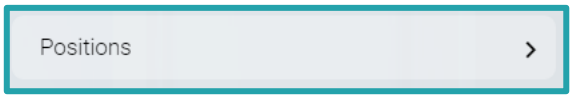
Position change requests (UDF's)

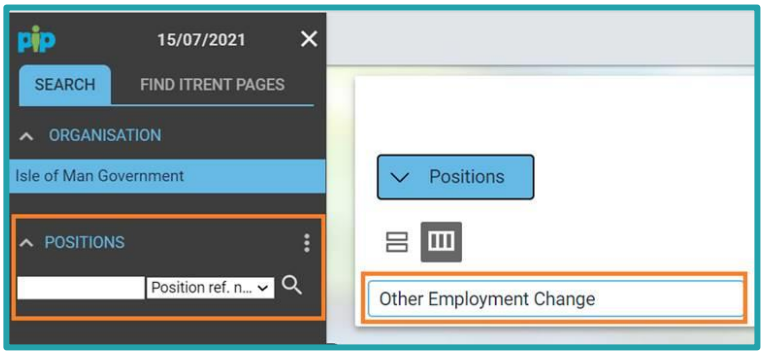
To request a position change you must submit a **UDF** in **PiP For My Team**.
The types of changes you can request here include:

- Convert this position into a new position
- Create additional position to this post i.e. I have an existing position and I want to create another one of these
- Delete a position
- Grade change request
- Transfer employee into this position *to be completed by the receiving manager (This request is to be used if it has been agreed internally for an employee from another area of the organisation to join your team i.e. through a secondment. This request is not needed if the person has applied for the role via a recruitment process as the OHR Recruitment Team will organise this transfer.)

Step 1. Log in to **PiP For My Team** and from the home screen menu click on **Positions**



Step 2. From the black menu on the left hand side of your screen search for the position you wish to make a change against. You can search by the position reference number, the job title or the person occupying the position. Click on the **magnifying glass** and the position will appear in the black bar below.

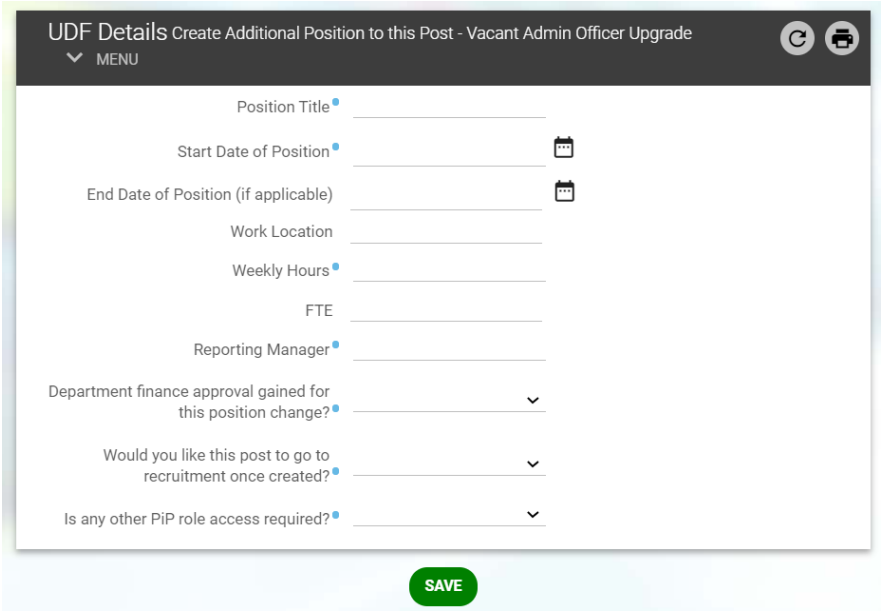


Step 3. Select the position and click on **Other Employment Change.**

A list of the above types of position change requests will appear in the black menu.

Step 4. Click on the request you wish to make and a new window will open allowing you to enter the information for your request.

Step 5. Complete the details of the request and click **Save** to submit the request.



What happens next?

Your request will be sent to the OHR PiP Changes Team for review and processing.

If financial approval is required, please forward evidence of this approval to the PiP Changes Team, pipchanges@gov.im to support the request.

If the position is **PSC** or **MPTC** terms and conditions and the request is either a **grade change** or **creation of an additional position**, then the request will be sent to the Job Evaluation and Metrics Team and the Business Partner Team for approval before being processed.

If you have submitted a UDF to 'Convert this position into a new position' and a brand new job title is being given to the new role, then the OHR Job Evaluation and Metrics Team will require a copy of the new job description and person specification. Please forward this to the team at ohrje@gov.im

A member of the PiP Changes Team will be in touch to confirm once the new position has been created or the change actioned.

Require further assistance?

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