increased.

Let's get started!

Log into **PiP For My Team** and open your team member's record. From the **Employment information** menu, simply click on the **Change Employees Hours** link



Your screen will now look like this:



You will be prompted to confirm the effective date. **This is the date the hours are changing so please change the date accordingly**, then click **OK**.

The following screen will open:

Hours and basis (as of 03/04/2023) Administrative Officer MENU

Contractual Hours	37.00	⬇
FTE hours	37.00	⬇
Post budgeted hours	74.00	⬇
FTE weeks	52.2	⬇
Employment is term-time only	<input type="checkbox"/>	⬇
Category	Employee	⬇
Basis	Full time	⬇
Type	Permanent	⬇
Change reason		⬇

SAVE

Amend the **Contractual hours** to reflect the new hours, amend the **Basis** to part time or full time and specify the **Change reason**, then click **Save**. A message will appear at the top of the screen to confirm the changes have been saved.

What happens next?

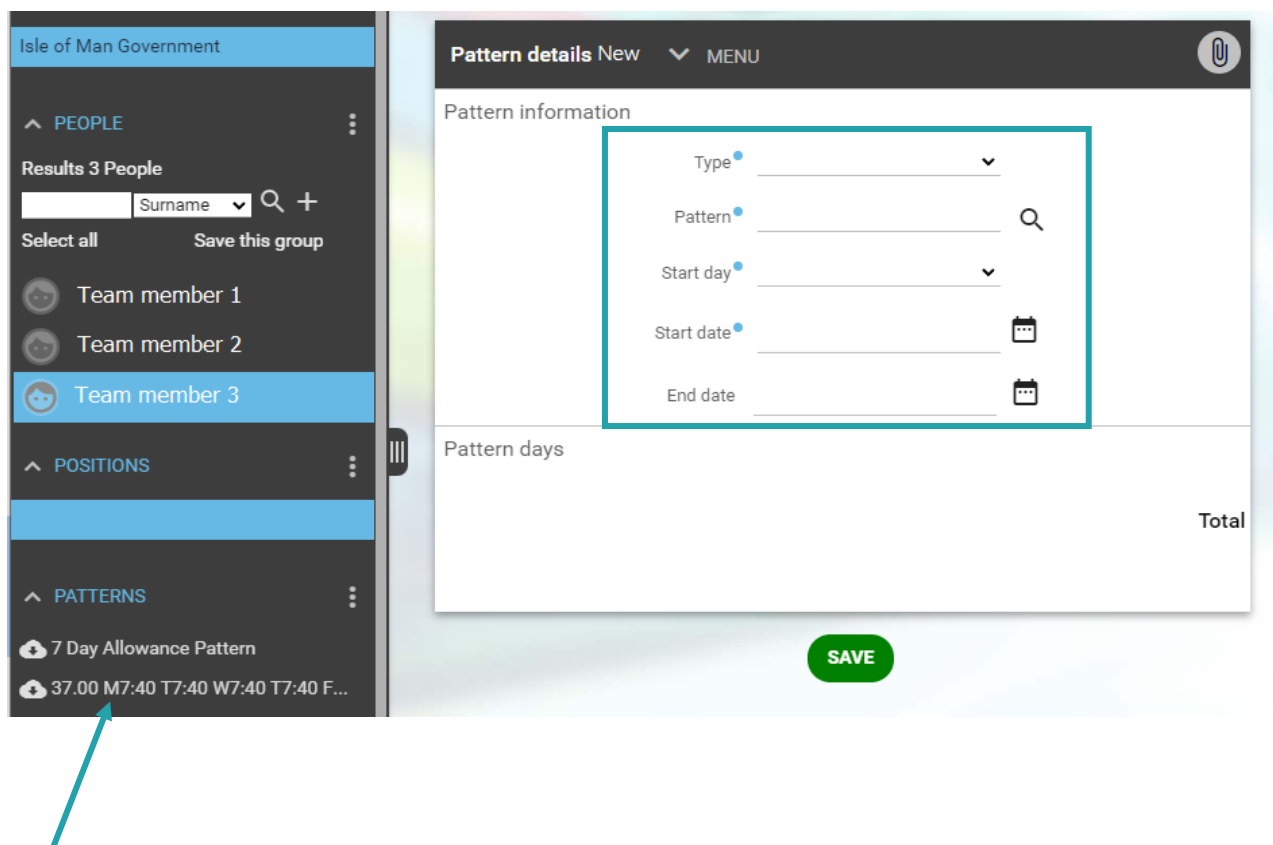
- Both you and your team member will receive an email to confirm the change of hours.

