PiP For Me

(Employee Self Service)

'Full'

User Guide

Contents

Contents 2
Introduction 4
Accessing PiP For Me 4
Logging on 4
Logging out 6
The Homescreen 6
Changing Your Password 7
The Personal Tab 11
My Personal Details 12
Changing Your Personal Details 13
Contact Information 14
Editing your contact information 14
Adding additional contact information 15
Adding an additional address: 15
Adding additional contact information (other than address) 16
Emergency Contacts 18
Editing your Emergency Contacts information 18
Adding additional Emergency Contacts information 20
Deleting an emergency contact 21
Bank details 22
Editing your bank details 22
Private vehicles 23
Adding a vehicle 23
Car Insurance 24
Editing the details of a private vehicle 24
The Absence Tab 25
Annual Leave 25
Checking your leave entitlement 25
Booking annual leave 28
Flexi Leave 42
Booking Flexi Leave 42
Sickness 43
Adding a sickness absence 43

Long-term sickness....60
Other types of leave....60
Booking special leave....60
Requesting a half day special leave....63
Requesting a full day Special Leave....66
Requesting more than one day special leave....69
The Pay & Benefits Tab....77
Payslips....77
When you click on your payslip a PDF version will open....80
A printed payslip .... **Error! Bookmark not defined.**
Viewing a payslip....81
Printing a payslip....82
Time & Expenses....85
Making a mileage or expense claim....86
Making an expenses claim....99
Adding receipts to an expense claim....110
Saved journeys....113
The Employment Tab....117
Resignation notification....119
Help & Support....120
The PiP section within the OHR website contains links to all PiP training material and the latest PiP news....121

Introduction

Welcome to **PiP** your new, accessible HR and Payroll system.

This **PiP 'Full'** user guide is designed to support you with logging in and using **PiP For Me** (Employee Self Service) to view and update your personal information, manage your absence, view your payslips and submit mileage and expense claims.

Accessing PiP For Me

You can access **PiP For Me** in various ways:

- On a government networked PC e.g. a PC terminal in a government work location e.g. a ward at Nobles, Ellerslie Depot, Markwell House etc.
- On a government device e.g. tablet PC, iPad, smartphone
- On your personal device e.g. tablet PC, iPad, smartphone
- On your personal computer or laptop

You **do not** need to access **PiP For Me** on a government PC or device if you do not want to.

You **do** however, need an e-mail address in order to access PiP For Me. If you have a government device the application will automatically appear as an icon on it when the system goes live.

If you want to use your own computer or laptop you will need to use the following website address:

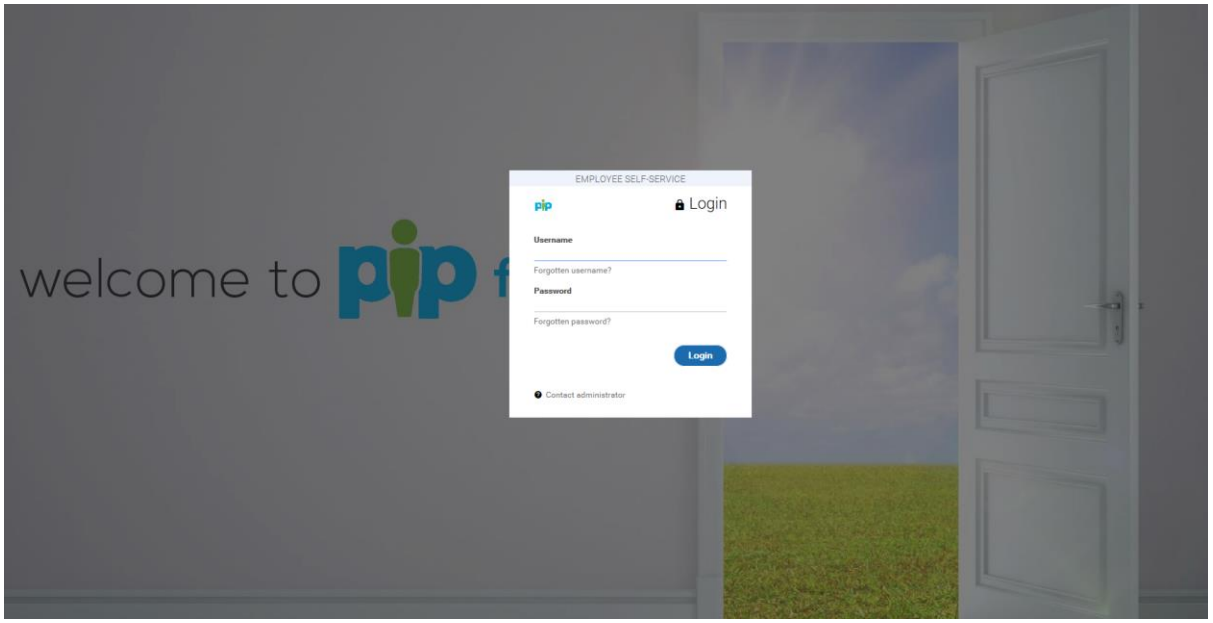
https://pipforme.gov.im/tlive_ess

Save this as a favourite in your web browser to make it easier to access in future. If you access **PiP For Me** on your phone you can save a shortcut on your home screen, instructions on how to do this on both android and iPhones can be found here: https://hr.gov.im/pip/pip-training/pip-for-me/quick-user-guides/.

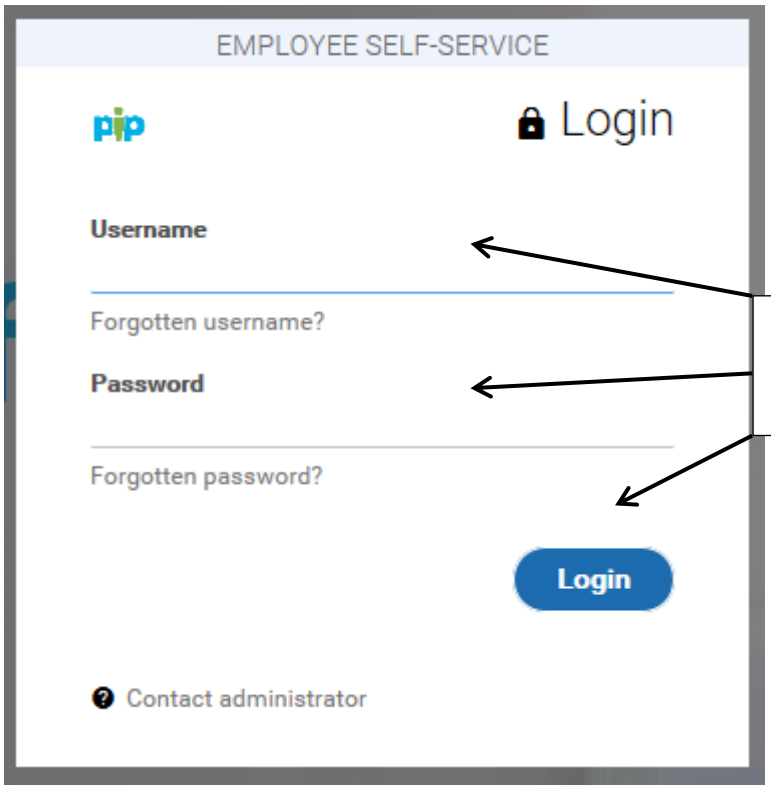
Logging on

If you have an IOMG network username and password you will use these details to log into PiP. Please note that your PiP login details are linked to your IOMG login so your PiP password will automatically update when you change it on the network.

If you do not have an IOMG network login please call the PiP Helpdesk on 685999 to obtain your login details. Once you log on for the first time you will be asked by the system to change your password to something that only you know.



Here's the login box:

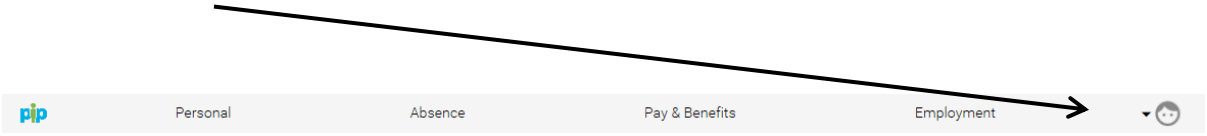


Type your **Username** and **Password** in the fields opposite and then click the **Login** button

Logging out

Logging out of **PiP For Me** is easy to do.

Click on the **face icon** on the toolbar at the top of the screen:

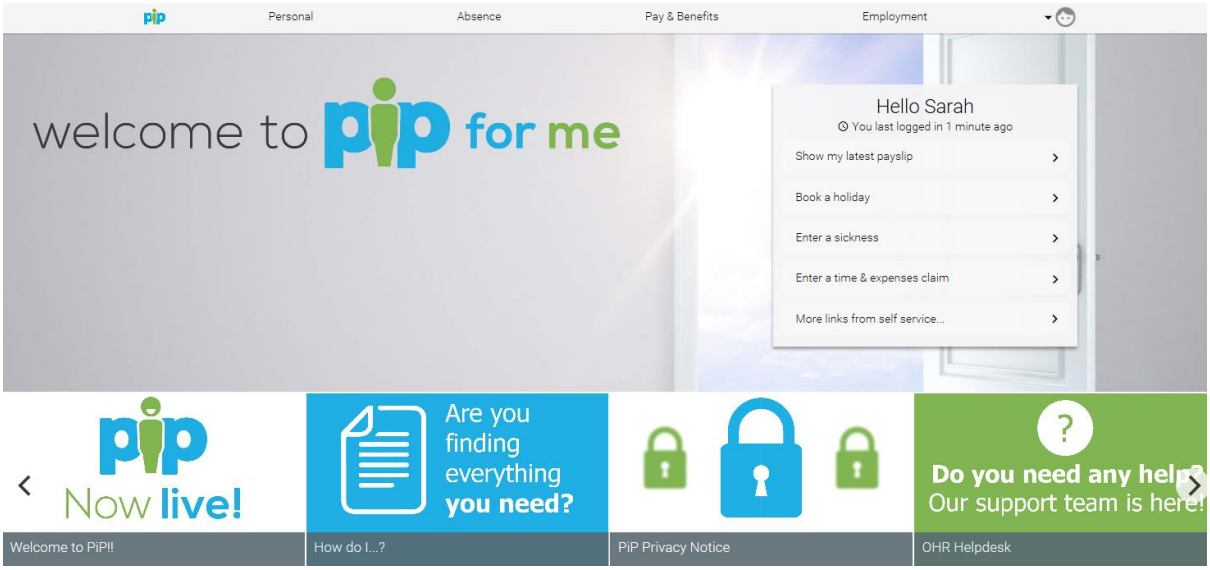


From the pop-up menu click on **Logout.**

If you are using a shared PC or device always ensure you have logged out at the end of your session.

The Homescreen

This is the **PiP For Me** Homescreen:



Across the top of the screen are tabs for the different areas of the system:

The IOMG logo will bring you back to this home screen whenever you click it.

- **Personal** – this section is for reviewing and updating your personal information, including updating your bank details and adding your vehicle if you claim mileage
- **Absence** – this section is for booking and reviewing annual leave, sickness absences and special leave
- **Pay & Benefits** – this is where you can view and download your payslips, claim mileage and expenses and create personal journeys
- **Employment** – this allows you to view the details of your employment contract with IOMG

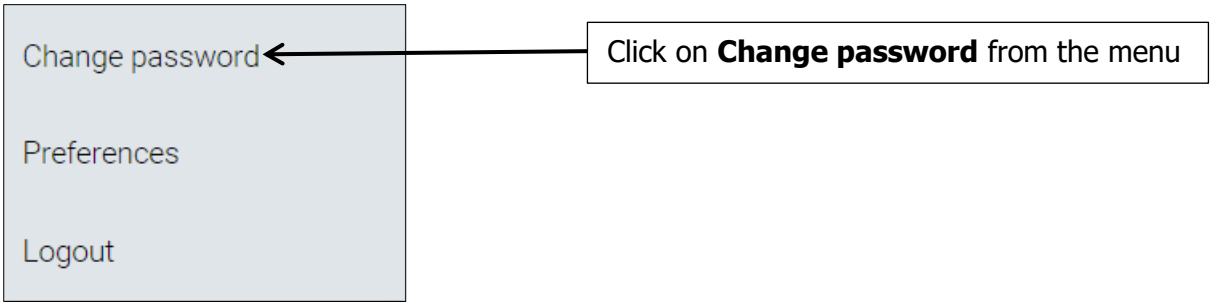
Note: When navigating around PiP For Me please use the links and menus within self service to move from one screen to another. Do not use the back arrow at the top of your internet explorer/google/fire fox screen ( ) as this will cause a security warning to appear and you may have to log out and back in to the site.

Changing Your Password

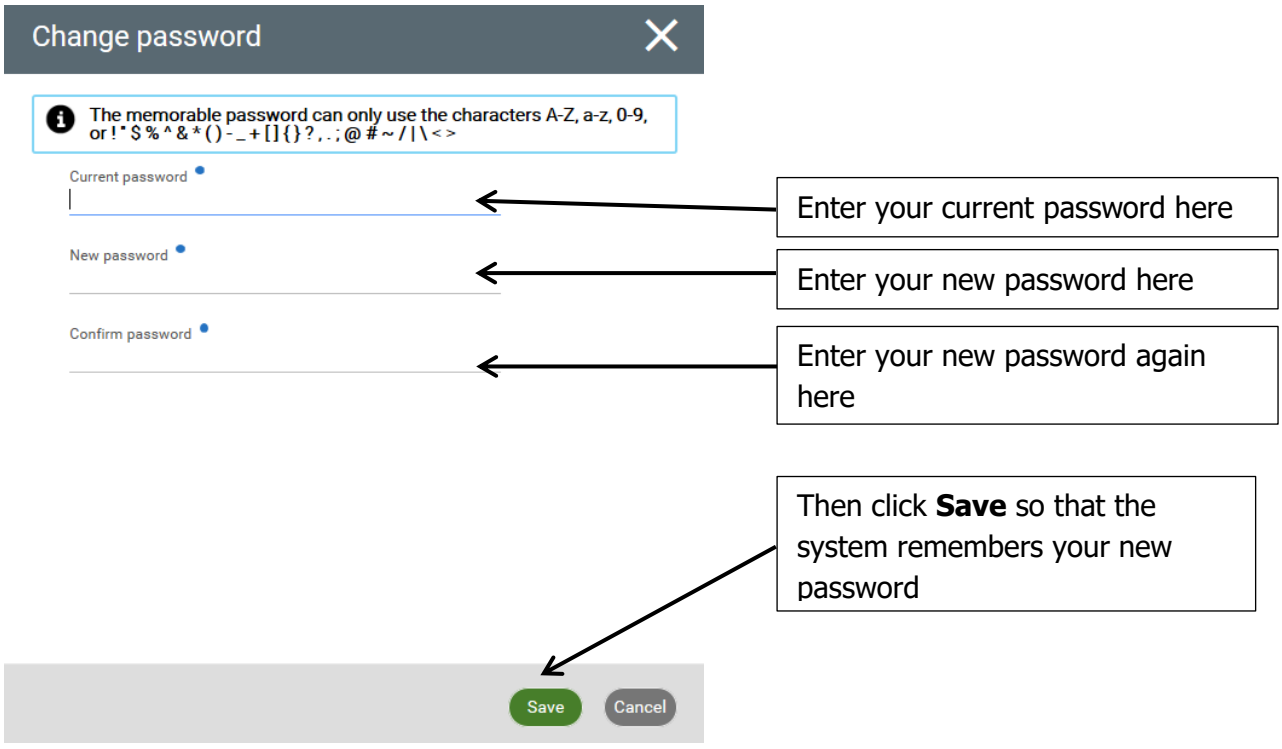
If you have access to the IOMG network then you will not need to update your password in PiP as this will update automatically when you update your password on the network.

If you do not have access to the IOMG network and have your own login for PiP, you can change your password by clicking on this icon on the toolbar:

You will then see this menu:



On the following screen:



Do I have to regularly change my password?

If you do not have access to the IOMG network and have your own login specifically for PiP you will need to update your password every 3 months.

When else should I change my password?

You only need to change your password under the following circumstances:

- It's the first time you are logging on and the system has prompted you to change your password
- You think someone else might have got hold of your password so you need to change it to keep your information safe
- You struggle to remember the password you set for yourself when you changed it previously

Is it likely that someone else will get hold of my password and login details?

As with all systems that you need to log into, your password and your login details are only as safe as you choose to keep them.

If you write down your login details and/or your passwords and keep these in your wallet/purse/bag it's possible that someone else could get hold of them if you lose your wallet/purse/bag.

Always remember to log off public or government-networked PCs properly and wait to see the log on screen again to prevent another user from accessing your information.

What should I do if I suspect that someone else has got my password and my login details?

Log in straightaway and change your password.

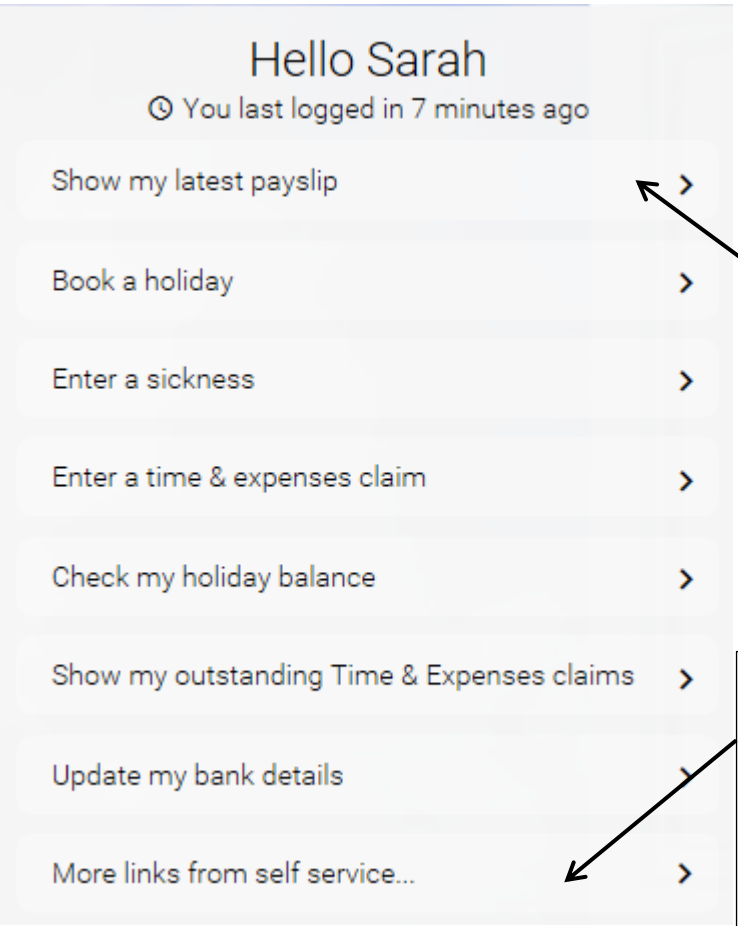
Immediately advise the OHR PiP Helpdesk on 685999 if you suspect someone may have your login details.

What if I don't realise someone has my password and user name and they log on and change my details?

You and your line manager will both receive e-mails when you make any changes to your details. If you change your bank details you will receive an automated e-mail confirming this. If you know you haven't made a change yourself, **IMMEDIATELY** advise the OHR PiP Helpdesk and your line manager so that your account can be made secure again and the breach can be investigated.

