

How do I extend my team member's limited term appointment (LTA)

IMPORTANT NOTE:

- Before you extend your team member in their role it is important to firstly check whether there is an expected end date against the position which needs to be extended.
- This process should also be followed when extending substitutions and secondments.
- 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.

PART 1. Checking and extending the position

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

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

∨ Employment Information

Step 3. Click on the **Change Expected Position End Date** link from the sub menu

Change Expected Position End Date

The **Position Details** screen will open and you will be prompted to confirm the effective date, keep this as today's date.

Towards the bottom of the page you will see an **Expected position end reason** and **date** field. If the date is blank, there is no expected end date for this position.

If there is a date and you wish this to be extended, please enter the new **expected position end date** and click **Save**. You will receive an email to confirm the changes have saved.

| | | |
|------------------------------|-----------------|---|
| Expected position end reason | Maternity cover | ∨ |
| Expected position end date | 31/03/2023 | 📅 |

PART 2. Extending your team members occupancy in their role

Step 1. Return to your team member's record by clicking on their name at the top of your screen

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


∨ Employment Information

Step 3. Click on the **Change Expected Occupancy Date (LTAs only)** link

Change Expected Occupancy End Date (LTAs only)

The **Occupancy Details** screen will open and you will be prompted to confirm the effective date, keep this as today's date.

Step 4. Enter the new **Expected occupancy end date** and the **Expected occupancy end date reason** and click **Save**. You will receive an email to confirm the changes have saved.

| | | |
|-------------------------------|-----------------|---|
| Expected occupancy end date | 31/03/2023 |  |
| Expected occupancy end reason | Maternity cover | ∨ |
| <p>SAVE</p> | | |

What happens next?

You and your team member will receive an email confirming the extension.

Require further assistance?

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