

How do I change my team member's hours and working pattern?

IMPORTANT NOTE:

- If you do not have sufficient budgeted hours against the position, PiP will not allow you to increase your team member's hours. Please submit a separate request to increase the position hours.
- The deadline date for submitting employment changes in PiP is the **14th** of each month. After this date Payroll lock all contracts which prevents any changes being made to team members records whilst they process pay.

PART 1. Change your team members hours

Step 1. Log in to **PiP For My Team** and search for your team members record whose hours and working pattern you wish to amend

Step 2. Click on the **Employment Information** menu

∨ Employment Information

Step 3. Click on the **Change Employees Hours** link from the sub menu

Change Employees Hours

Your screen will now look like this:

Hours and basis (as of 09/01/2023) Administrative Officer MENU

Contractual Hours	37.00	+
FTE hours	37.00	+
Post budgeted hours	74.00	+
	52.2	🗑️
		∨ +
		∨ +
		∨ +
		∨ +

Effective date

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

03/04/2023

OK CANCEL

Step 4. 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** on the above message

The below screen will open:

Step 5. 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.

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

PART 2. Change your team member's working pattern

Step 1. Return to your team member's record and within the **Employment Information** menu click on **Change Employees Working Pattern** link

Employment Information

Change Employees Working Pattern

Your screen will now look like this:

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

Step 2. 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	
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

The screenshot shows a web form titled 'Pattern details New' with a 'MENU' dropdown and icons for refresh, print, and upload. The form is divided into three sections: 'Pattern information', 'Hours information', and 'Pattern days'.
- 'Pattern information' includes: 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), and End date.
- 'Hours information' includes: Contractual hours (20.00).
- 'Pattern days' includes: Current day (Week 1 / Day 1) and a table for Week 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

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

Step 3. 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?

You and your team member will receive an email confirming the change of hours.

Require further assistance?

Please contact the PiP Changes Team on Tel: 694303 or email: pipchanges@gov.im