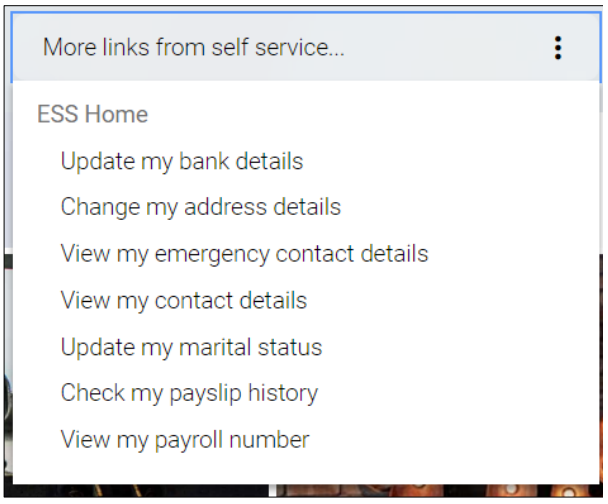
The Rest of the Home screen

In the main window of the home screen there are quick links for common tasks that you might regularly want to use:



Clicking on each of the options that has an arrow beside it will take you to the relevant section where you can access that information or function

Clicking here gives you some more quick link options:

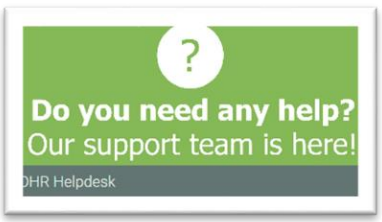


Across the bottom of the home screen are links to useful information and news that may be important for you to read, these will updated from time to time. Use the **< >** arrows to scroll through the company news articles.

A Getting Started with PiP For Me message – this section will contain guidance to help you get started on PiP and what you need to do to begin using the new features

This section includes all the training materials to support you in using PiP (manuals, how to guides, e-learn videos etc.)

This is the PiP Privacy Notice



This section contains the PiP Helpdesk contact details should you need any support

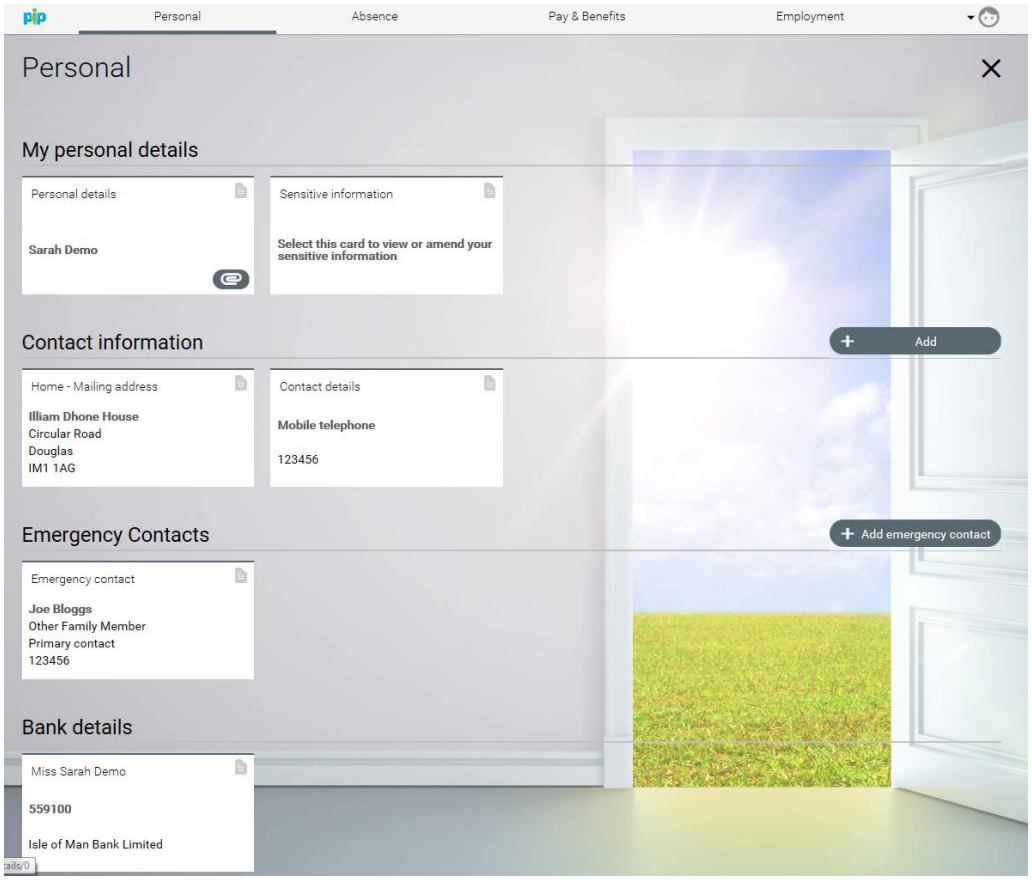
This section contains answers to the frequently asked questions about PiP

The Personal Tab

Under the **Personal Tab** you can view and edit the following information:

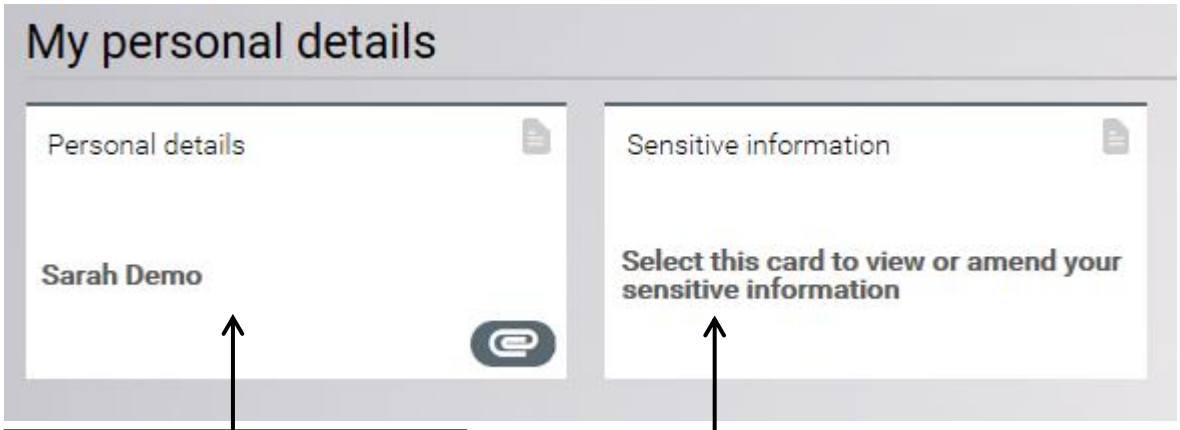
- Your personal details (this is the exception, you must complete an OHR4 form if you wish to change your name)
- Your contact details – this is primarily for your personal contact details, but you can include your work contact details here too; you need to have an e-mail address stored here as your **User e-mail address** in order to receive automated e-mails that the system may need to send you
- Your emergency contact details
- Your bank details
- Your vehicle details – if you use a vehicle for work purposes and are able to claim mileage and expenses for this. You will also have to provide a copy of your current car insurance to confirm you are able to use your vehicle for work purposes.

When you click on the **Personal tab** your screen will look like this:



My Personal Details

Under **My personal details** you will see the following two cards:



This card contains your personal details such as your name, your date of birth and your marital status.

This card contains information about you that will be completely blank when you first access PiP. You **do not** have to complete any of the details on this card if you do not want to.

Only you and the OHR PiP Helpdesk will be able to see this information should you choose to complete any of it.

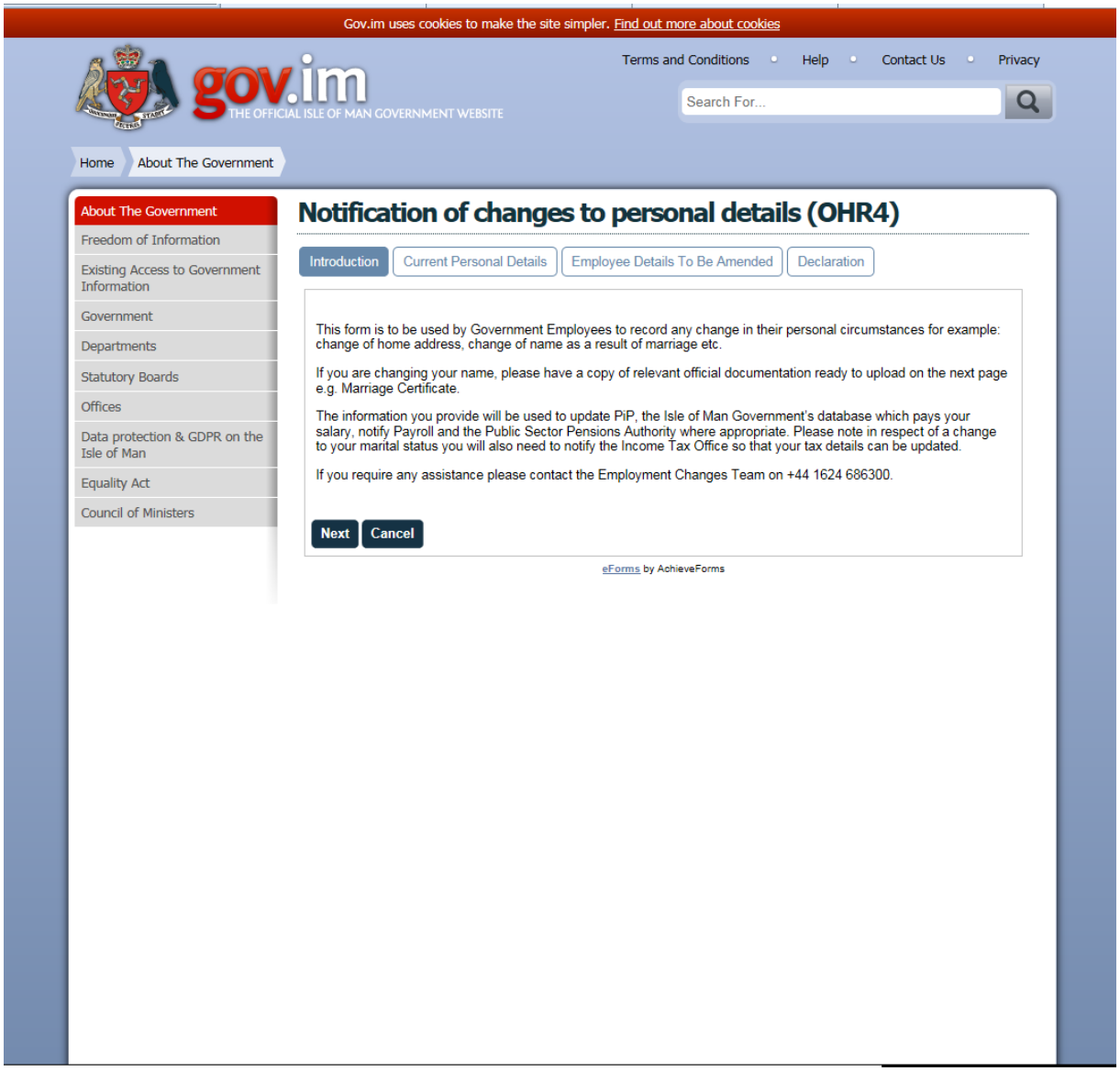
The purpose of this data is to enable statistical monitoring to ensure the Isle of Man Government meets its responsibilities in relation to the Equality Act. Any reports generated from this information will be anonymised and will not be identifiable as you.

Changing Your Personal Details

In order to change your personal details simply click on the link below to go to the OHR website OHR4 form.

https://www.gov.im/about-the-government/hr-sickness-forms-government-employee-use-only/notification-of-changes-to-personal-details-ohr4/

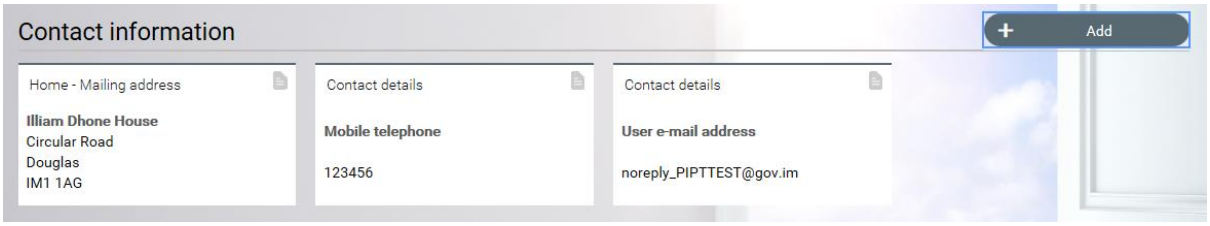
You will then see this screen:



Complete the online form and then, if applicable, bring in your original supporting document such as a marriage certificate/deed poll (or a properly countersigned copy of the original) to the Office of Human Resources Reception, 2nd Floor, Illiam Dhone House, 2 Circular Road, Douglas, IM1 1AG.

Contact Information

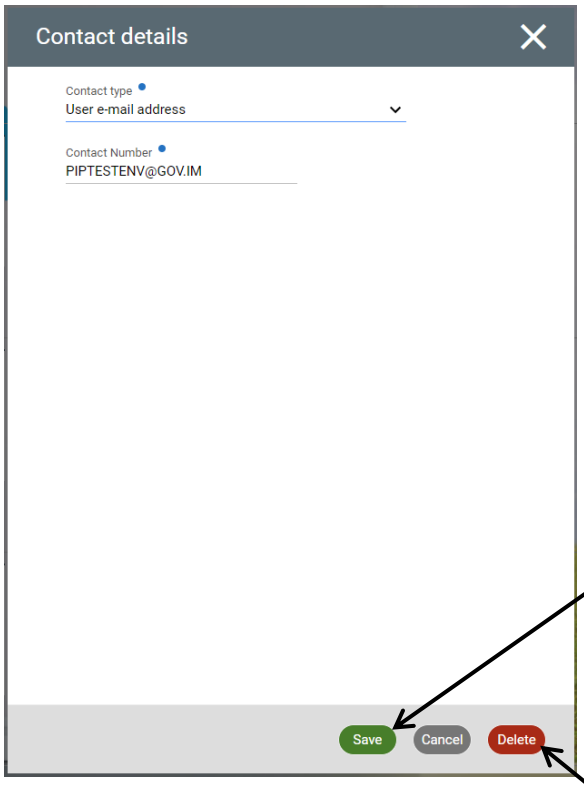
Under **Contact information** you will see at least one card that contains details of your home mailing address. If we hold more contact information about you e.g. home telephone number; personal mobile number; there will be other cards for each of these showing in this section too:



Your user e-mail contact detail is the e-mail address that **PiP For Me** will send any automated e-mails to. This can be your work e-mail address if you have one or a personal e-mail address. In order to receive the automated e-mails you **MUST** have a contact details card set up with your preferred **User e-mail address**.

Editing your contact information

To edit your contact information simply click on the card you want to edit. If you want to edit your e-mail address click on the card called **Contact details**.



Make the changes that you would like to make to the various fields on this screen.

When filling out forms in PiP, the fields with the **blue dots** are **mandatory** and need to contain some information. This means that you do not have to complete any fields **without** the **blue dots** if you don't want to.

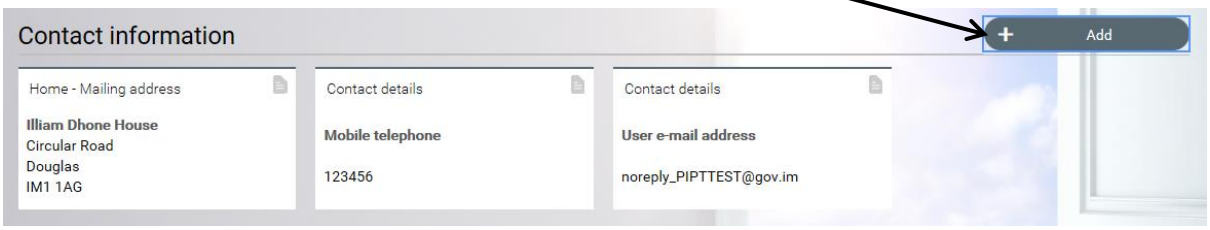
When you are happy with your changes click **Save** so that the system remembers the changes you have made.

If you want to remove a card altogether, click on it as if you are going to edit it and then click **Delete**

Adding additional contact information

You can add additional contact information if you would like to, this could be personal contact information or work contact information or changing your address.

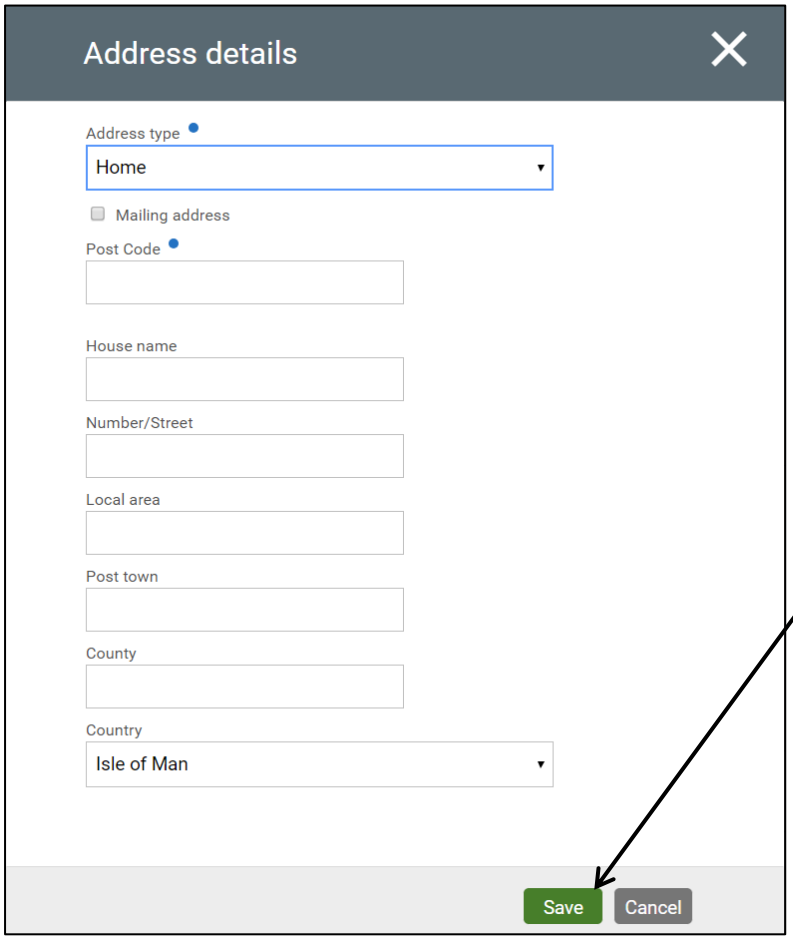
Under **Contact information** click on the **Add** button



You will then be given the option to add another address or add contact details. Click on the option you require.