Change your team members working pattern

Log into **PiP For My Team** and open your team member's record. From the **Employment information** menu, click on the **Change Employees Working Pattern** link



Your screen will now look like this:



The existing working patterns for your team member will show in a list here.

Work through each of the fields in the **Pattern details** section. The sections with the blue dots are mandatory:

Type: Click on the drop down arrow and select **Working Pattern**.

Pattern field: Using the magnifying glass search for the pattern you want to add. The pattern names begin with the number of contracted hours of the pattern. **For example: 20 will return any patterns which are made up of 20 hours per week.**

Pattern search

20 Pattern name Results 22 Records

Pattern name	Number of days in this pattern
20.00 M0:00 T7:00 W0:00 T7:00 F0:00 S6:00 S0:00	
20.00 M0:00 T7:50 W0:00 T7:50 F5:00 S0:00 S0:00	
20.00 M0:00 T7:50 W0:00 T7:50 F6:00 S0:00 S0:00	
20.00 M4:00 T4:00 W4:00 T4:00 F4:00 S0:00 S0:00	
20.00 M5:00 T7:50 W7:50 T0:00 F0:00 S0:00 S0:00	
20.00 M7:00 T0:00 W7:00 T0:00 F6:00 S0:00 S0:00	
20.00 M7:25 T7:25 W5:50 T0:00 F0:00 S0:00 S0:00	

Note: If there is not a suitable working pattern to choose from and you require a new one to be set up please contact the PiP Changes Team on 694303.

Start day: Depending on the effective date, choose the day in the week the date falls on, e.g. 03 April 2023 is a Monday, so in this example the Start day would be Week 1/Day 1.

If the effective date was a Tuesday it would be Week 1/Day 2, Wednesday would be Day 3 etc.

Start date: Choose the effective date the pattern is to start.

End date: If there is a definite end date for the pattern you can add this now or you can update the working pattern at a later date with the end date when it is known.

Pattern details New MENU

Pattern information

Type Working Pattern

Pattern 20.00 M4.00 T4.00 W4.00 T4.00 F4.00 S0.00 S0.00

Start day Week 1 / Day 1

Start date 03/04/2023

End date

Hours information

Contractual hours 20.00

Pattern days

Current day Week 1 / Day 1

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Week 1	04:00	04:00	04:00	04:00	04:00	00:00	00:00	20:00

SAVE

To save your changes click on **Save**. A message will appear at the top of the screen to confirm the changes have been saved.

What happens next?

- Both you and your team member will receive confirmation of the change of hours and working pattern

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.

View Current Position Summary	Change Expected Occupancy End Date (LTA...	Change Expected Position End Date
Change Employees Hours	Change Employees Working Pattern	Change Employees Position
Other Employment Change	Make Employee Permanent	Add Annual Leave Credit

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.

The image shows two screenshots from a software interface. The left screenshot is a dialog box titled "Effective date" with a calendar icon and a date input field containing "06/09/2021". The right screenshot is the "Person transfer" form, which is titled "Person transfer (as of 06/09/2021)". The form is divided into "Transfer from" and "Transfer to" sections. The "Transfer from" section includes fields for Job title (Training Administrative Officer), Occupancy start (01/08/2021), Transfer reason (a dropdown menu), Reporting position (Executive Officer Upgrade Test), and Reporting unit (PiP Upgrade Testing Unit). The "Transfer to" section includes fields for Job title (with a magnifying glass icon), Reporting position, and Reporting unit. A green "TRANSFER" button is located at the bottom of the form.

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 in 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.

Vacant position search

Position ref. no.

Job title	Post	Organisation unit	Position
Admin Officer	Admin Officer Upgrade Test	PIP Upgrade Testing Unit	POSN036929

Check the person transfer details screen, remembering to check the effective date is correct. When you are ready to submit the change, click **Transfer**

Person transfer **as of 06/09/2021**

Transfer from

Job title

Occupancy start

Transfer reason

Reporting position

Reporting unit

Transfer to

Job title

Reporting position

Reporting unit

What happens next?

- Both you and your team member will receive an email confirming the transfer.
- The OHR PiP Changes Team will also be notified so they can check the transfer and issue written confirmation if there are any changes to the team member's terms and conditions.

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

If it has been agreed that an employee from another team 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.

