

# How do I submit 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 submit a TLR against

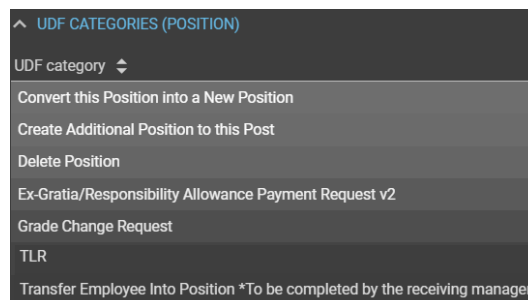
**Step 2.** Click on the **Employment Information** menu

∨ 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 the fields and drop down options in relation to the TLR payment.

A screenshot of a web form titled "UDF Details" with a sub-header "TLR". The form contains several input fields and dropdown menus: "Period earnt From" (with a calendar icon), "Period earnt To" (with a calendar icon), "TLR Element" (with a dropdown arrow), "Level" (with a dropdown arrow), "Amount - If TLR3 selected" (with a text input field), "Is the person changing their hours in addition to receiving a TLR?" (with a radio button), "If yes, please indicate the new FTE" (with a text input field), "Does the post holder wish to relinquish TLR?" (with a radio button), and "If yes, please insert date TLR is to be relinquished" (with a calendar icon). At the bottom of the form is a green "SAVE" button.

**Step 5.** Click **Save**. You will receive an email to confirm the changes have saved.

## What happens next?

You will receive an email letting you know that the request has been sent to the PiP Changes Team who will review and process the TLR and issue confirmation of the TLR payment to the team member and Headteacher.

If the TLR results in a change of hours, OHR will process the change and confirm the change in hours.

If a TLR3 has been submitted, the request will be forwarded to the OHR DESC Business Partner Team for review and approval in the first instance.

## Require further assistance?

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