Adding an additional address:

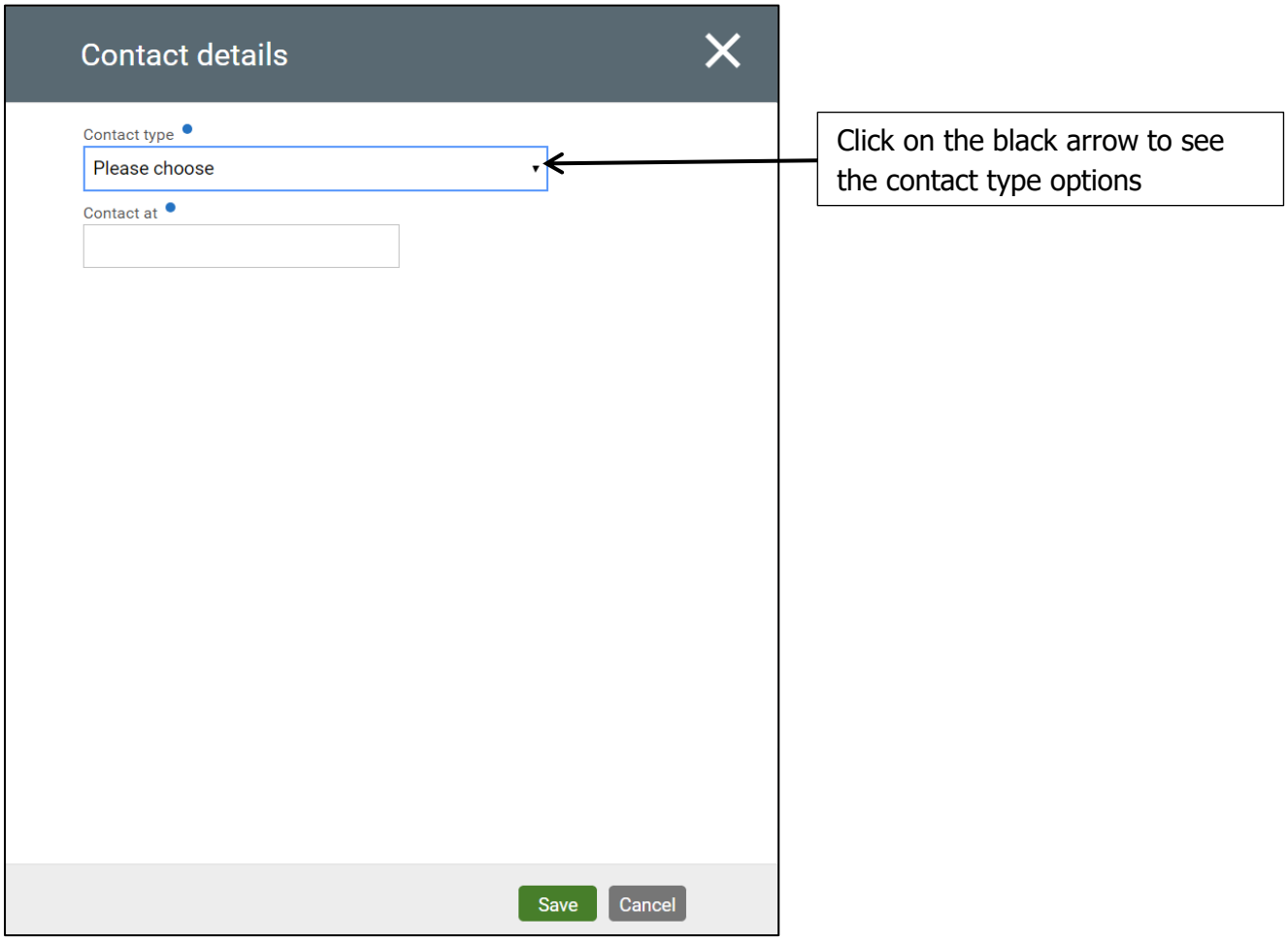
If you select **add address** you will then see the following screen:



Complete the various fields on the screen and click **Save**

Adding additional contact information (other than address)

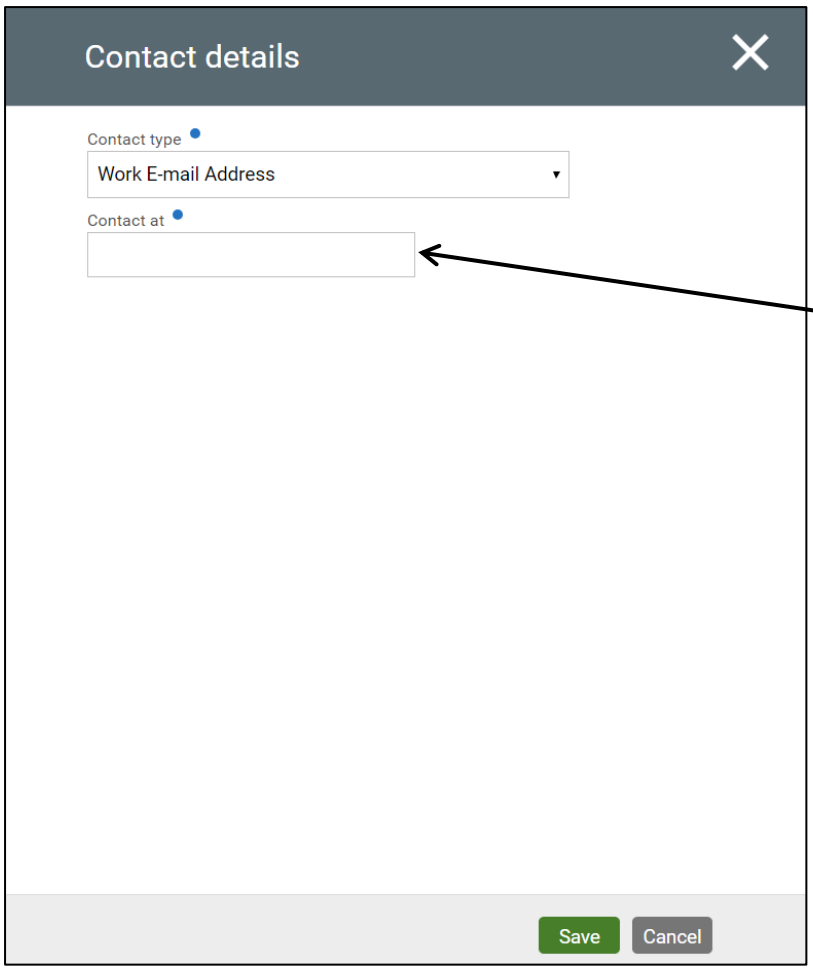
If you select **add contact details** you will then see the following screen:



When you click on the black arrow to select the contact type you will see the following options:

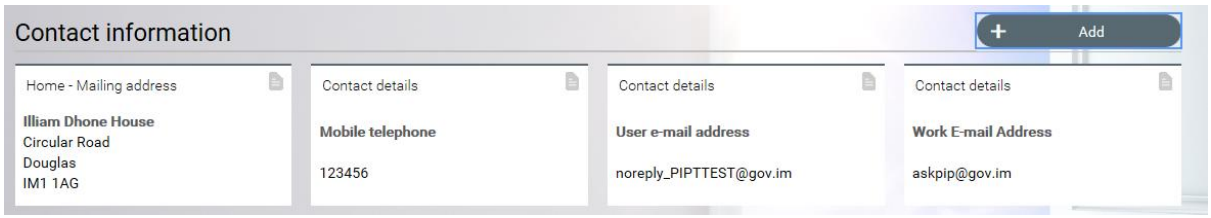
- Email address
- Home telephone number
- Internal telephone number – if you have a landline phone number at work
- Pager – if you carry a pager for work
- Personal mobile phone
- User e-mail address – if you have a personal e-mail address e.g. anybody@manx.net
- Work e-mail address – if you have an e-mail address for work e.g. any.body@gov.im
- Work mobile phone – if you carry a work mobile phone

Select the contact type you want to add from the drop-down list e.g. work e-mail address:



Type your contact information in the **Contact at** field and click **Save**

Your screen should now look something like this, depending on the additional contact information you have chosen to add:



You can add as much or as little contact information as you like, just remember that for legal purposes we need to have your home mailing address as a minimum. **If you choose not to enter a user e-mail address, you will not receive any notifications from the system including notification of when your payslip is ready to view or confirmation of when your annual leave request has been authorised.**

Why would I want to add my personal contact information?

There is no requirement for you to add in personal contact information other than your home mailing address, but in case of emergencies, it's in your best interests if you add in any personal telephone numbers such as landline phones and mobile phones.

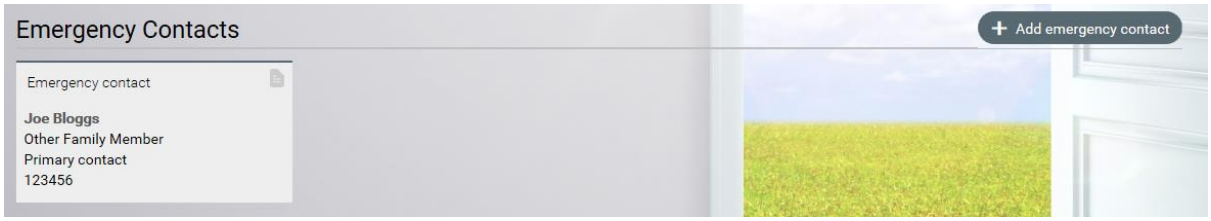
I don't want to receive phone calls about work on my own phones

Your personal telephone numbers are not for work to contact you about normal, work-related issues. However, if you are off sick your line manager and the Office of Human Resources may need to contact you from time to time to make sure you are ok.

If you are out and about with work and your line manager or colleagues pick up a call from your children's school or from one of your relatives, they may need to contact you to pass on a message.

Emergency Contacts

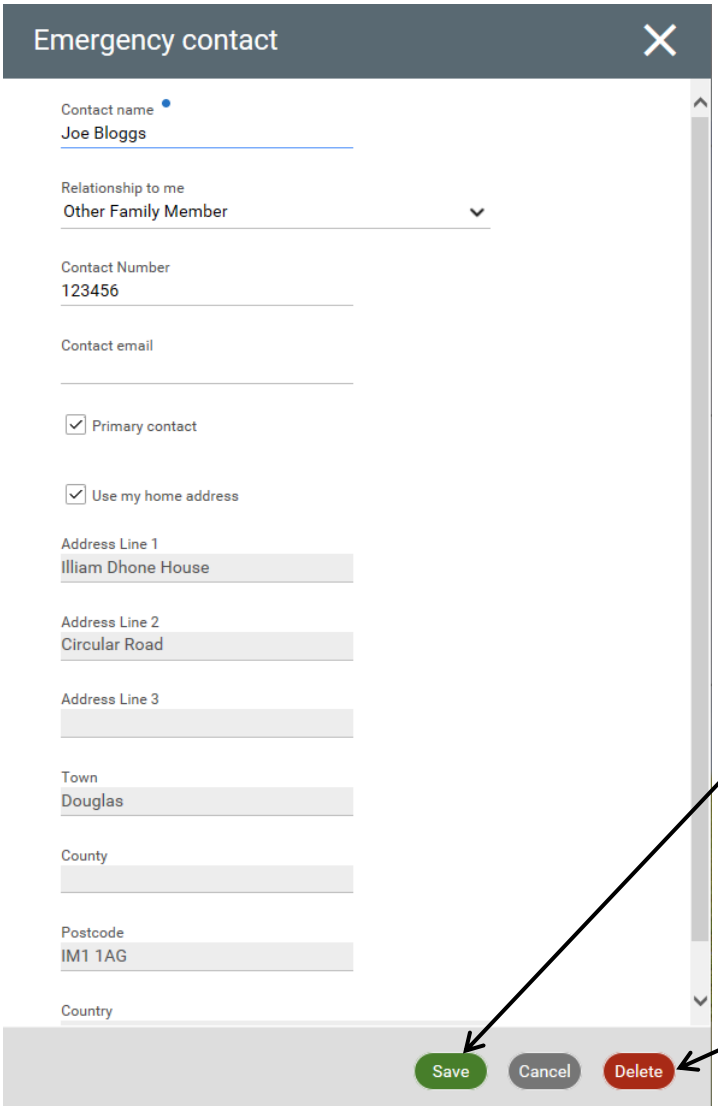
Under the **Emergency Contacts** section you will see details of anyone you have advised us should be contact in case of an emergency e.g. something happens to you during the day in work and we need to let someone close to you know what has happened.



Editing your Emergency Contacts information

To edit any of the information against your emergency contact in this section simply click on the card you want to edit:

You will then see the following screen:



Only the fields with the **blue dots** are **mandatory** and need to contain some information. This means that you do not have to complete the fields **without** the **blue dots** if you don't want to.

We recommend that you provide both a contact number and address for your emergency contact.

Make any changes that you would like to make to the various fields on this screen.

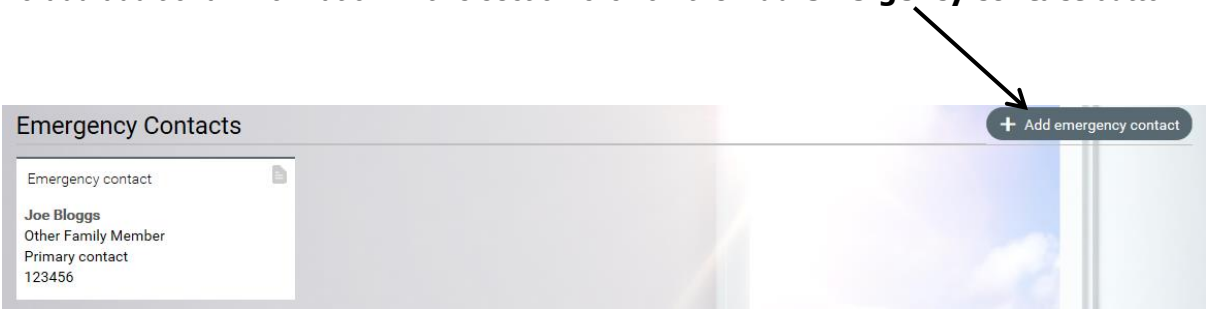
Use the scroll bar to scroll down the screen to complete the rest of the information on this screen.

When you are happy with your changes click **Save** so that the system remembers the changes you have made.

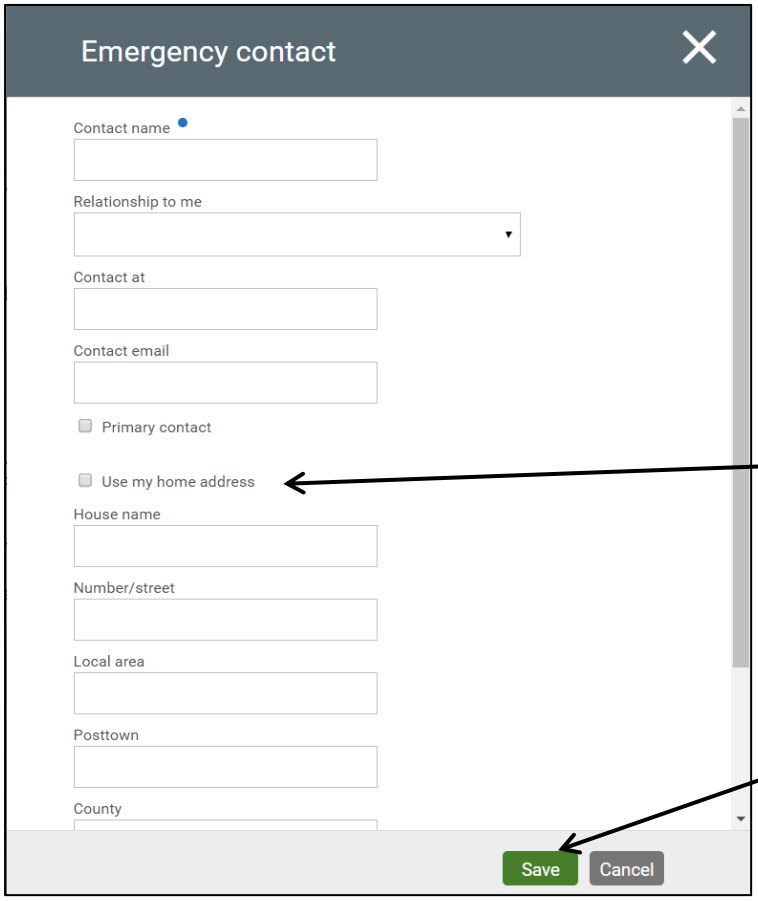
If you want to remove a card altogether, click on it as if you are going to edit it and then click **Delete**

Adding additional Emergency Contacts information

To add additional information in this section click on the **Add emergency contact** button:



You will now see this screen:



Only the fields with the **blue dots** are **mandatory** and need to contain some information. This means that you do not have to complete the fields **without** the **blue dots** if you don't want to.

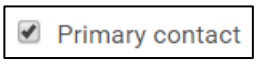
We recommend that you provide both a contact number and address for your emergency contact.

If they reside at the same address as you, tick the 'Use my home address' check box.

Use the scroll bar to scroll down the screen to complete the rest of the information on this screen.

When you are happy with your changes click **Save** so that the system remembers the changes you have made.

You can specify one contact to be the first person we should contact in an emergency.

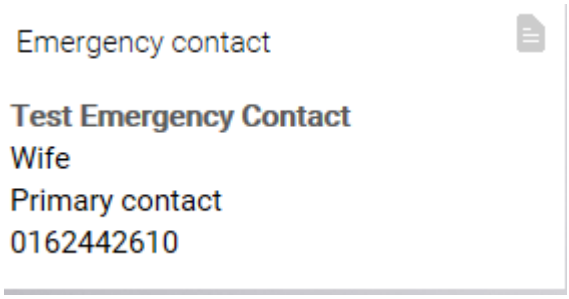
To do this edit that person's details and click in the box in the above screen for **Primary contact**: 

If an emergency contact lives at the same address as you, you can automatically fill in their address details by clicking in the box in the above screen for **Use my home address**:

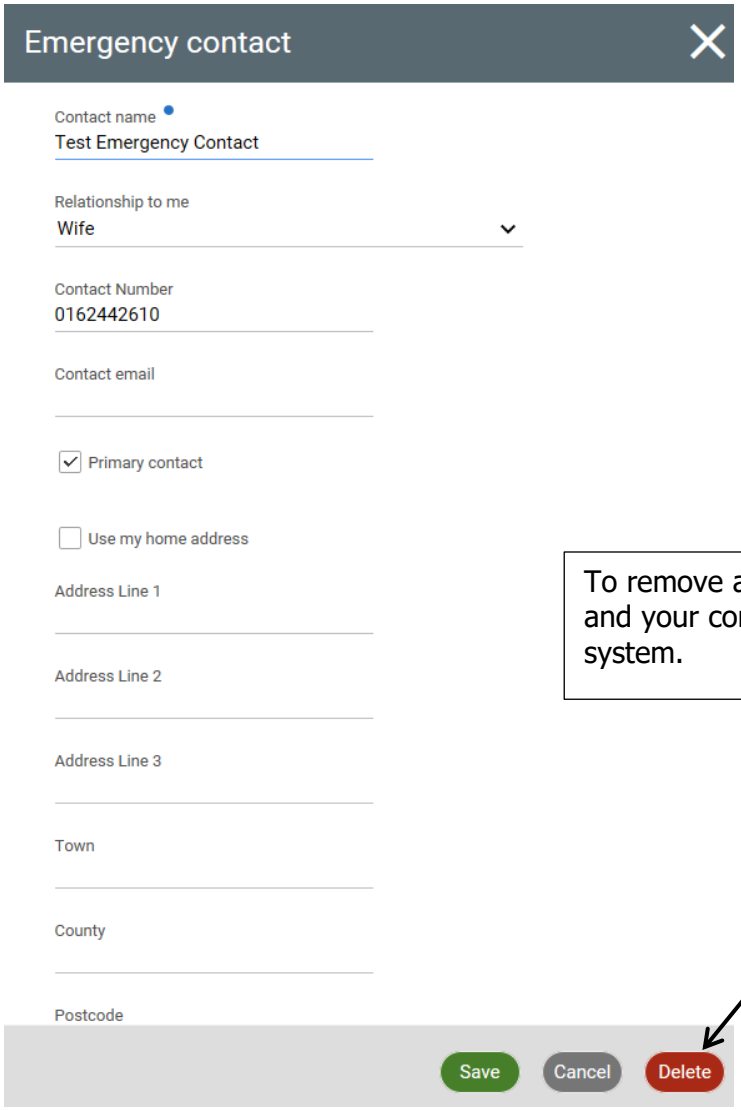
Deleting an emergency contact

If your primary emergency contact has changed and is no longer an emergency contact it is important that you delete their contact details from PiP. This is to ensure that your emergency contact's data is kept accurate and up to date.

To delete a contact simply click on the contact you wish to delete.



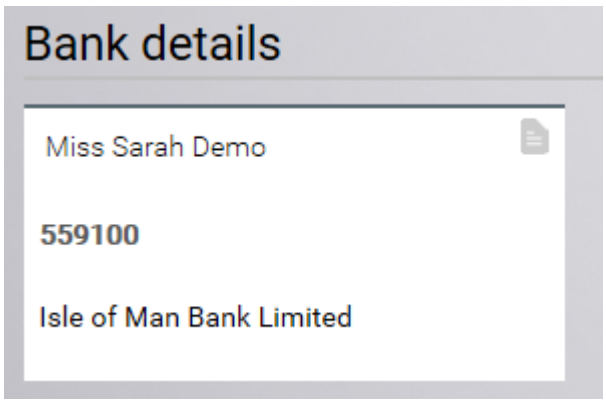
You will then see the following screen:



To remove a contact altogether, click **Delete** and your contact will be deleted from the system.