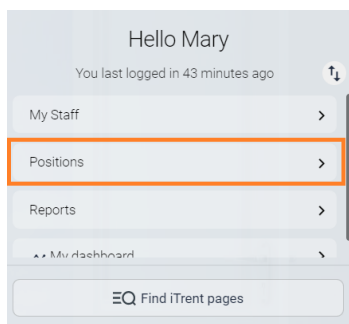
Important note:

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.

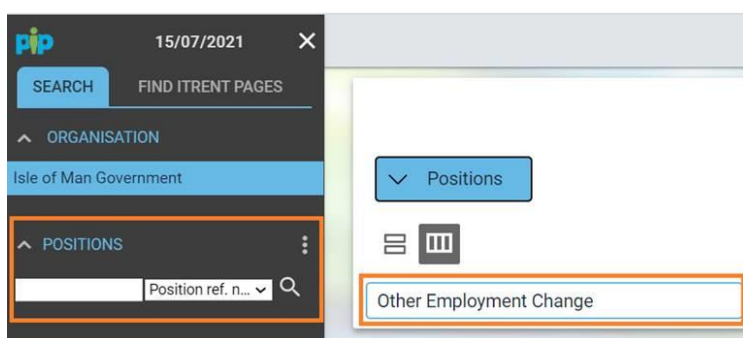
Let's get started

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



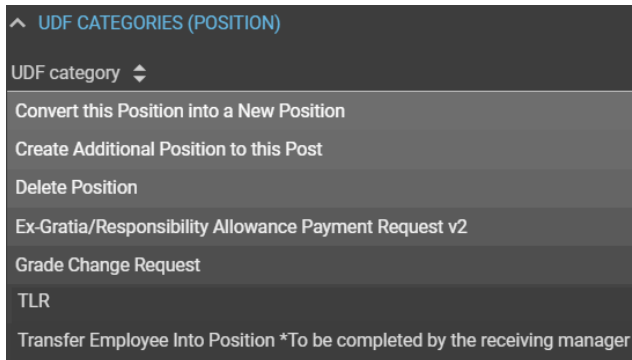
From the black menu on the left hand side of your screen, search for the position in your team that you wish the person to be transferred into. You can search by the position reference number or the job title. Click on the **magnifying glass** and the position will appear in the black bar below.

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!

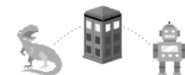
Log in to **PiP For My Team** and open your team member's record. Within the **Employment information** menu simply click on the **Make Employee Permanent** link

View Current Position Summary	Change Expected Occupancy End Date (LTA...	Change Expected Position End Date
Change Employees Hours	Change Employees Working Pattern	Change Employees Position
Other Employment Change	Make Employee Permanent	Add Annual Leave Credit

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**. A message will appear at the top of the screen to confirm the changes have been saved.

Effective date



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

27/08/2021

OK CANCEL

Hours and basis (as of 27/08/2021) Training Administrative Officer

Contractual Hours	37.00	🔄
FTE hours	37.00	🔄
Post budgeted hours	222.00	📄
Employment is term-time only	<input type="checkbox"/>	📄
Category	Employee	📄
Basis	Full time	📄
Type	Limited Term	📄
Change reason		📄

SAVE

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.

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.

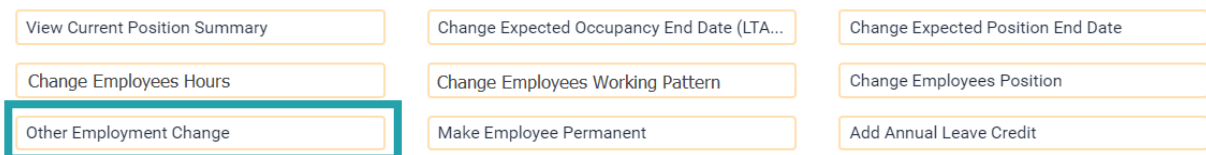
Important note:

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!

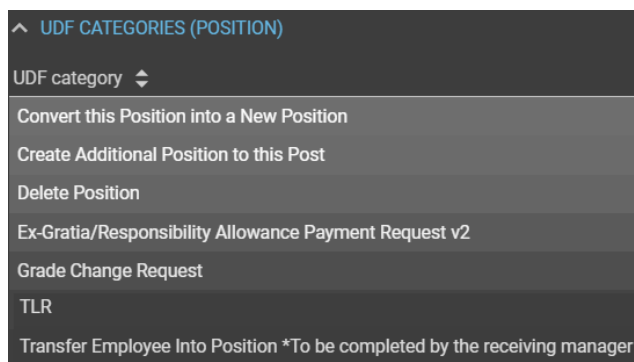
Log in to **PiP For My Team** and open your team member's record.

