

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

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

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

✓ Employment Information

**Step 3.** Click on the **Change Employees Working Pattern** link

Change Employees Working Pattern

Your screen will now look like this:

The screenshot shows the 'Isle of Man Government' PiP For My Team interface. On the left, a sidebar menu has 'PEOPLE' expanded, showing 'Results 3 People' and a list of team members: 'Team member 1', 'Team member 2', and 'Team member 3'. 'Team member 3' is selected. Below this are 'POSITIONS' and 'PATTERNS' sections. The 'PATTERNS' section shows a list of patterns, including '7 Day Allowance Pattern' and '37.00 M7:40 T7:40 W7:40 T7:40 F...'. A blue arrow points from this list to the 'Pattern details' form on the right. The form has a header 'Pattern details New' and a 'MENU' icon. It contains a 'Pattern information' section with fields for 'Type' (with a blue dot and a dropdown arrow), 'Pattern' (with a blue dot and a magnifying glass icon), 'Start day' (with a blue dot and a dropdown arrow), 'Start date' (with a blue dot and a calendar icon), and 'End date' (with a calendar icon). Below this is a 'Pattern days' section with a 'Total' label. A green 'SAVE' button is at the bottom right of the form.

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

**Step 4.** 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:** 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.**

**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.**

Pattern search	
20	Pattern name <input type="text"/> 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	

**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

20.00 M4.00 T4.00

Pattern 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

**Step 5.** 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 working pattern.

## Require further assistance?

Please contact the PiP Changes Team on Tel: 694303 or email: [pipchanges@gov.im](mailto:pipchanges@gov.im)