Bank details

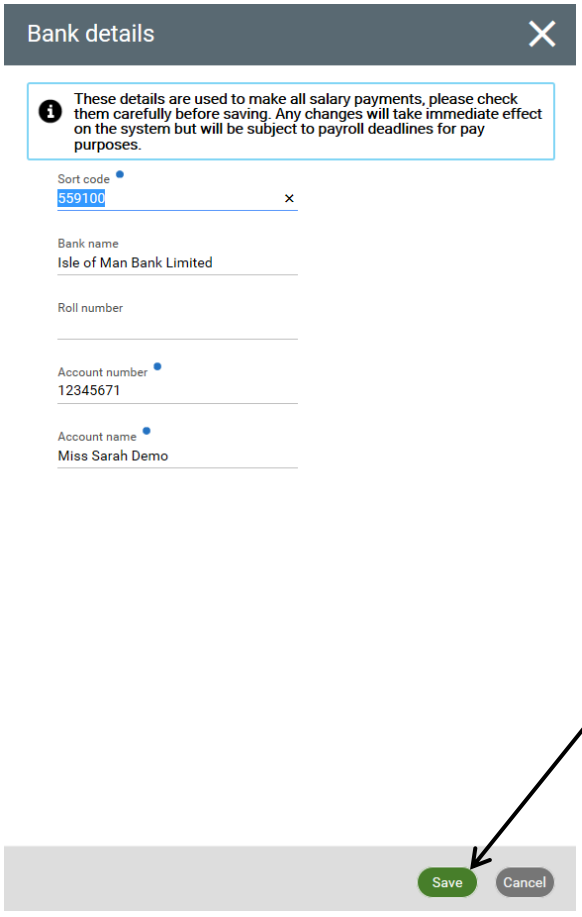
Under **Bank details** you should see a card that shows your current bank account information if your salary is paid directly into your bank account:



Editing your bank details

To edit your bank details simply click on the card containing your current bank details.

You will then see the following screen:



Only the fields with the **blue dots** are **mandatory** and need to contain some information. This means that you do not have to complete the fields **without** the **blue dots** if you don't want to.

Make any changes that you would like to make to the various fields on this screen.

When you are happy with your changes click **Save** so that the system remembers the changes you have made.

Please bear in mind that if you change your bank details after a pay deadline, your salary for the current month will have been paid into the bank details that were in the system at that time and not your new account.

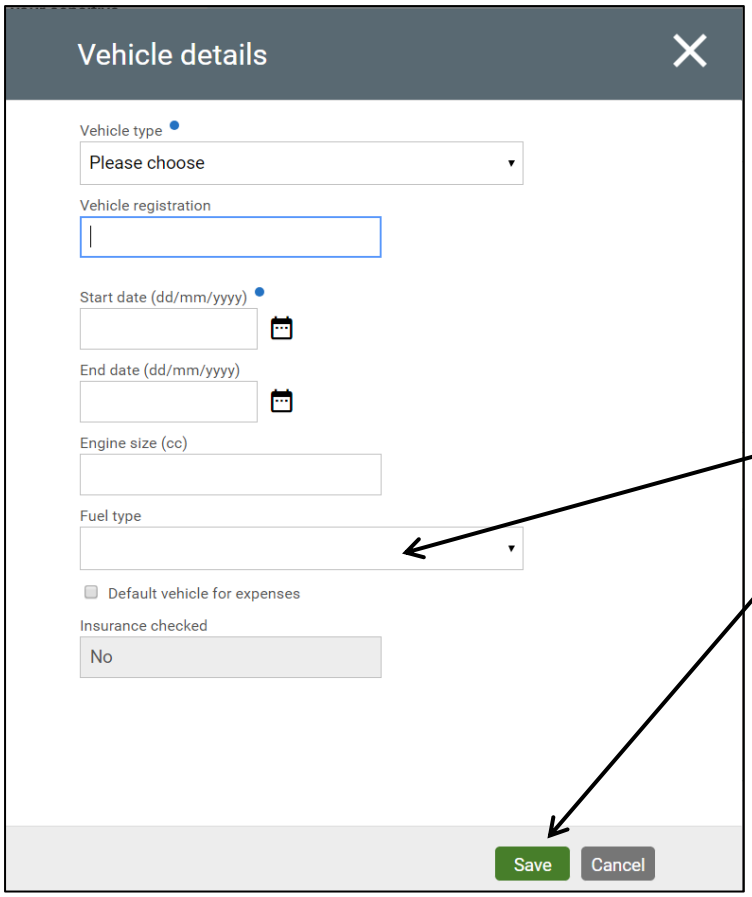
Private vehicles

If you use a vehicle for work purposes, other than driving to and from work every day, and you are entitled to claim mileage and expenses for those journeys, you can add the details of your vehicle or vehicles under this section. This will save you time when you are claiming mileage and expenses as you can select the vehicle from a drop-down menu when completing your claim. Details of your vehicle will be pre-populated in your claim form so that you don't have to complete them every time. Please note you cannot submit a mileage claim without having your private vehicle details saved.

Adding a vehicle

Under the **Private vehicles** section click on the Add vehicle button:

Your screen will now look like this:



Complete the mandatory fields here – fields with **blue dots** are **mandatory.**

Please select 'Not applicable' within the Fuel Type field.

When you are happy with your changes click **Save.**

You can specify a vehicle to be the one you will normally claim mileage and expenses for by clicking on the **Default vehicle for expenses** box:

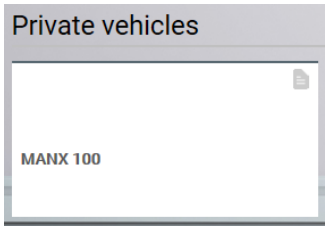
Your screen will now look like this:

Car Insurance

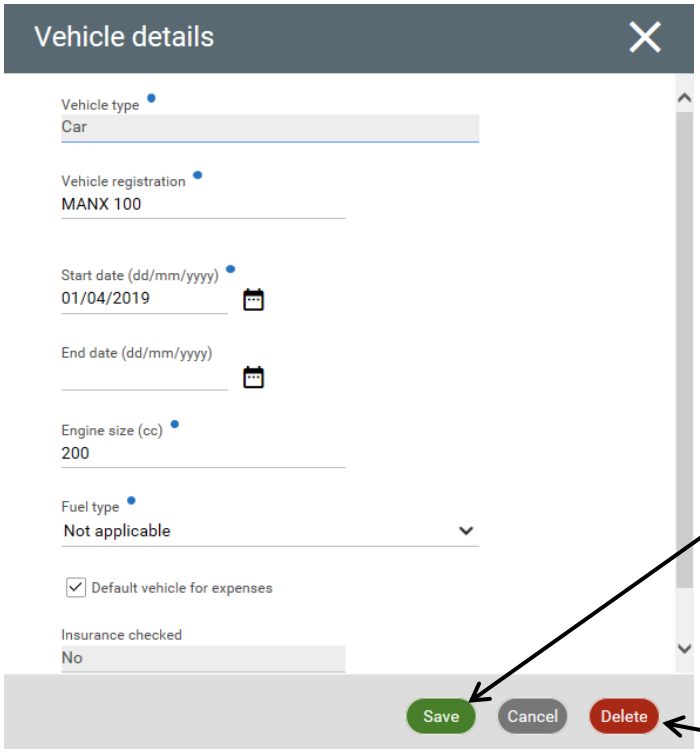
If you add a vehicle you also need to provide your manager with a copy of your car insurance certificate.

Editing the details of a private vehicle

To edit the details of a vehicle simply click on the card under the **Private vehicles** tab:



Your screen will now look like this:



Only the fields with the **blue dots** are **mandatory** and need to contain some information. This means that you do not have to complete the fields **without** the **blue dots** if you don't want to.

Make any changes that you would like to make to the various fields on this screen.

When you are happy with your changes click **Save** so that the system remembers the changes you have made.

If you want to remove a card altogether, click on it as if you are going to edit it and then click **Delete**

The Absence Tab

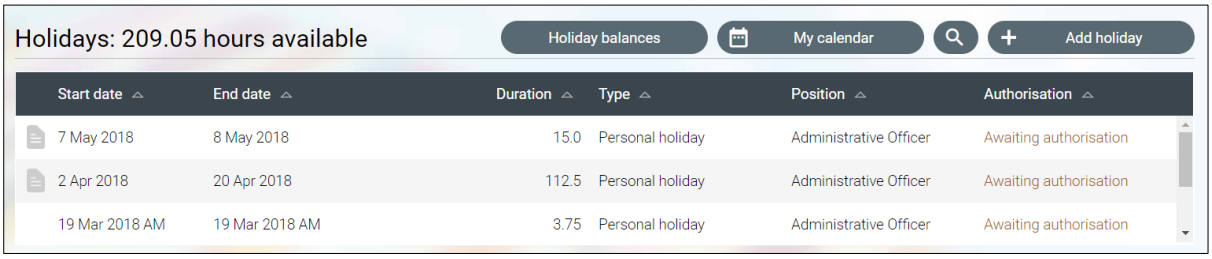
Under the **Absence tab** you can do the following things:

- Book annual leave
- View the balance of your holiday leave entitlement based on your current entitlement less any planned or taken holidays
- Book flexi or TOIL (if you are entitled to it, for TOIL your manager will need to add a TOIL balance for you)
- View your TOIL balance (if your manager has added TOIL for you)
- Add in periods of sickness absence and view sickness absences you have had
- Book other leave, including special leave
- View any leave you may have booked or taken

Annual Leave

Under the **Holidays** section you will be able to see the following information:

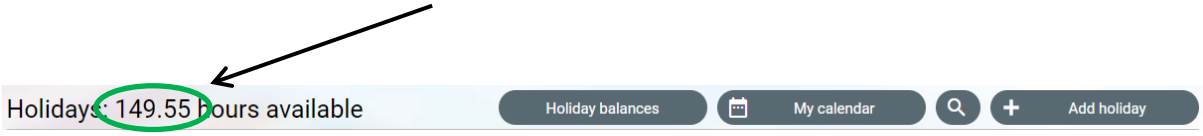
- **Balance of your annual leave entitlement** – your balance is displayed in hours rather than days
- **Annual leave requests** - and the status of your leave request
- **Annual leave booked and taken** - throughout the year
- **Calendar view** to show you your leave and any other absences in the current month – you can move backwards and forwards through your calendar too, but it defaults to the current month when you first click on it



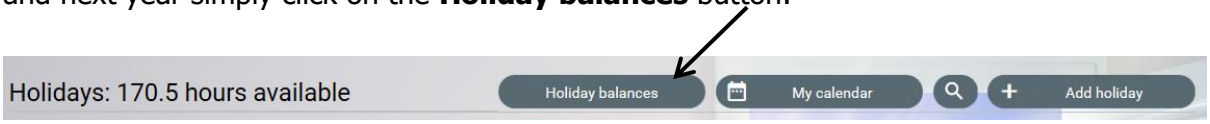
Checking your leave entitlement

There are two ways to view your holiday balances:

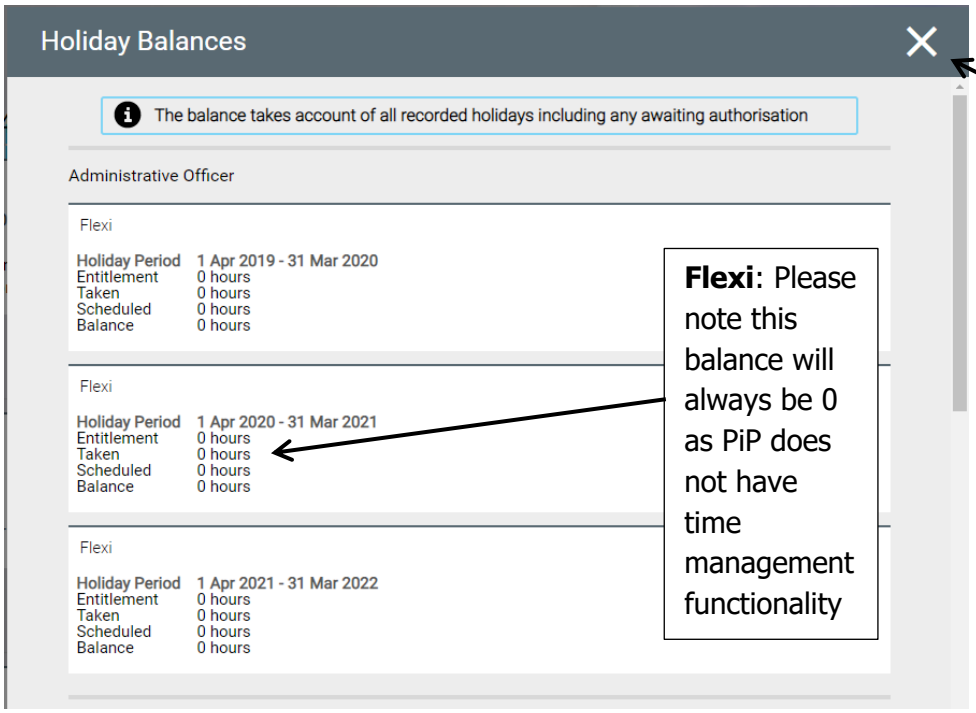
This figure is the number of hours' annual leave you have left for the leave year.



To view your holiday balance in more detail and compare your entitlement with last year and next year simply click on the **Holiday balances** button:



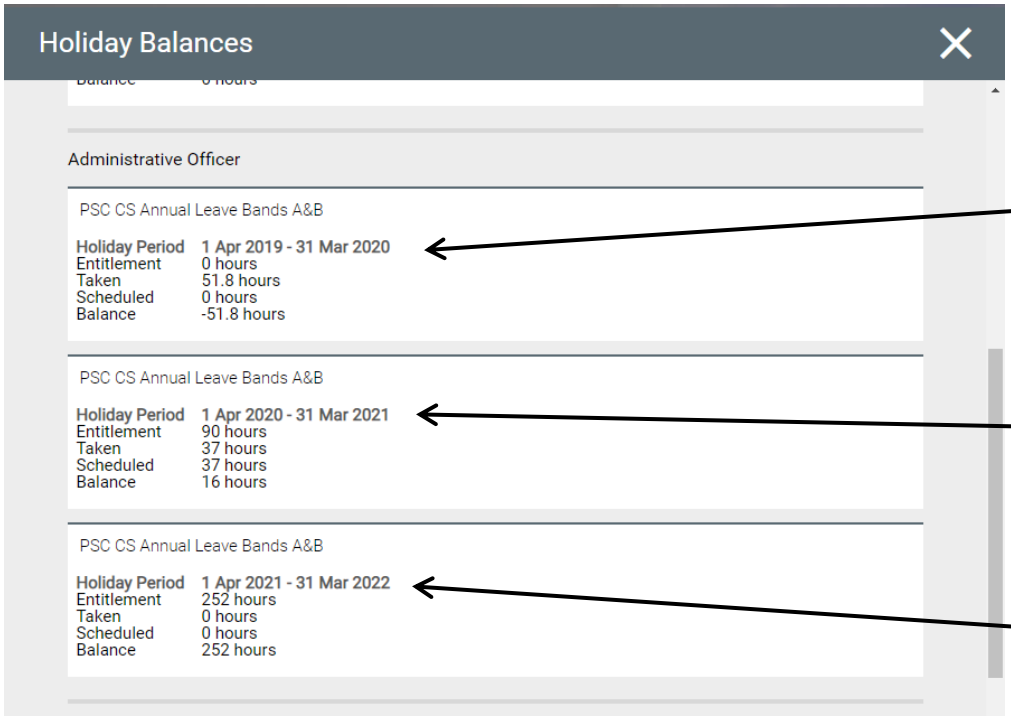
Your screen will now look something like this, if you are entitled to flexi or TOIL you will be able to view them in this section:



Click here to close this window when you are finished; unless you want to book annual leave, if so, click on **Book a holiday**

Flexi: Please note this balance will always be 0 as PiP does not have time management functionality

Scroll down to view your annual leave entitlement:

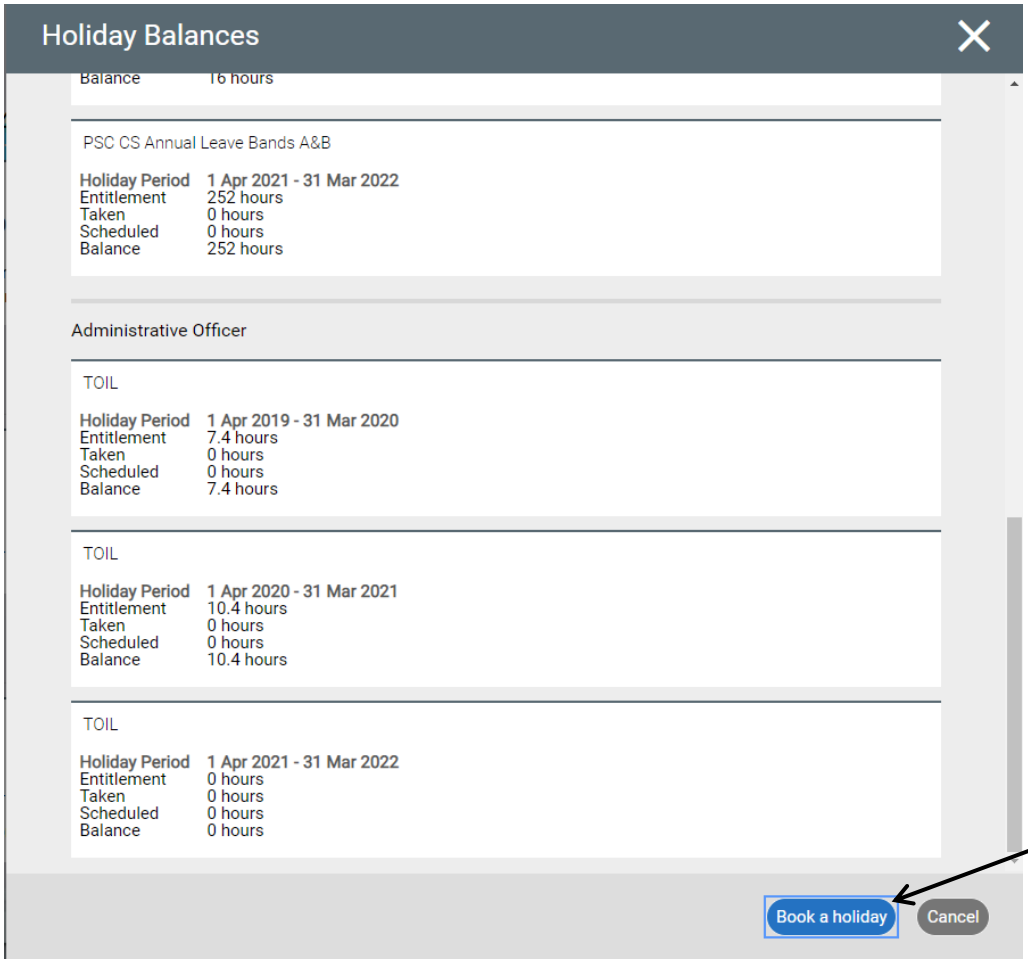


This is the last annual leave year

This is the current annual leave year

This is the next annual leave year

If your manager has added a TOIL balance for you, simply scroll down to view it:



If you want to book annual leave once you have checked your balance you can click here

Note: the person in the example above has only one contract of employment so you will only see your leave entitlement and balance for that contract. If you have two different jobs within the government e.g. you work in a full time role for Estates Works Division, but you also have a part-time Caretaker contract, you will see **both** of your jobs in your **Holiday Balances** including the leave you are entitled to for both jobs and what you have taken.

- **Entitlement** – this is the number of hours you are entitled to take (this includes bank holidays you are entitled to)
- **Taken** – this is the number of hours leave you have booked and taken in this leave year (this figure also includes bank holidays that have occurred)
- **Scheduled** – this is the number of hours leave you have booked, but not yet taken (this figure includes scheduled bank holidays that haven't occurred yet)
- **Balance** – this is the number of hours leave you have left to book and take (this does not include bank holidays)

In **PiP For Me** leave is calculated in hours, not days e.g. if you work 7.4 hours a day and are entitled to 20 days leave a year, you will have an annual leave entitlement of 148 hours per leave year (20 x 7.4 = 148).

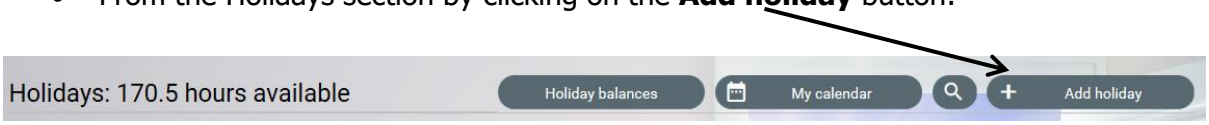
Why is the annual leave entitlement displayed in hours and not days?