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

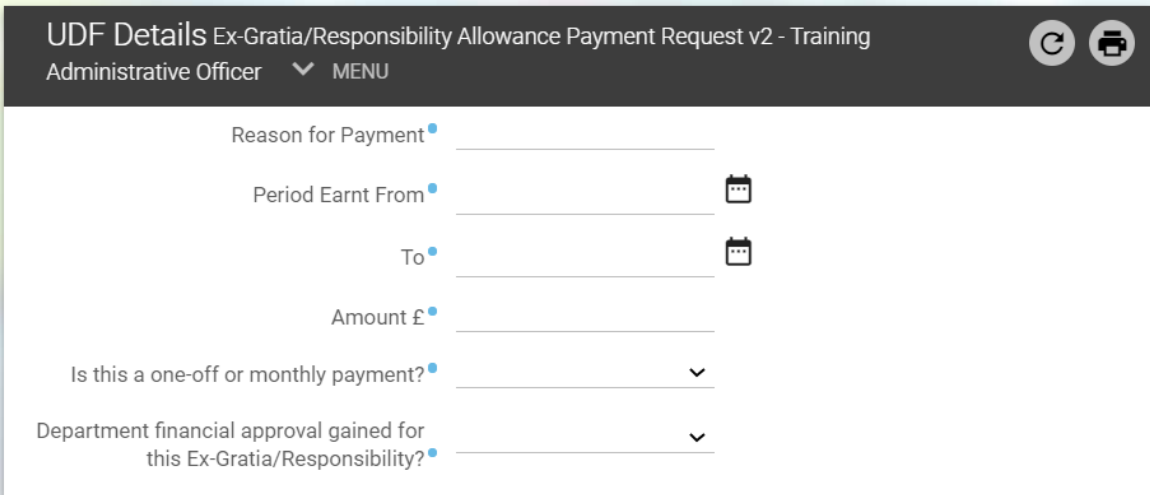


Your team member's position/s will appear on the black menu on the left hand side of your screen. Click on the position you wish to submit the request against and a list of all the available UDF's (other employment changes options) will appear below.

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



The following screen will open. Complete all fields and when you are ready to submit the request click **Save**. A message will appear at the top of the screen to confirm the changes have been saved.



UDF Details Ex-Gratia/Responsibility Allowance Payment Request v2 - Training
Administrative Officer ▼ MENU

Reason for Payment • _____

Period Earned From • _____ 📅

To • _____ 📅

Amount £ • _____

Is this a one-off or monthly payment? • ▼

Department financial approval gained for this Ex-Gratia/Responsibility? • ▼

SAVE

What happens next?

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

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.

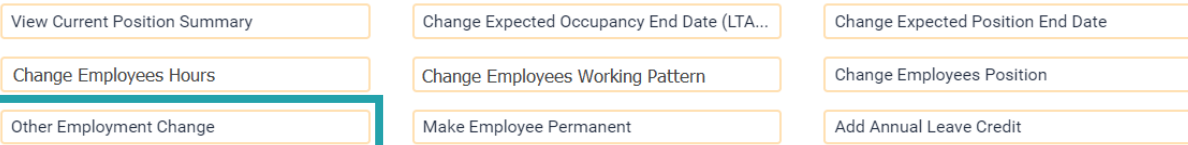
Important note:

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.

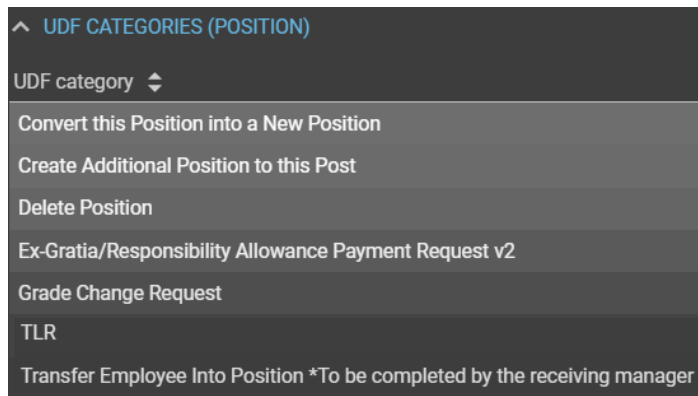
Within the **Employment information** menu click on **Other Employment Change**.



