

# How do I relinquish a TLR for one of my team?

## IMPORTANT NOTE:

- The deadline date for submitting Teaching and Learning Responsibility Payment requests in PiP is the **14th** of each month.

**Step 1.** Log in to **PiP For My Team** and search for your team members record who you wish to relinquish a TLR

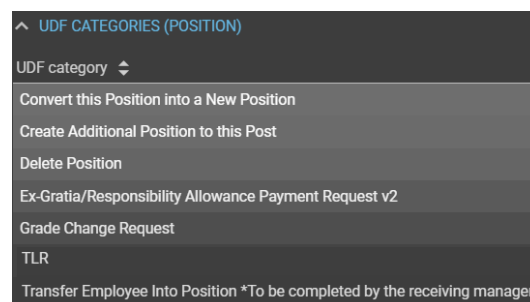
**Step 2.** Click on the **Employment Information** menu

∨ Employment Information

**Step 3.** Click on the **Other Employment Change** sub menu

Other Employment Change

A list of UDF categories (employment changes forms) will appear on the left hand side of your screen.



**Step 4.** Click on the **TLR** form and 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.

A screenshot of a form titled 'UDF Details' with 'TLR' and 'MENU' in the top right. The form contains several fields: 'Period earnt From' and 'Period earnt To' (both with calendar icons), 'TLR Element' with a blue asterisk, 'Level' with a blue asterisk, 'Amount - If TLR3 selected', 'Is the person changing their hours in addition to receiving a TLR?' with a blue asterisk, 'If yes, please indicate the new FTE', 'Does the post holder wish to relinquish TLR?', and 'If yes, please insert date TLR is to be relinquished' with a calendar icon. A green 'SAVE' button is at the bottom.

**Step 5.** When you are ready to submit the request click **Save**. You will receive an email to confirm the changes have saved.

### 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.

### Require further assistance?

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