PiP For Me can only display annual leave entitlements in hours or days, it can't display both. The majority of the organisation calculate their entitlement in hours.

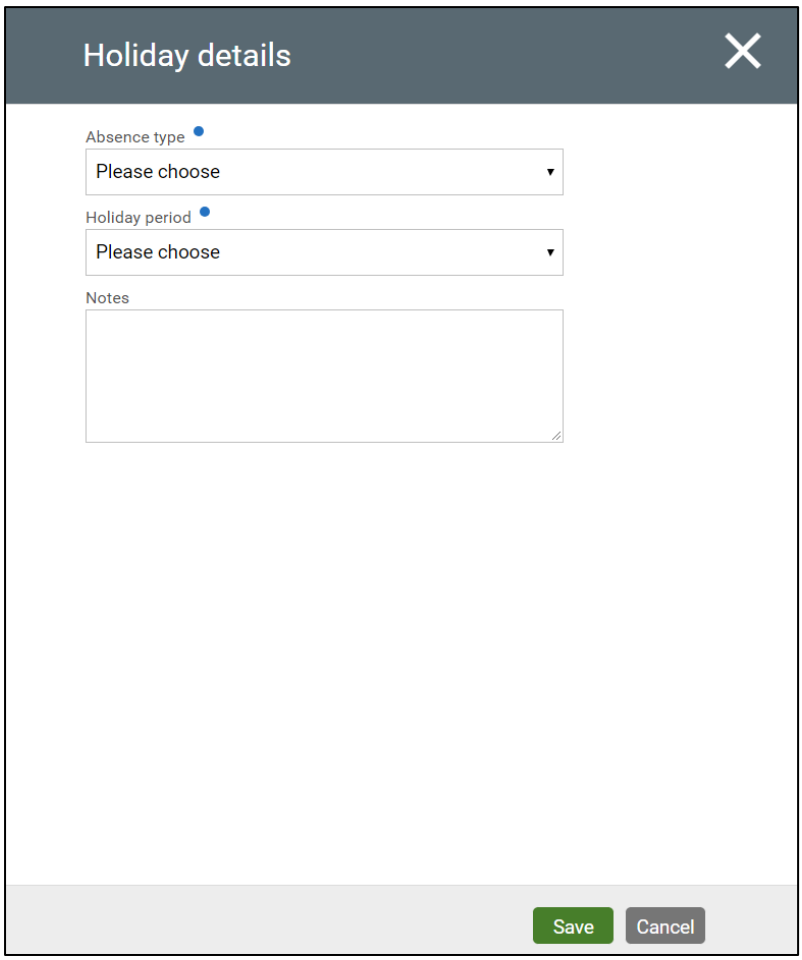
Booking annual leave

There are two ways that you can book annual leave from the **Absence tab**:

- When checking the balance of your annual leave – see **Checking your annual leave entitlement**
- From the Holidays section by clicking on the **Add holiday** button:



Whether you use the **Add holiday** button or the **Book a holiday** button, your screen will now look like this:



Click on the drop down arrow under **Absence type** to choose from the following options:

- **Personal holiday** – choose this for booking holidays using your annual leave allowance.
- **TOIL** – only choose this option if you are allowed to accrue and use **time off in lieu** (TOIL). Your manager will need to add a TOIL balance for you first before you can book time off in lieu in PiP.
- **Flexi Leave** - only choose this option if you are entitled to flexi leave.

Click on the drop down arrow under **Holiday period** to choose from the following options:

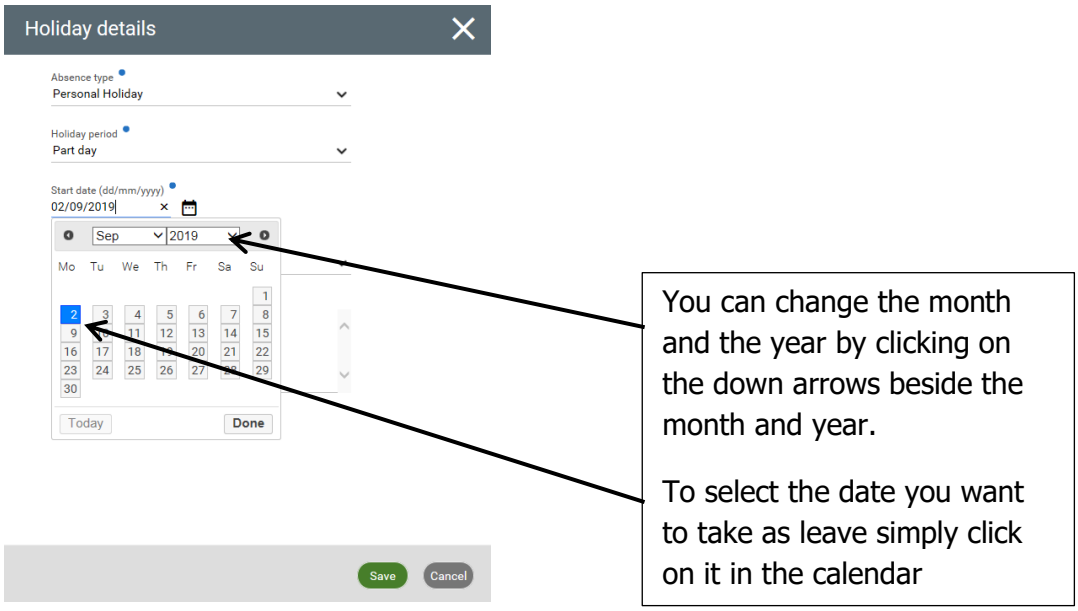
- **Part day** – to book a half day or part of day off as leave
- **Full day** – to book one full day
- **More than one full day** – to book two or more full days leave

Once you select your holiday period you will then be given the option to put in the date or dates you would like; for a part day, whether you want the morning or the afternoon or specific hours; for more than one day, whether the start date or end date are also full days or part days e.g. you may start your leave at lunchtime on a Monday and then have three full days off and come back in at lunchtime on a Friday or be on leave for a full five days.

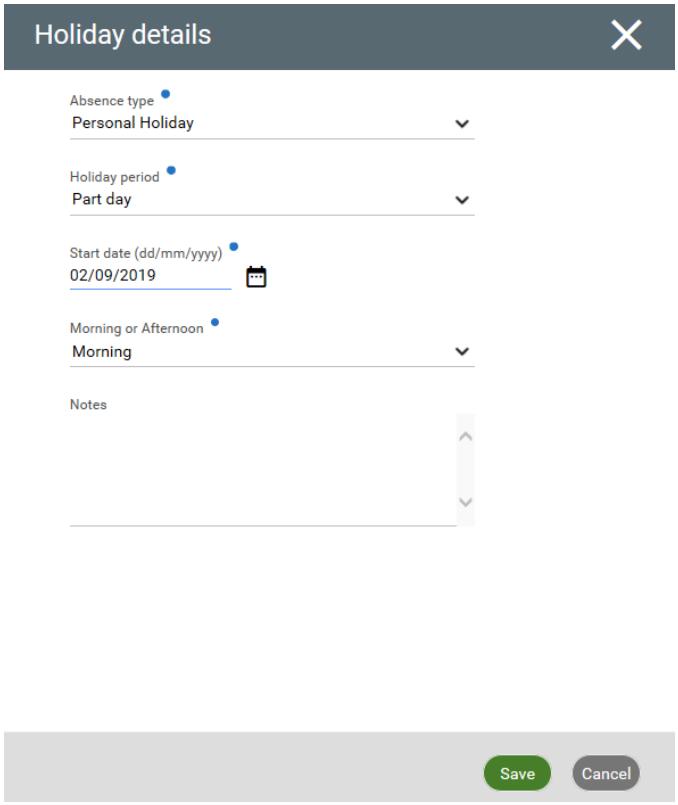
Booking a half day

Under **Holiday period** select **Part day**.

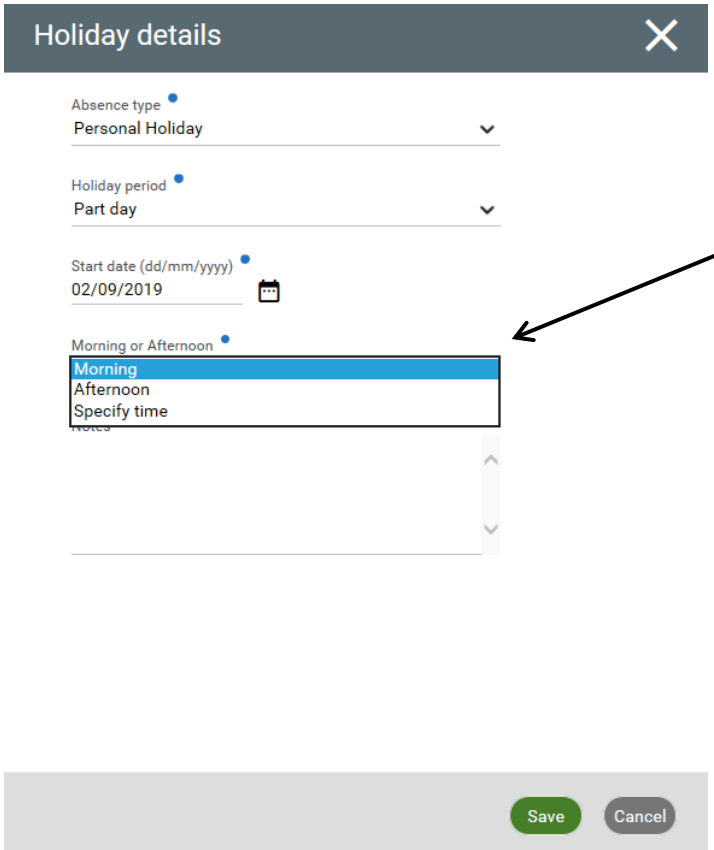
Enter the date you want to have as a half day – you can either type the date in the **Start date** field or you can use the calendar to select the date you want



Your screen will now look like this:



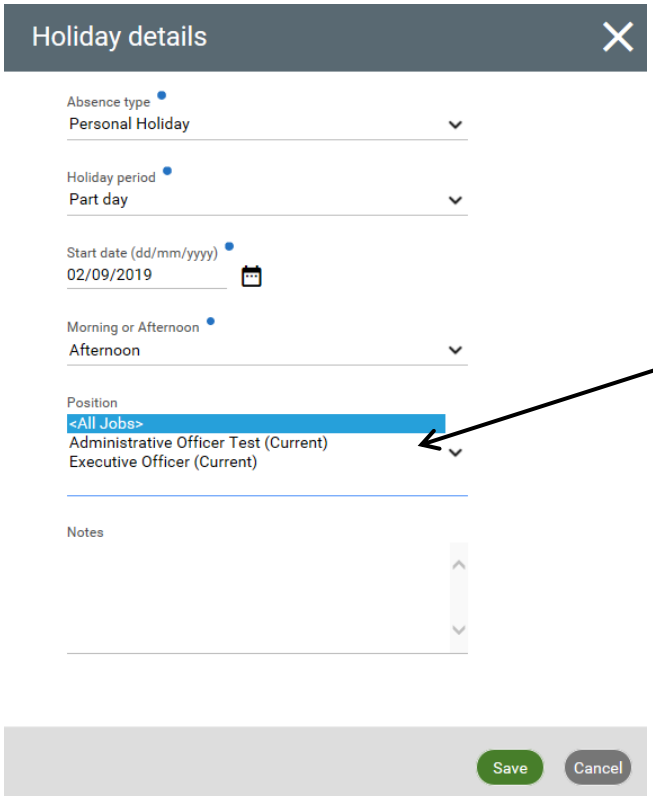
When you select the part day option you will get the option to select the morning, afternoon, or specify the number of hours with a start and end time that you want to take:



The system defaults to **Morning** – click on the drop down arrow in the **Morning**, **Afternoon** or **specific hours** field to change your request

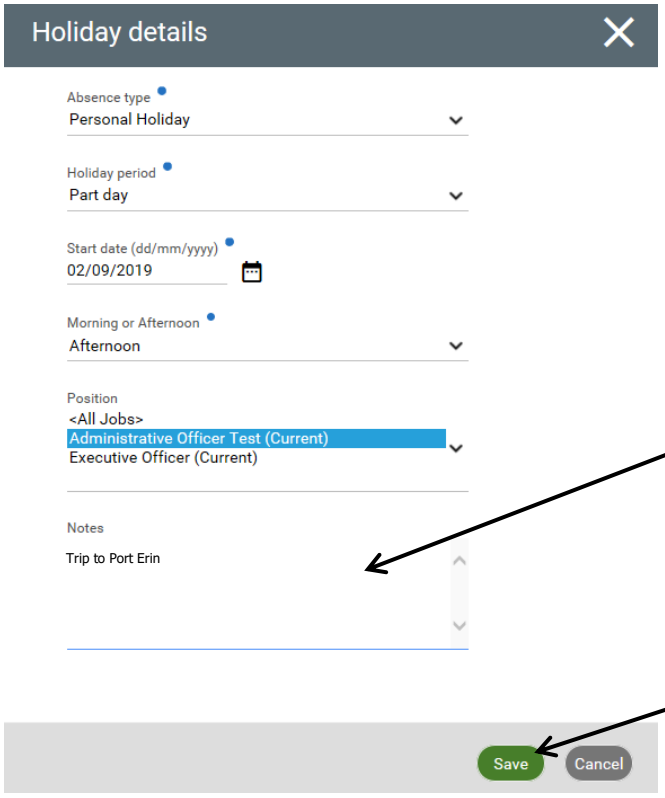
Note: the specify hours option is usually used by shift workers or someone who works varying hours.

Your screen will now look like this:



If you have more than one job with Isle of Man Government you need to select which of those jobs you are requesting the leave from by clicking on it from the list here

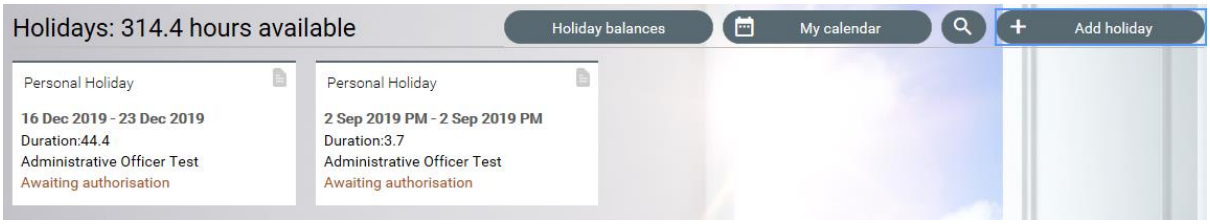
Your screen will now look like this:



You can add a note for yourself by typing it in the **Notes** box here

When you are happy with the request click on **Save** to send your request to your line manager

Once you click **Save** to send your leave request to your line manager your request will show under the **Holidays** section:



Until your line manager authorises your leave requests they will show as **Awaiting authorisation**.

Once your line manager authorises your leave request the status will change to **Authorised** and you will receive an automated e-mail.

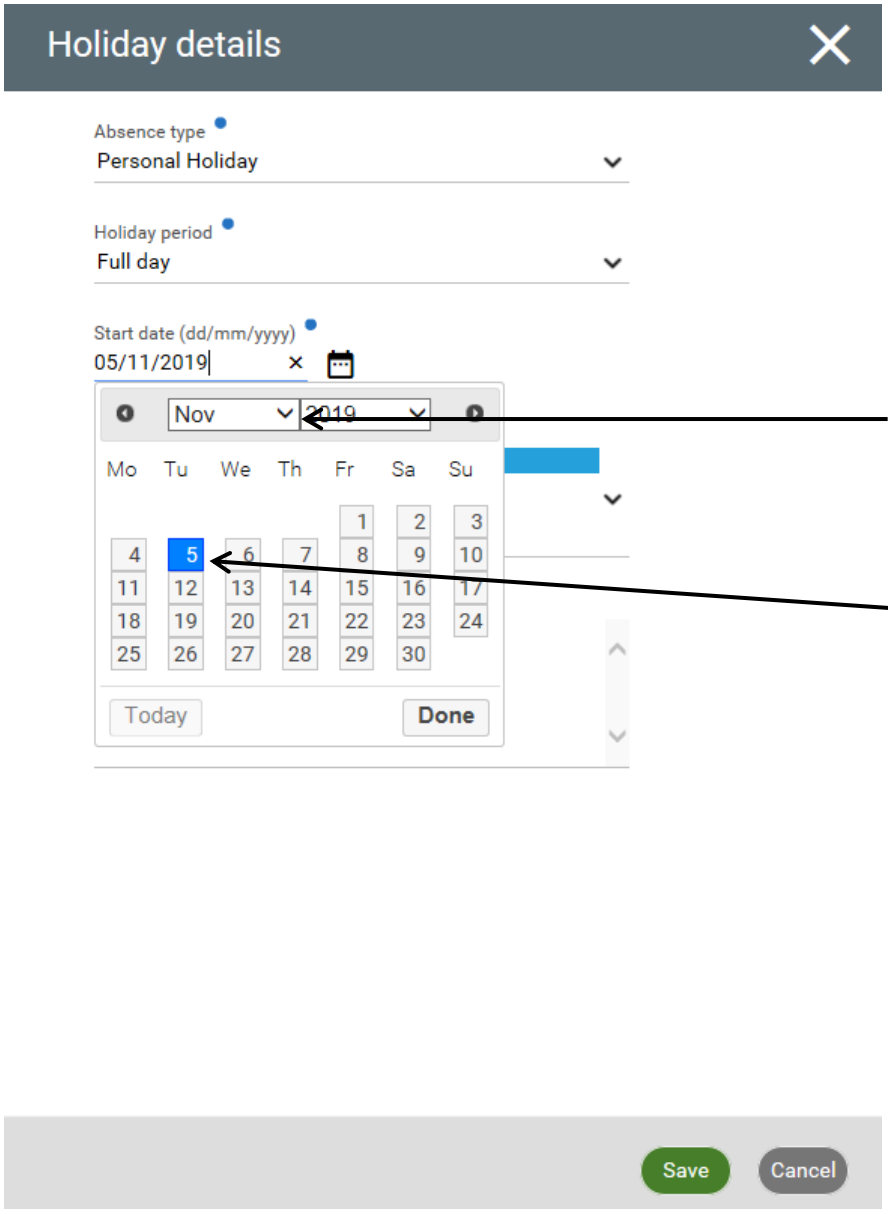
If your line manager doesn't authorise your leave within 7 days your leave request will be automatically added to the task list of your line manager's manager for them to authorise.

If your line manager is absent (on leave or off sick) another manager can be nominated by your line manager to receive leave requests on your line manager's behalf.

Booking a full day

Under **Holiday period** select **Full day**.