View Current Position Summary	Change Expected Occupancy End Date (LTA...	Change Expected Position End Date
Change Employees Hours	Change Employees Working Pattern	Change Employees Position
Other Employment Change	Make Employee Permanent	Add Annual Leave Credit

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.



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

A screenshot of a web form titled "UDF Details Grade Change Request - Training Administrative Officer". The form contains several input fields and dropdown menus: "Effective Date of Change" with a calendar icon, "Has a grade review been conducted?" with a dropdown arrow, "New Grade" with a text input field, "New Post Title (if applicable)" with a text input field, "Department financial approval gained for this grade change?" with a dropdown arrow, "Has the employment group changed?" with a dropdown arrow, "If yes, please confirm new employment group" with a dropdown arrow, and "Does this position manage people?" with a dropdown arrow. At the bottom of the form is a prominent green "SAVE" button. The top right of the form has a "MENU" dropdown and icons for refresh and print.

What happens next?

- Your request will be sent to the OHR PiP Changes Team for review and processing.
- If the position is PSC or MPTC 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.

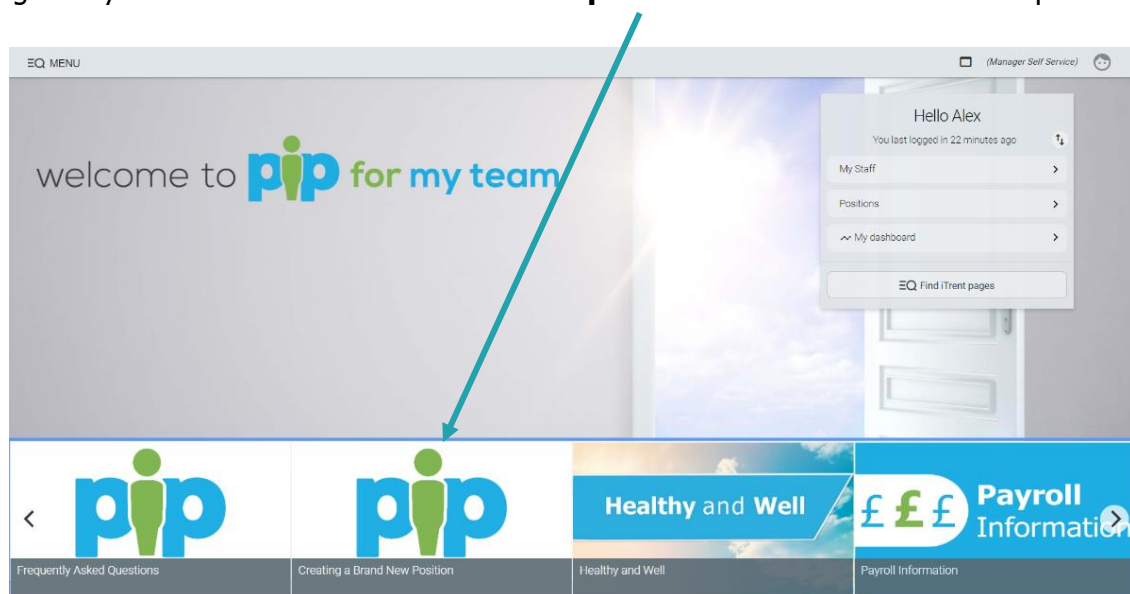
Creating a brand new position

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 894303 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 -

Line manager of position -

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

Is this position for advertising? - 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 -

Do you have Job Evaluation and Metrics Team approval? (MPTC and PSC Civil Service/Manual and Craft positions)

Failure to complete this section may hold up your position creation.

If you do not yet have JEM approval please send this email request, enclosed with a copy of the new job description and person specification, to the Job Evaluation and Metrics Team (JEM) in OHR ohrje@gov.im for their approval before submitting to the Employment Changes Team. YES/NO

If you have already sought JEM approval, please attach a copy of the approval to this email request when sending to the Employment Changes Team at pipchanges@gov.im

For all other position requests, please send this completed email to the Employment Changes Team pipchanges@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,
The PiP Team

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

For MPTC or 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** pipchanges@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.

Please note that changing a **team members hours** is a separate action and guidance on how to do this can be found [here](#).

If you are increasing your team member's hours, you must have sufficient budgeted hours against the position they are occupying before the change can happen. If you do not have the available budgeted hours you will receive a warning message and PiP will not allow you to proceed with the hours change. If this is the case you will need to follow the process below.

