How do I transfer my team member to another position <u>within my reporting line</u>? (substitution, sideways move)

IMPORTANT NOTE:

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

Step 1. Log in to **PiP For My Team** and search for your team members record who you wish to transfer to another position in your team
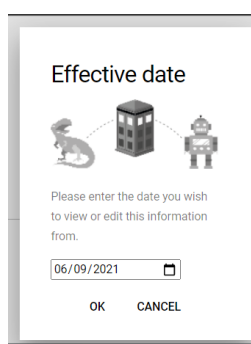
Step 2. Click on the **Employment Information** menu

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

Step 4. 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.
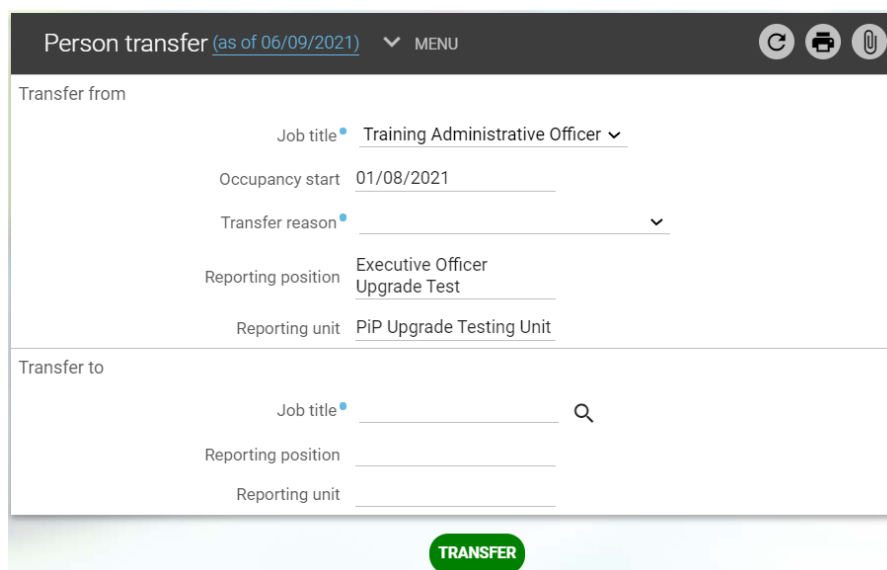
Step 5. Complete the required fields in the **Person transfer** screen:

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.

Step 6. Check the person transfer details screen, remembering to **check the effective date is correct.** When you are ready to submit the change, click **Transfer.** You will receive a message at the top of your screen to confirm your changes have saved

What happens next?

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.

Require further assistance?

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