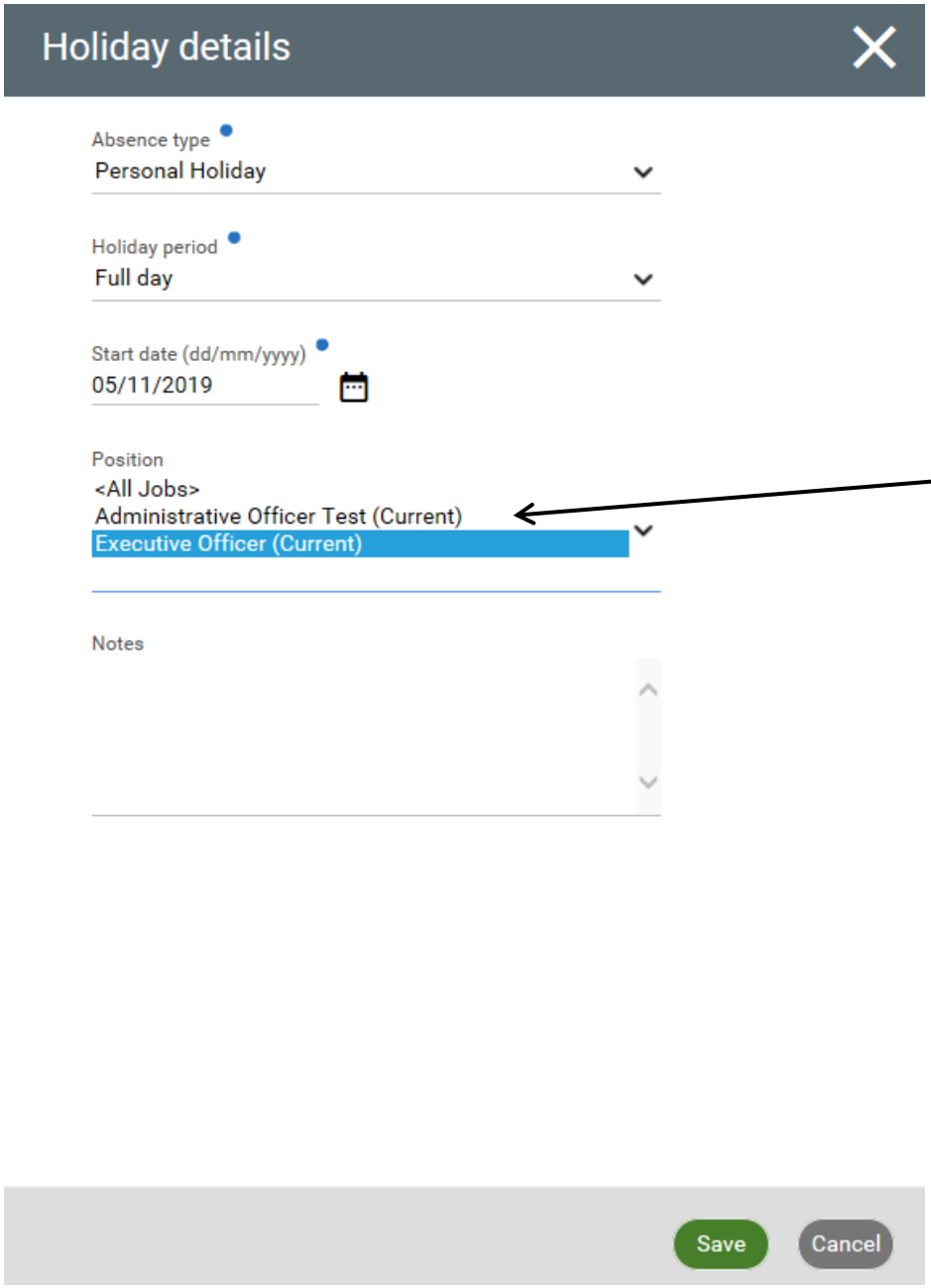
Enter the date you want to have as a full day – you can either type the date in the **Start date** field or you can use the calendar to select the date you want



You can change the month and the year by clicking on the down arrows beside the month and year.

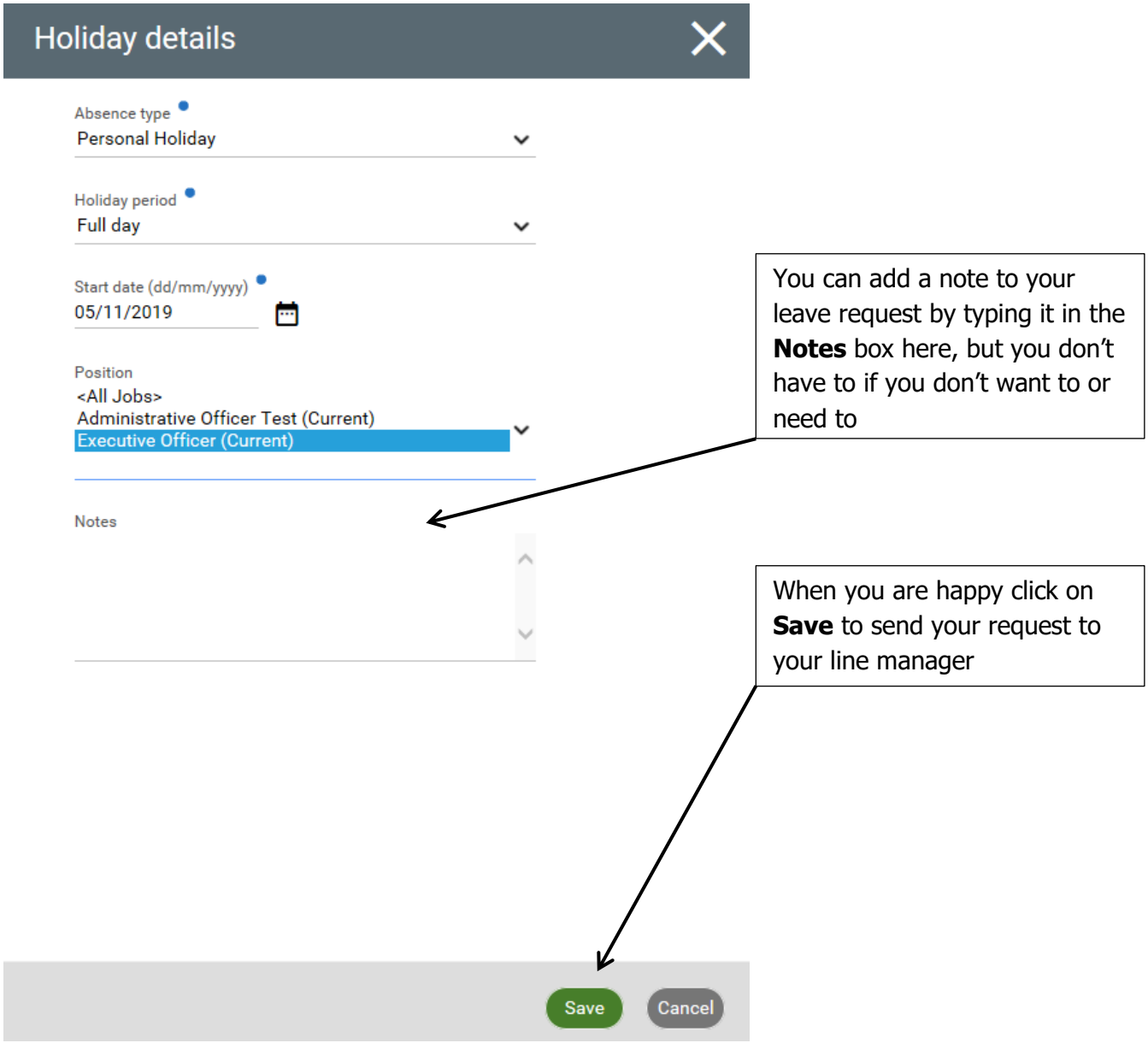
To select the date you want to take as leave simply click on it in the calendar

Your screen will now look like this:

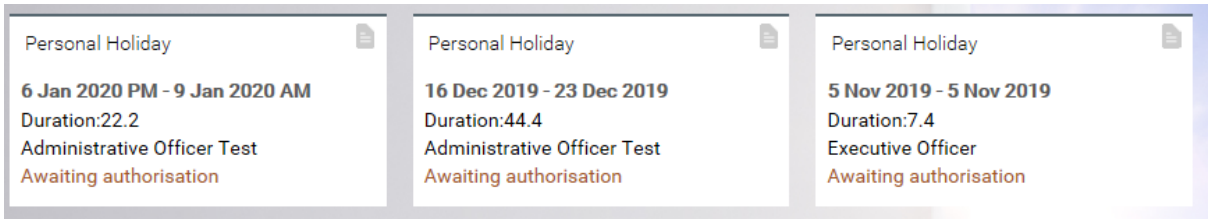


If you have more than one job with Isle of Man Government you need to select which of those jobs you are requesting the leave from by clicking on it from the list here

Your screen will now look this:



Once you click **Save** your request will show under the **Holidays** section:



Until your line manager authorises your leave requests they will show as **Awaiting authorisation**.

Once your line manager authorises your leave request the status will change to **Authorised** and you will receive an automated e-mail.

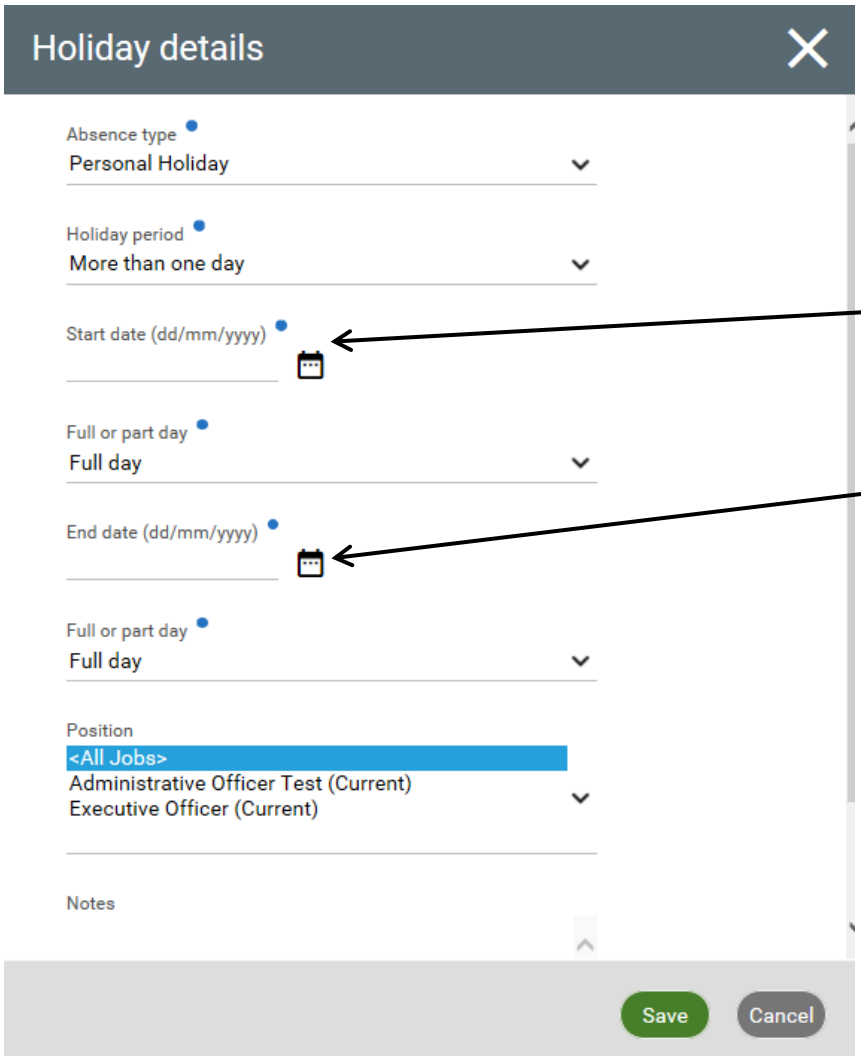
If your line manager doesn't authorise your leave within 7 days your leave request will be automatically added to the task list of your line manager's manager for them to authorise.

If your line manager is absent (on leave or off sick) another manager can be nominated by your line manager to receive leave requests on your line manager's behalf.

Booking more than one day

Under **Holiday period** select **More than one day**.

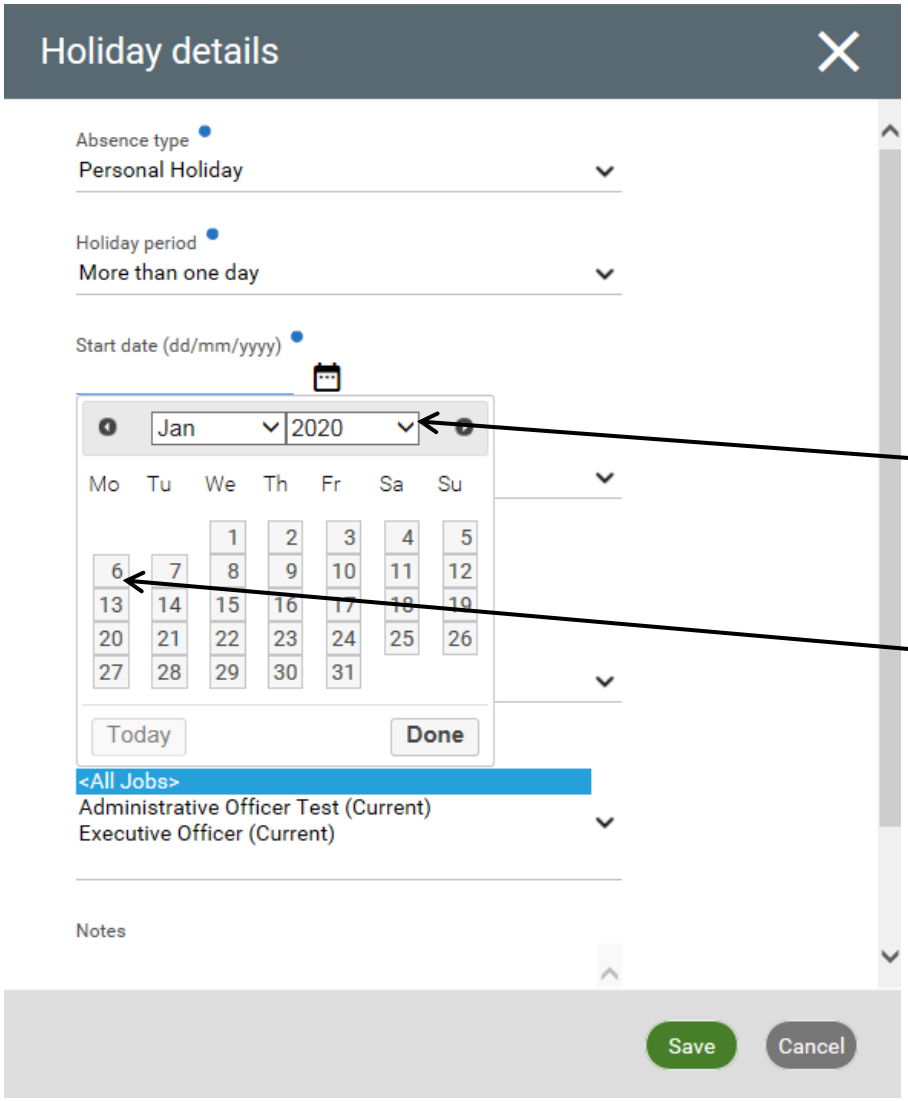
Enter the date you want to have as a full day – you can either type the date in the **Start date** field or you can use the calendar to select the date you want



When you select **More than one full day** you then need to specify the **start date** for your leave and whether or not the start date is a full day or a part day; you also need to select the **end date** for your leave and also whether or not the end date is a full day or a part day.

The system defaults the start and end dates to full days.

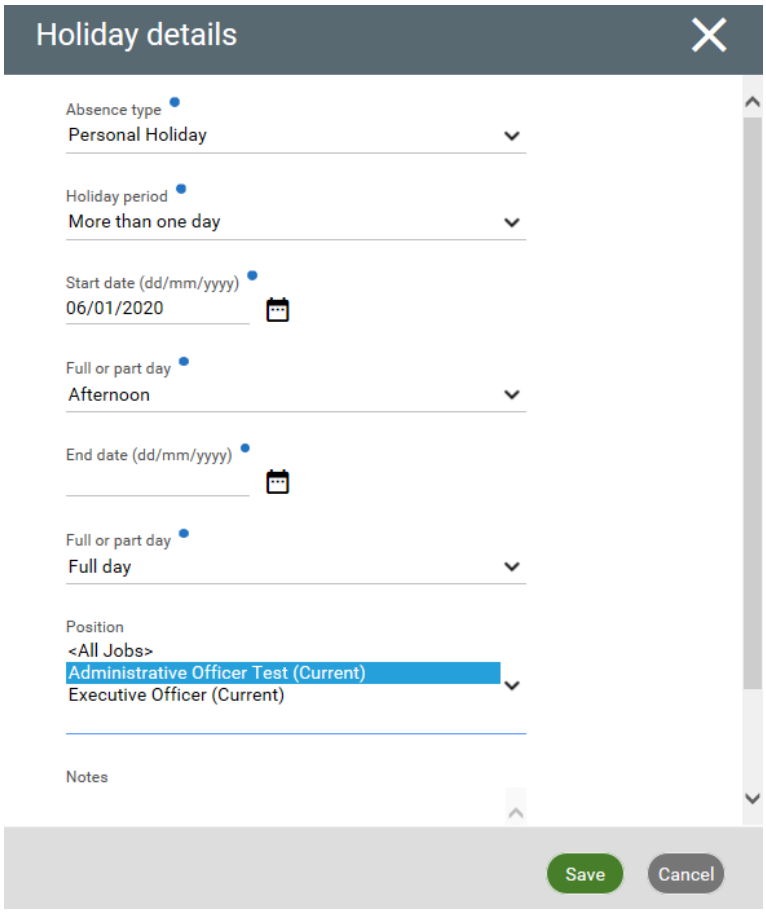
Enter the start date – you can either type the date in the **Start date** field or you can use the calendar to select the date you want



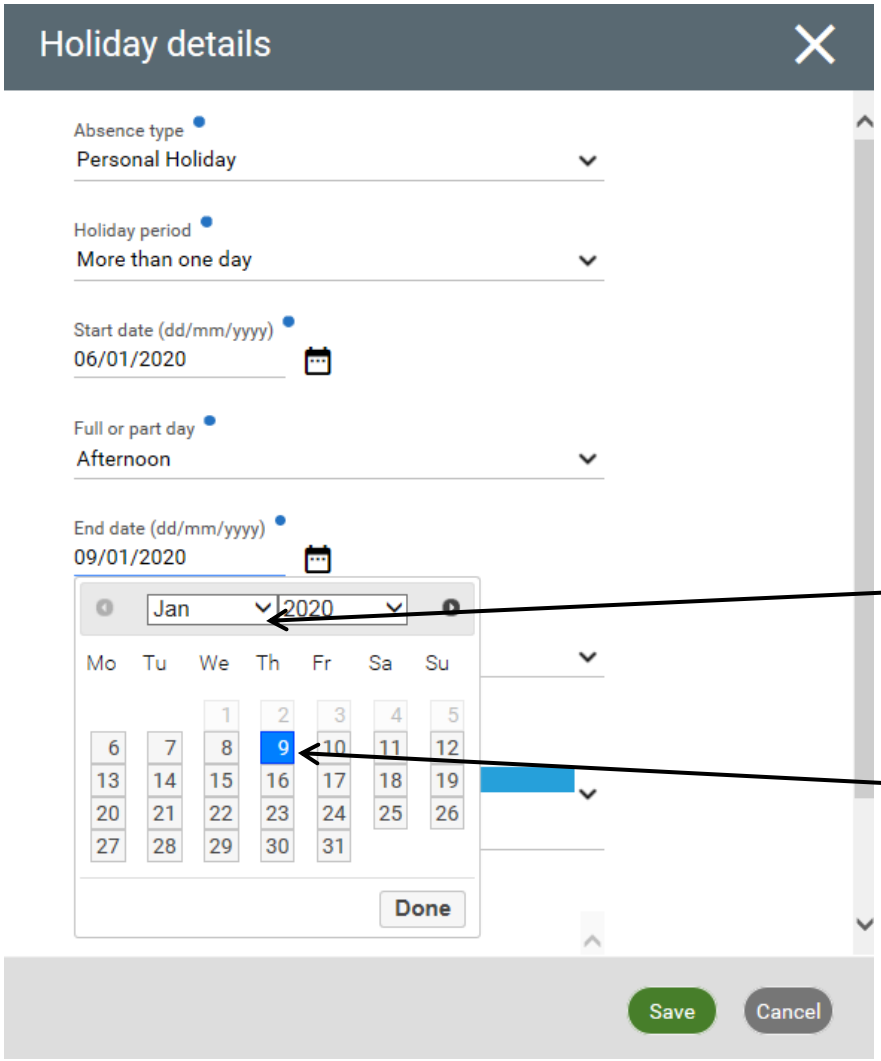
You can change the month and the year by clicking on the down arrows beside the month and year.