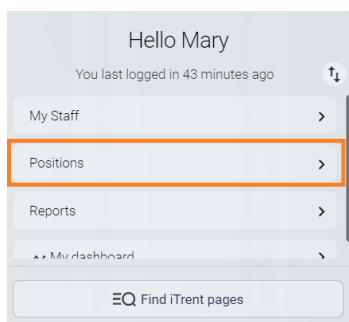
If you are unsure how many hours are allocated to your position, please contact the OHR PiP Changes Team at: pipchanges@gov.im who will be able to confirm.

Important note:

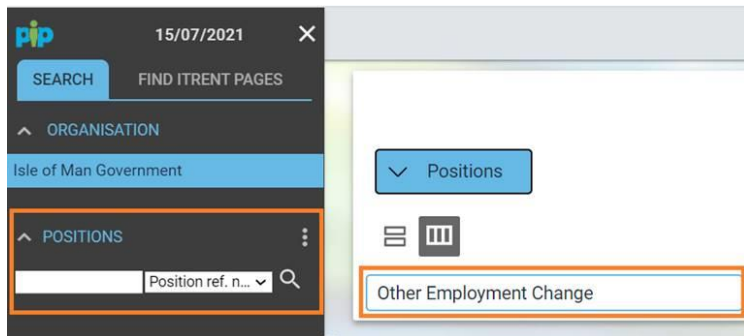
The deadline for requesting employment changes in PiP is the **14th** of the month, so any employment changes to be paid in that month must be requested and approved in PiP by the **14th** or they will not be paid until the following month.

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

A screenshot of the 'UDF Details Increase or Decrease Hours/FTE of Position - Team Leader' form. The form has a dark grey header with the title and a 'MENU' button. Below the header, there are five input fields: 'Commencement Date of Change' with a calendar icon, 'New FTE', 'New Weekly Hours', 'End Date of Change (if applicable)' with a calendar icon, and 'Department financial approval gained for this position change?' with a dropdown arrow. At the bottom of the form, there is a green 'SAVE' button.

Complete all fields and when you are ready to submit the request click **Save**. A message will appear at the top of the screen to confirm the changes have been saved.

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.

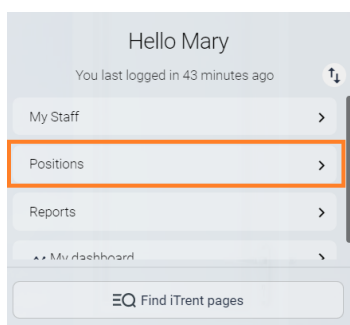
Creating an additional position

This section will take you through the steps of creating an additional position within your establishment, for example I have an Administrative Officer and I want to create another Administrative 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](#):

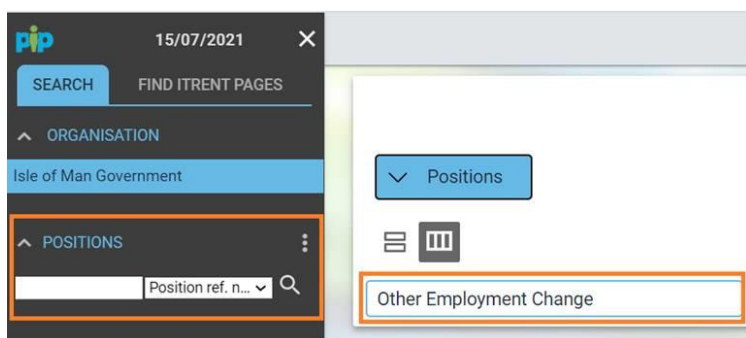
Let's get started!

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.

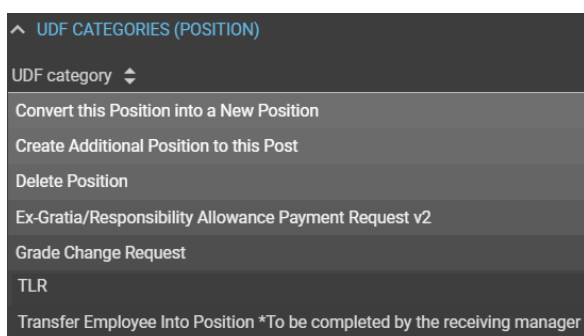
Tip: if searching by the job title, place an * at the beginning of the search field. This will return any positions which have the specified word contained in the title. For example '*Officer' will return any positions with 'Officer' in the job title such as Administrative Officer, Executive Officer,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

UDF Details Create Additional Position to this Post - Team Leader MENU

Position Title (please inc any additions to existing job title e.g. acting, mat)

Start Date of Position

LTA or Permanent?

