

How do I change my team members FTE (hours)?

(Schools and UCM only)

IMPORTANT NOTE:

- The deadline for requesting employment changes in PiP is the **14th** of the month, so any employment changes to be paid in that month must be requested in PiP by the **14th** or they will not be paid until the following month.

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

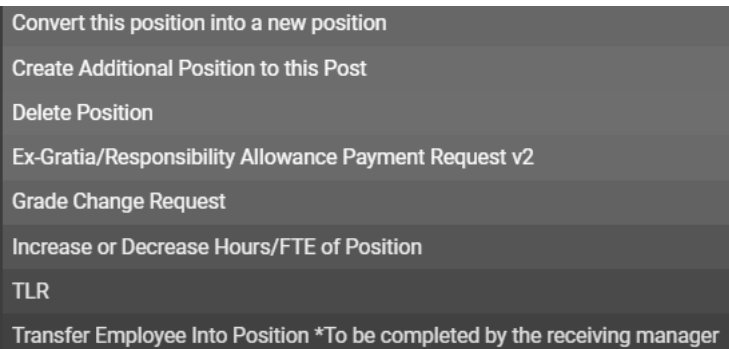
Step 2. Click on the **Employment Information** menu

∨ 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 **Increase or Decrease Hours/FTE of position** form and complete all the fields

UDF Details Increase or Decrease Hours/FTE of Position - Team Leader ▼ MENU  

Commencement Date of Change 

New FTE

New Weekly Hours

End Date of Change (if applicable) 

Department financial approval gained for this position change? ▼

SAVE

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 for processing. The team will be in touch to confirm once the change has been actioned and will issue confirmation to the team member.

Require further assistance?

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