To select the date you want to take as leave simply click on it in the calendar

You then need to specify if the start date is a full day or a part day. If you select part day for the start date the option you will be given is for the afternoon as the part day:



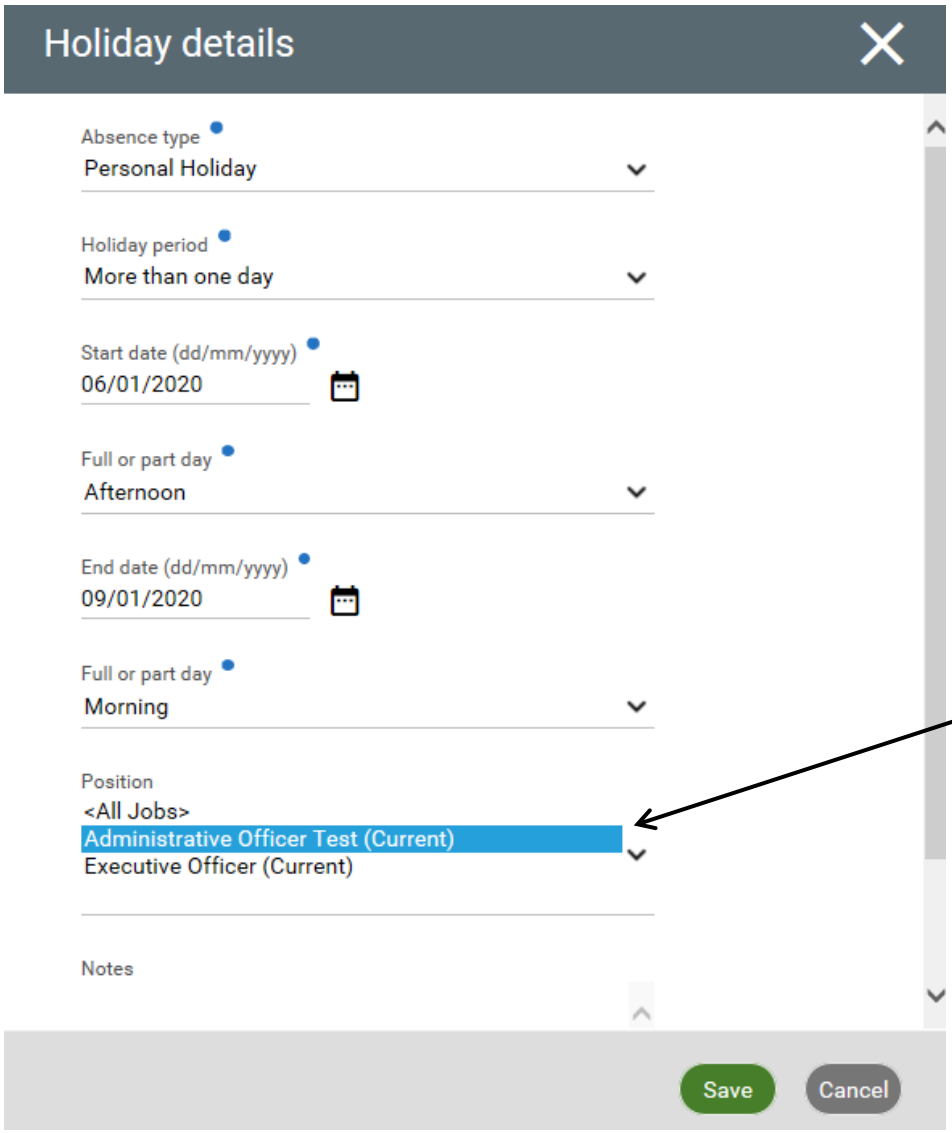
Enter the **End date** – you can either type the date in the **End date** field or you can use the calendar to select the date you want



You can change the month and the year by clicking on the down arrows beside the month and year.

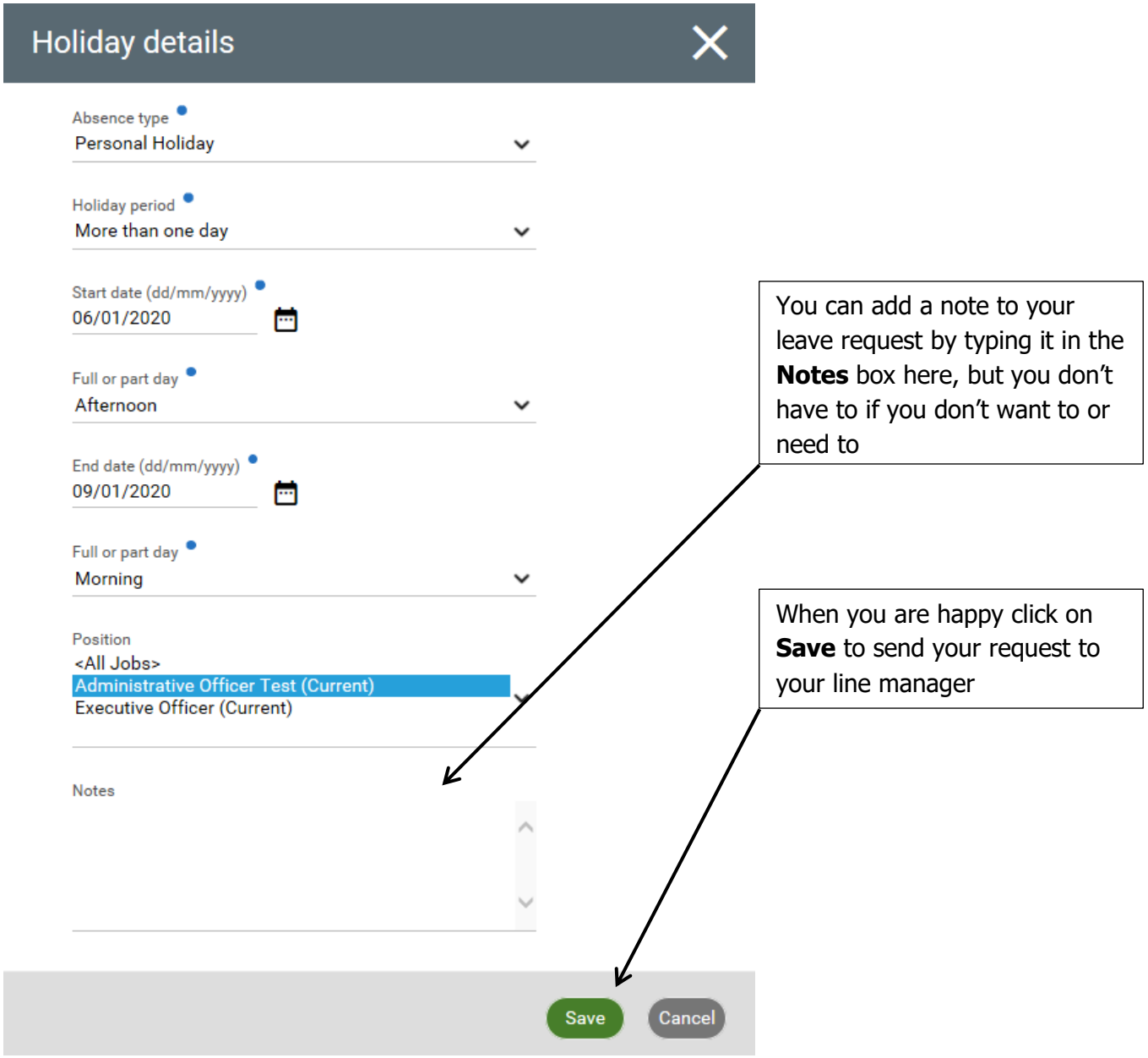
To select the date you want to take as leave simply click on it in the calendar

You then need to specify if the end date is a full day or a part day. If you select part day for the end date the option you will be given is for the morning as the part day:

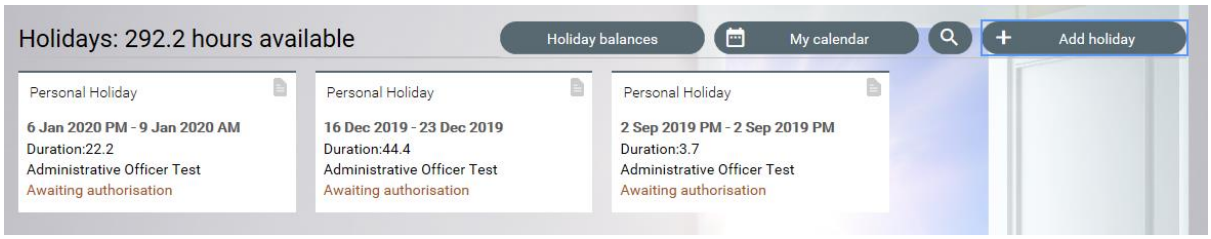


If you have more than one job with Isle of Man Government you need to select which of those jobs you are requesting the leave from by clicking on it from the list here

Your screen will now look like this:



Once you click **Save** your request will show under the **Holidays** section:



Until your line manager authorises your leave request it will show as **Awaiting authorisation**.

Once your line manager authorises your leave request the status will change to **Authorised** and you will receive an automated e-mail.

If your line manager doesn't authorise your leave within seven days your leave request will be automatically added to the task list of your line manager's manager for them to authorise.

If your line manager is absent (on leave or off sick) another manager can be nominated to receive leave requests on your line manager's behalf.

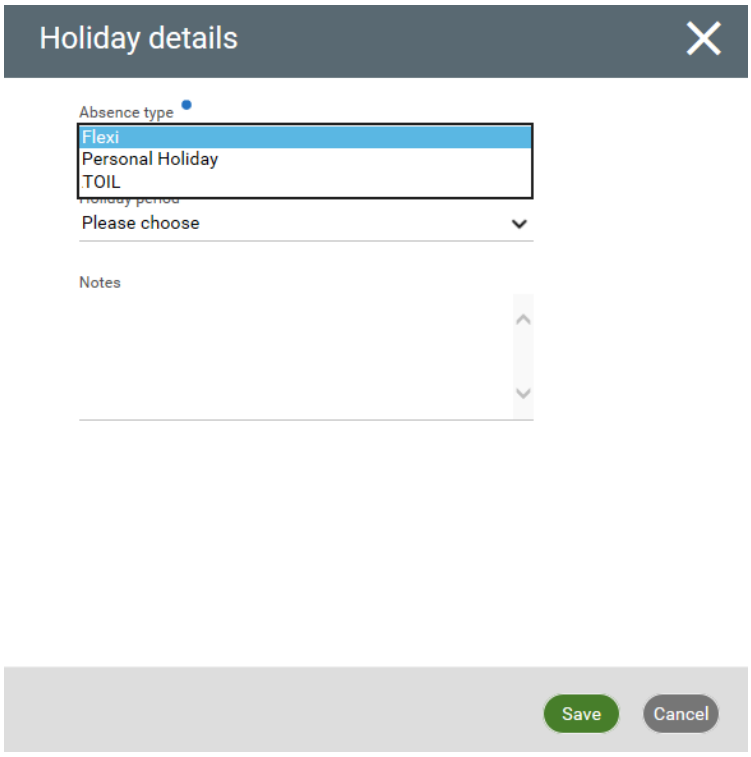
Flexi Leave

Please note that PiP For Me does not operate a clocking in and clocking out function and does not hold flexi balances so you will need to continue recording your flexi balance through your current system (spreadsheet/Etarmis etc). This process will be confirmed by your Department.

You are however required to book all flexi leave requests through PiP For Me so it can be authorised by your manager. Once approved your calendar and your line manager's team calendar will be updated with the reason you will be out of the office.

Booking Flexi Leave

To book Flexi leave, please follow the same steps as booking a holiday, however select the **Absence type** as **Flexi**.

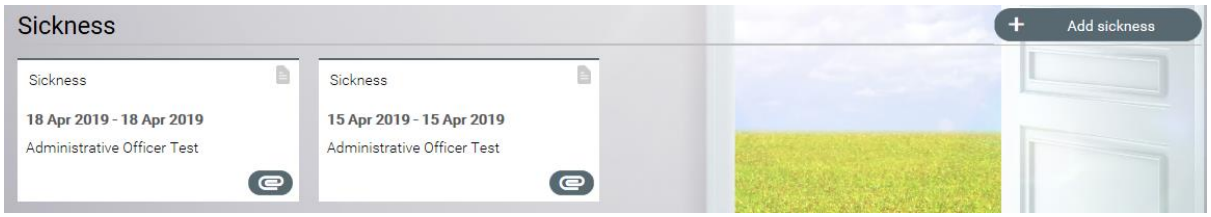


Sickness

Any absence you have from work through being sick is noted on **PiP For Me**.

On the first day of your sickness you need to contact work as per the standard contact requirements for your workplace. This usually includes calling your line manager or another manager if your line manager is not available when you call, to let them know that you will be absent from work due to being sick and what you are off sick with.

You or your line manager, depending on the standard approach in your workplace, can add a sickness absence to **PiP For Me** and this will appear on your **Absence** tab under the **Sickness** section:

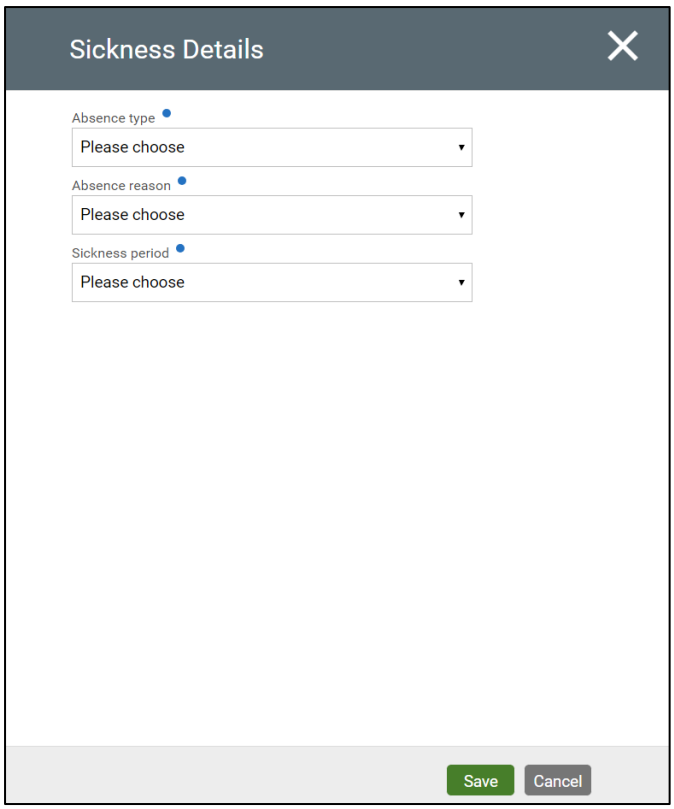


You can also add your sickness absence to PiP from home on a tablet, smartphone or computer/laptop if you have access to it

Adding a sickness absence

To add a sickness absence, simply click on the **Add sickness** button:

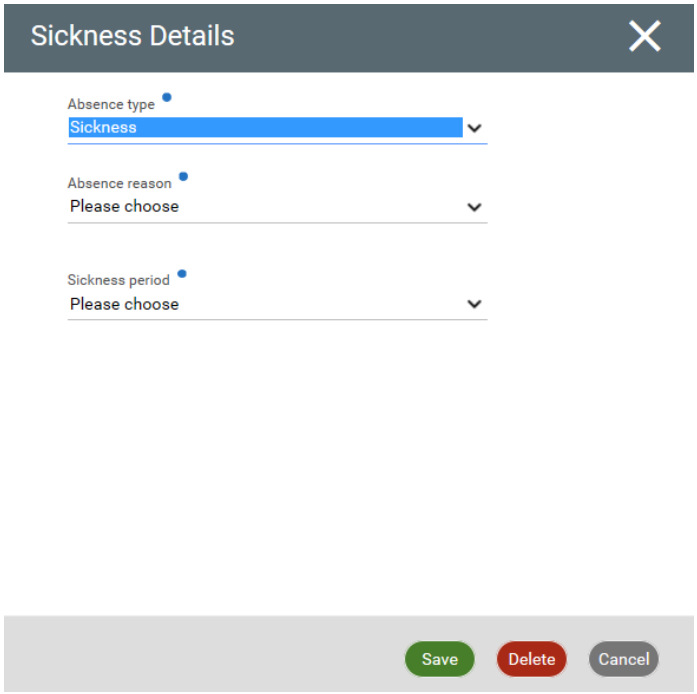
Your screen will now look like this:



Under **Absence type** click on the drop down arrow to choose from the following options:

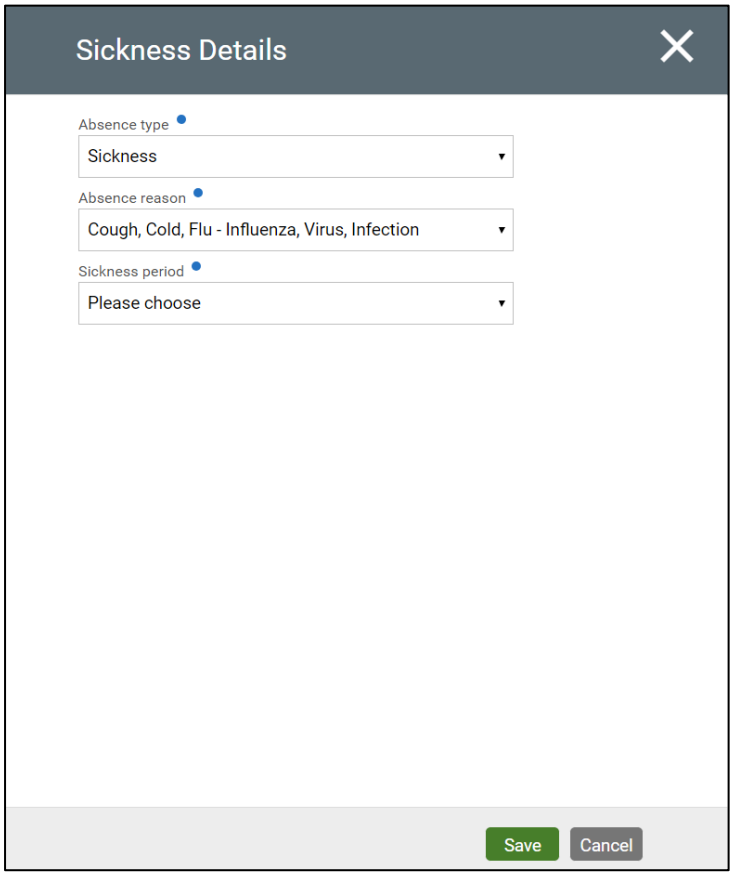
- **Accident at Work** – only select this absence type if you are absent with a genuine work related injury
- **Sickness**

Your screen will now look like this:



Under **Absence reason** click on the drop down arrow to choose the reason for your sickness absence e.g. Cough, cold, flu

Your screen will now look like this:

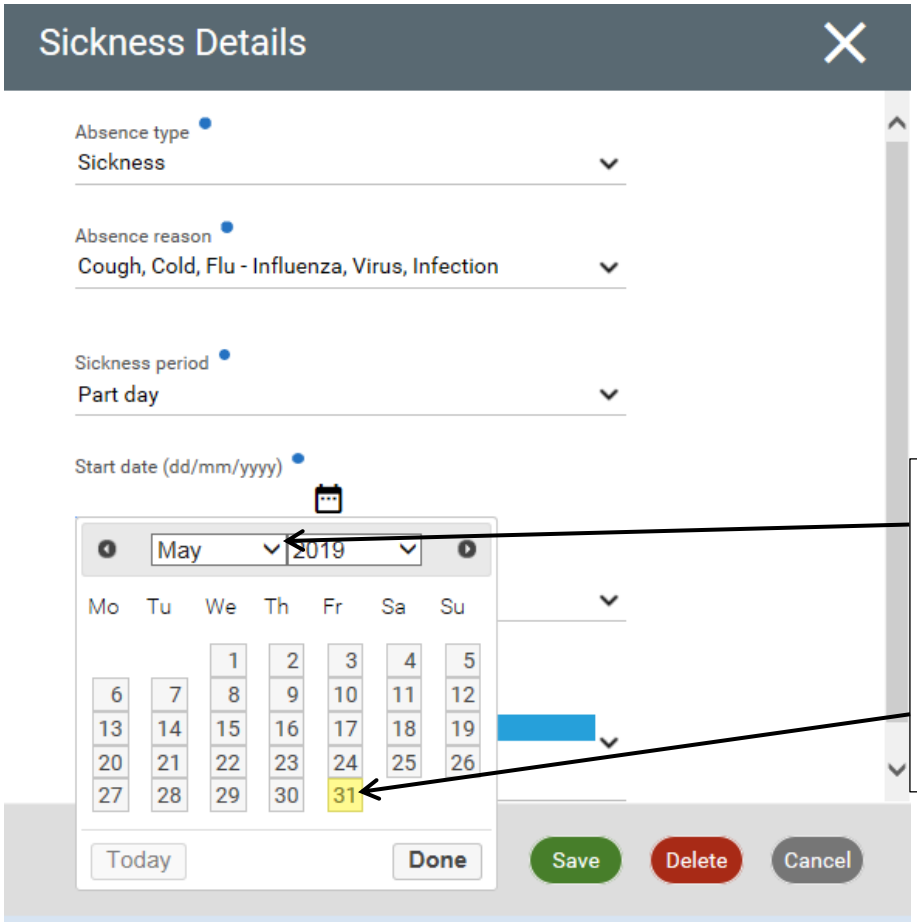


Under **Sickness period** click on the drop down arrow to choose whether or not your sickness absence is a **part day**, one **full day** or **more than one full day**. If you select **more than one full day** you will need to add an **end date** as well as a **start date**.