End Date of Position (if applicable)

Work Location

Weekly Hours

FTE

Reporting Manager

Department finance approval gained for this position change?

Would you like this post to go to recruitment once created?

Is any other PiP role access required?

For Job Evaluation and Metrics Team (PSC & MPTC) ONLY

Job Evaluation and Metrics Team Approval

SAVE

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?

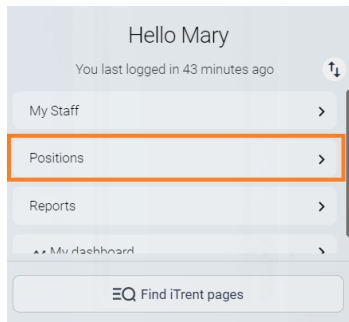
- Your request will be sent to the OHR PiP Changes Team for review and processing. The Team will be in touch to confirm once the new position has been created.

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.

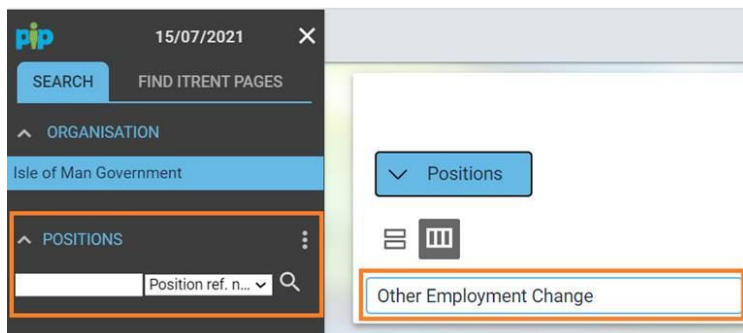
Let's get started!

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.

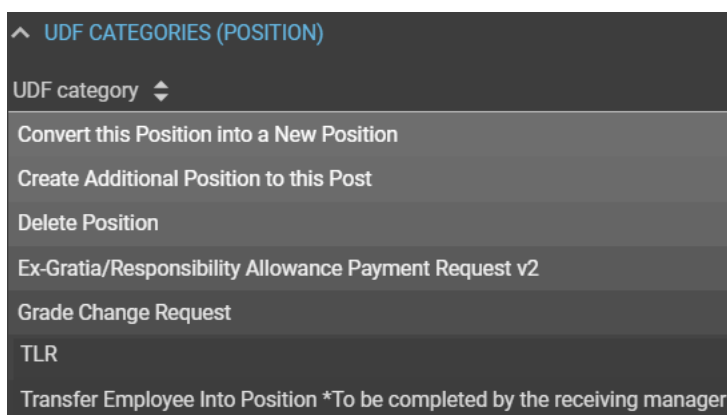
Tip: if searching by the job title, place an * at the beginning of the search field. This will return any positions which have the specified word contained in the title. For example '*Officer' will return any positions with 'Officer' in the job title such as Administrative Officer, Executive Officer,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

The screenshot shows a web form titled "UDF Details" with a subtitle "Convert this position into a new position - Team Leader". The form contains several fields, many of which are mandatory as indicated by a blue dot. The fields are: "New Position Title" (text input), "LTA or Permanent?" (dropdown menu), "Effective Date of Change" (calendar icon), "New Grade (if applicable)" (text input), "Weekly Hours" (text input), "FTE" (text input), "Reporting Manager" (text input), "Department financial approval gained for this position change?" (dropdown menu), "Would you like this post to go to recruitment once created?" (dropdown menu), "Is any other PIP role access required?" (dropdown menu), "For Job Evaluation and Metrics Team" (text input with "(PSC & MPTC) ONLY" as a placeholder), and "Job Evaluation and Metrics Team Approval" (checkbox). At the bottom of the form is a green "SAVE" button.

Complete all the mandatory fields and when you are ready to submit the request click **Save**. A message will appear at the top of the screen to confirm the changes have been saved.

What happens next?

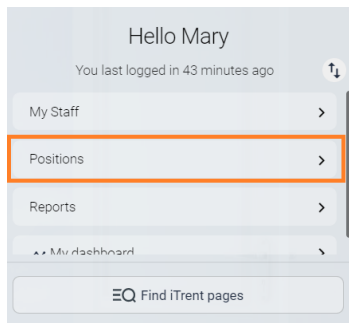
- Your request will be sent to the OHR PiP Changes Team for review and processing. The Team will be in touch to confirm once the new position has been created.

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.

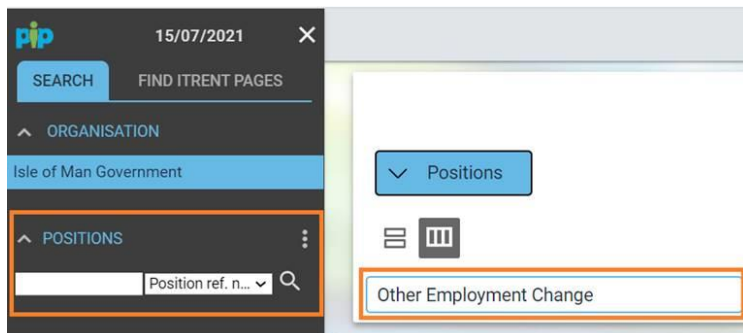
Let's get started!

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.

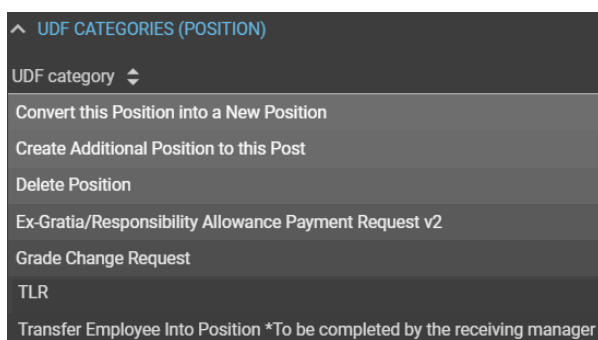
Tip: if searching by the job title, place an * at the beginning of the search field. This will return any positions which have the specified word contained in the title. For example '*Officer' will return any positions with 'Officer' in the job title such as Administrative Officer, Executive Officer,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



UDF Details Grade Change Request - Training Administrative Officer
MENU

Effective Date of Change ●

Has a grade review been conducted? ●

New Grade ●

New Post Title (if applicable)

Department financial approval gained for this grade change? ●

Has the employment group changed? ●

If yes, please confirm new employment group

Does this position manage people? ●

SAVE

Complete all the mandatory fields and when you are ready to submit the request click **Save**. A message will appear at the top of the screen to confirm the changes have been saved.

What happens next?

- Your request will be sent to the OHR PiP Changes Team for review and processing.
- If the position is PSC or MPTC 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

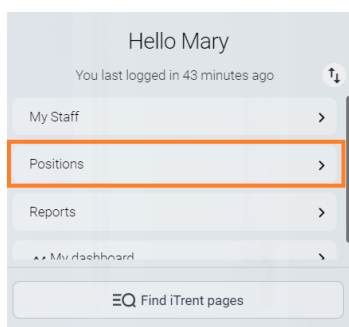
Important note:

- 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 requested and approved 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:

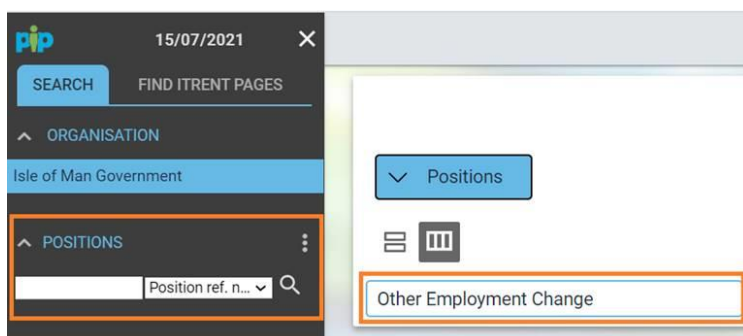
Let's get started

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.

^ UDF CATEGORIES (POSITION)	
UDF category	No. of rows
Create Additional Position to this Post	0
Delete Position	0
Ex-Gratia/Responsibility Allowance Payment Request v2	0
Grade Change Request	0
Increase or Decrease Hours/FTE of Position	0
Redeployment of employee into position *to be completed by the receiving manager	0
TLR	0
Transfer Employee Into Position *To be completed by the receiving manager	0

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

UDF Details
Redeployment of employee into position *to be completed by the receiving manager

▼ MENU

Full name of employee

Personal Reference (E number) E*****

New position reference POSN*****

New job title

Current Terms and Conditions

New Grade

Pay Protection

LTA or permanent?

Commencement date of transfer

End date (if applicable)

Contracted hours

FTE

New Line manager **Manager name here**

Name of HR Advisor supporting redeployment

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 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