Adding a half day sickness absence

Under **Sickness period** select **Part day**.

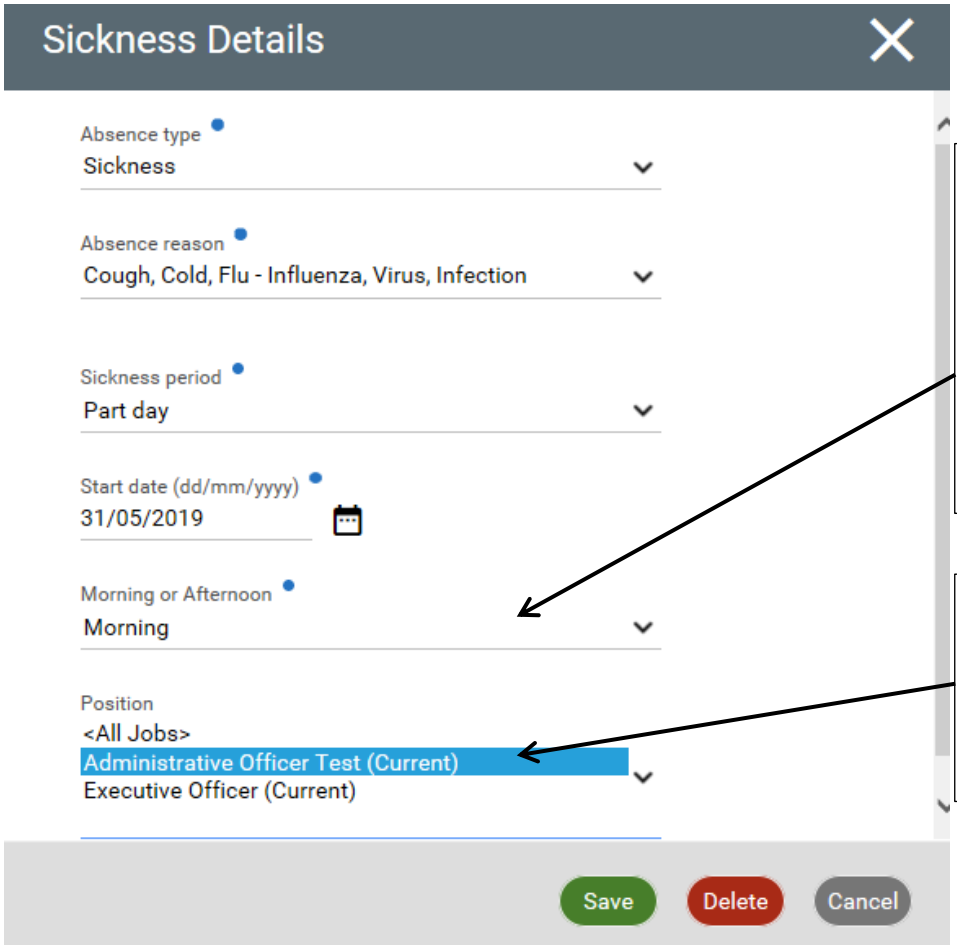
Enter the date – you can either type the date in the **Start date** field or you can use the calendar to select the date you want



You can change the month and the year by clicking on the down arrows beside the month and year.

To select the date you want to simply click on it in the calendar

Your screen will now look like this:

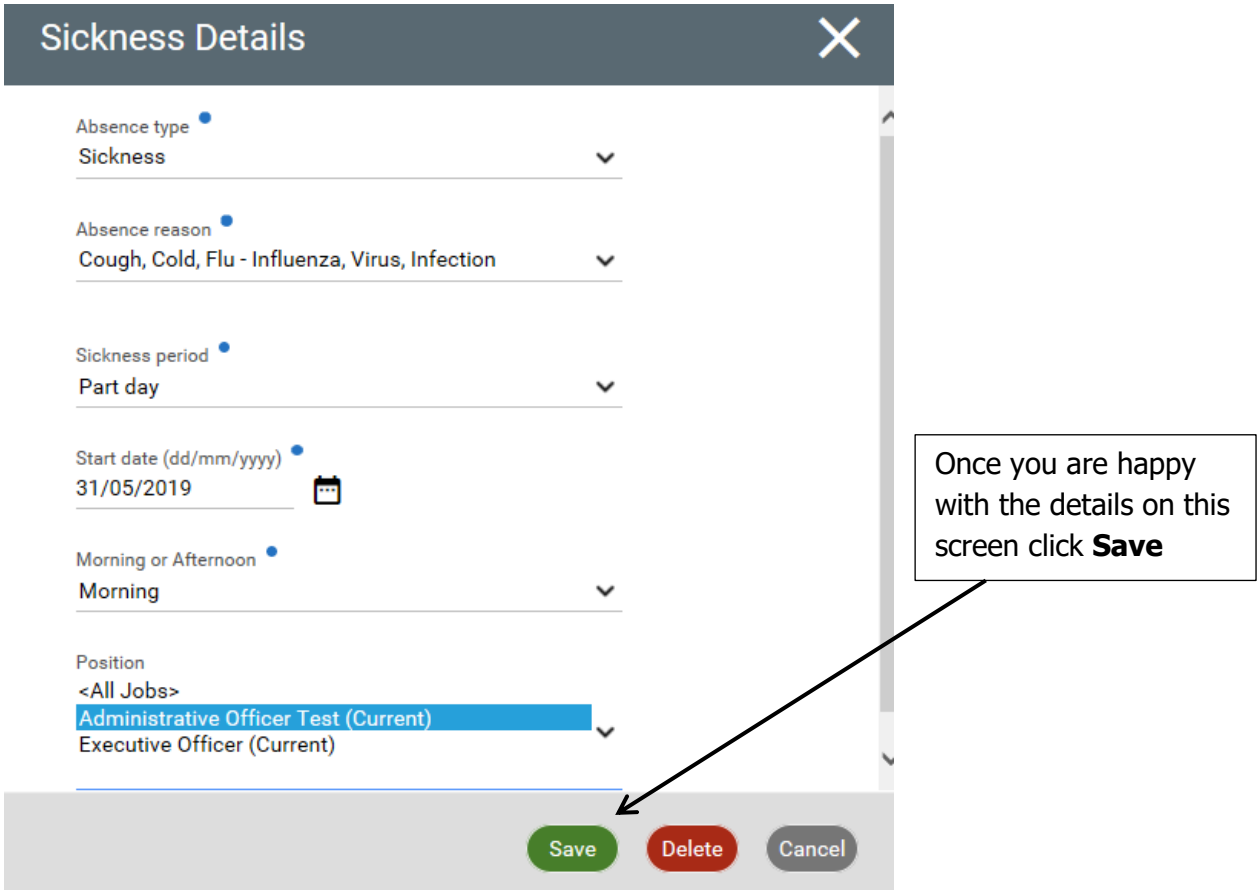


Select either the morning or the afternoon or specify a start and end time and the number of hours absent as your part day.

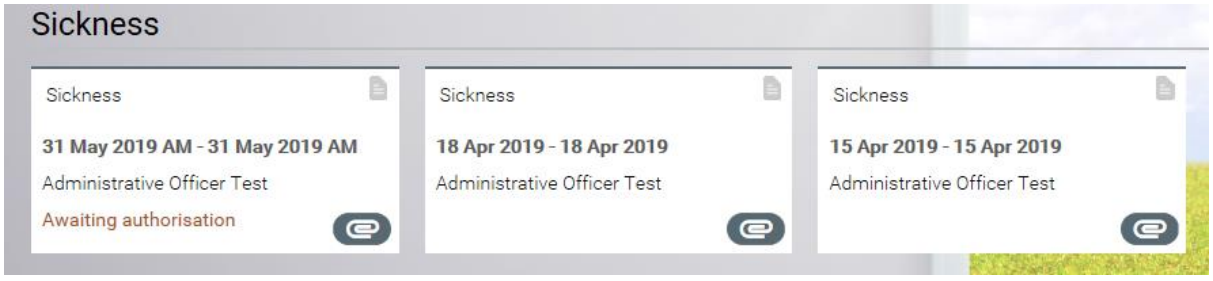
The system defaults to morning.

If you have more than one job with Isle of Man Government you need to select which of those jobs you are absent from

Your screen will now look like this:



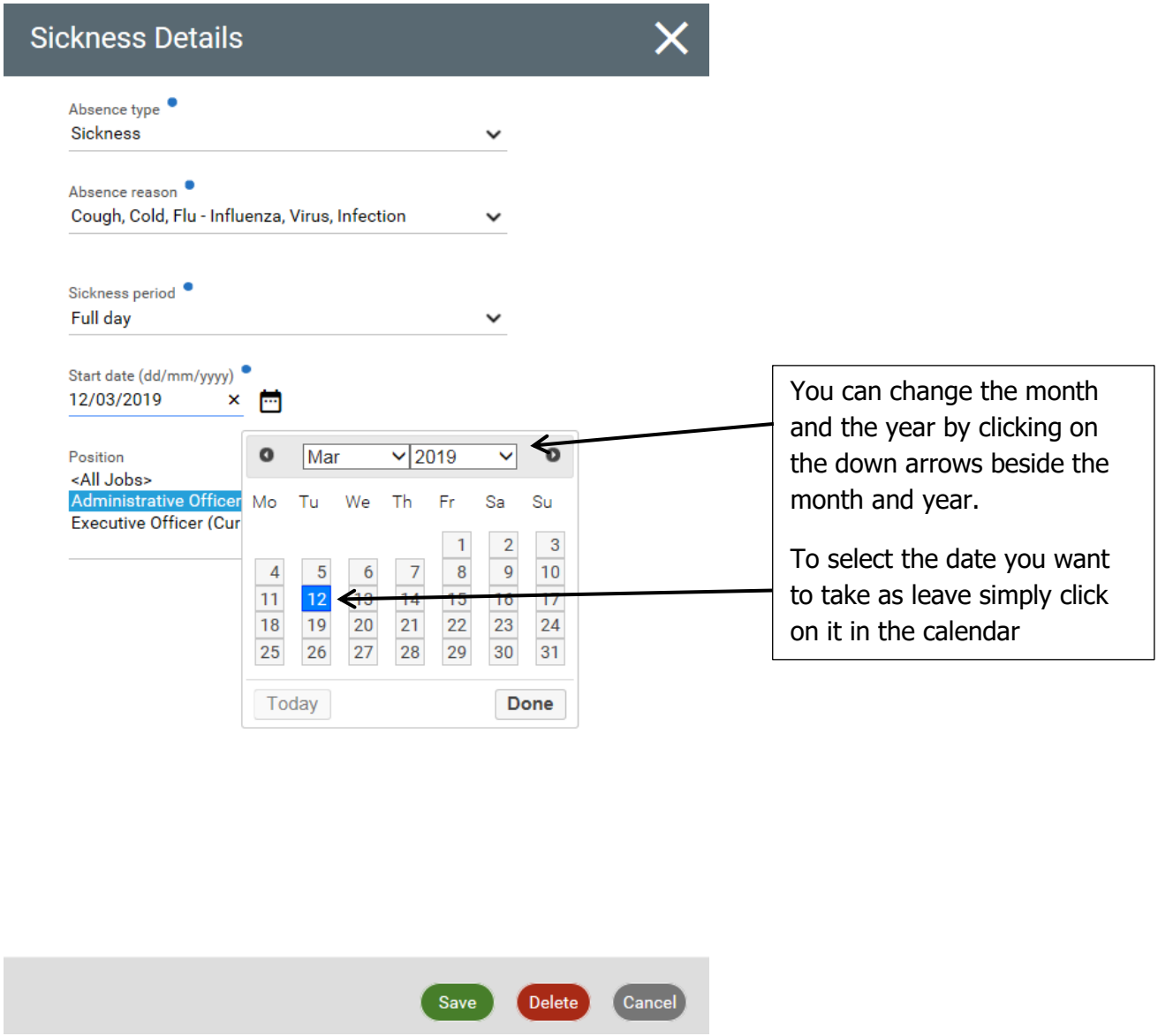
Once you click **Save** your absence will show under the **Sickness** section:



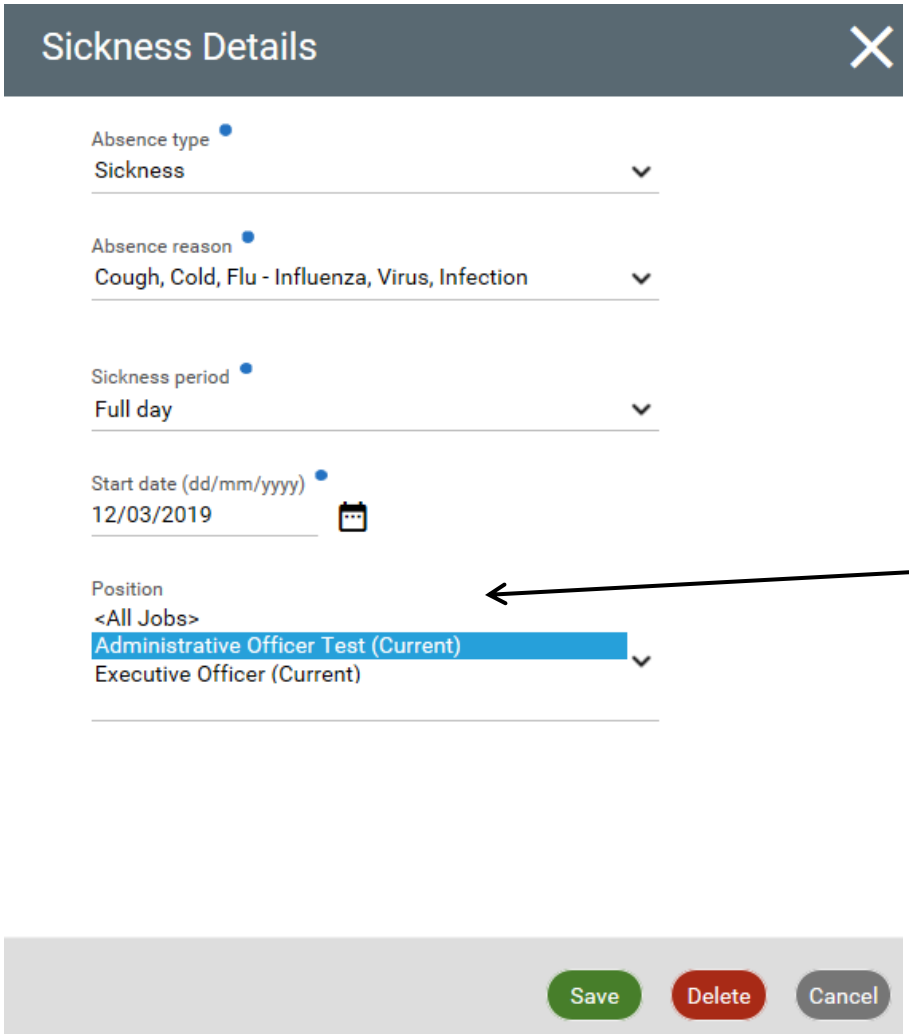
Adding one full day sickness absence

Under **Sickness period** select **Full day**.

Enter the start date of your absence – you can either type the date in the **Start date** field or you can use the calendar to select the date you want

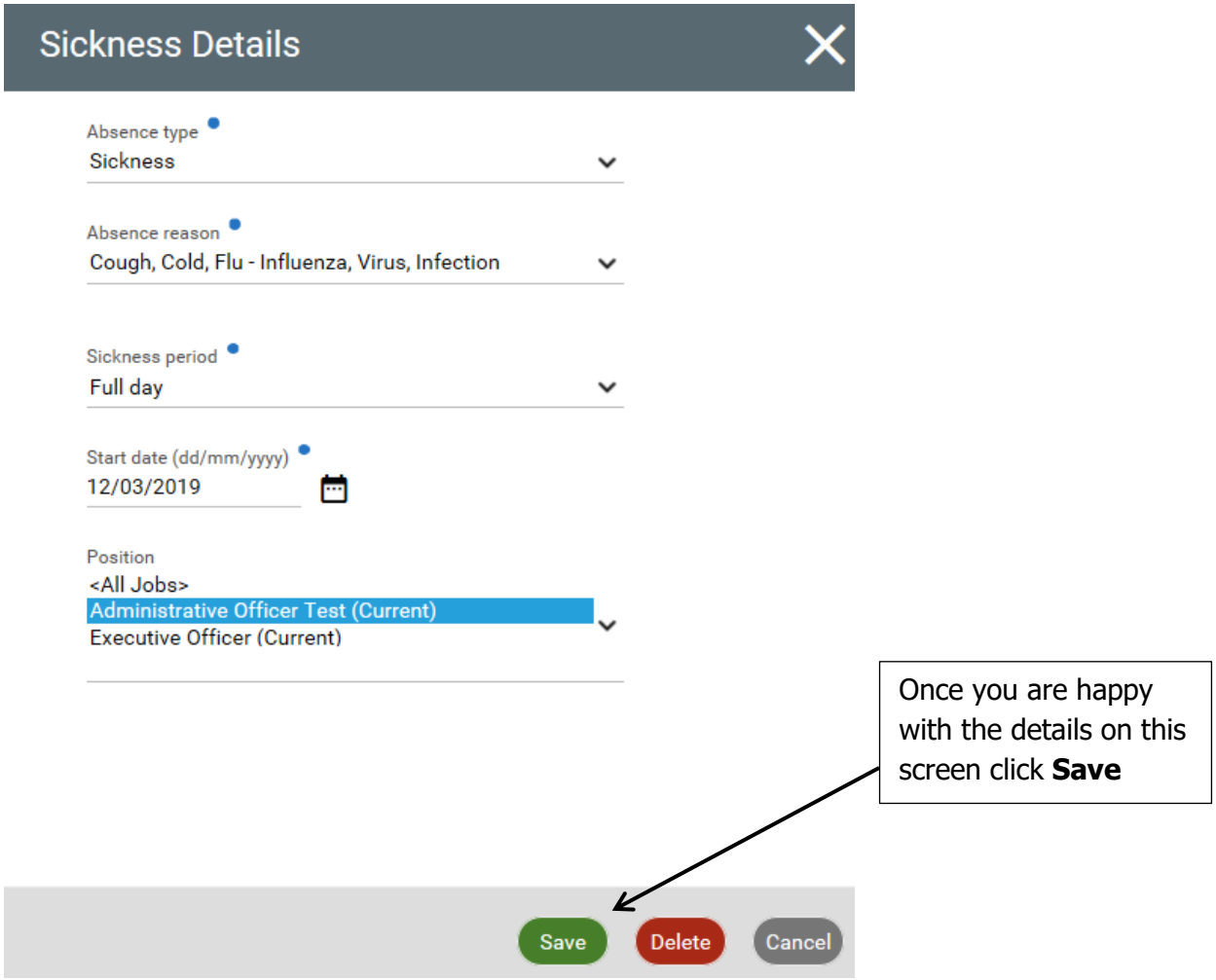


Your screen will now look like this:



If you have more than one job with Isle of Man Government you need to select which of those jobs you are absent from

Your screen will now look like this:

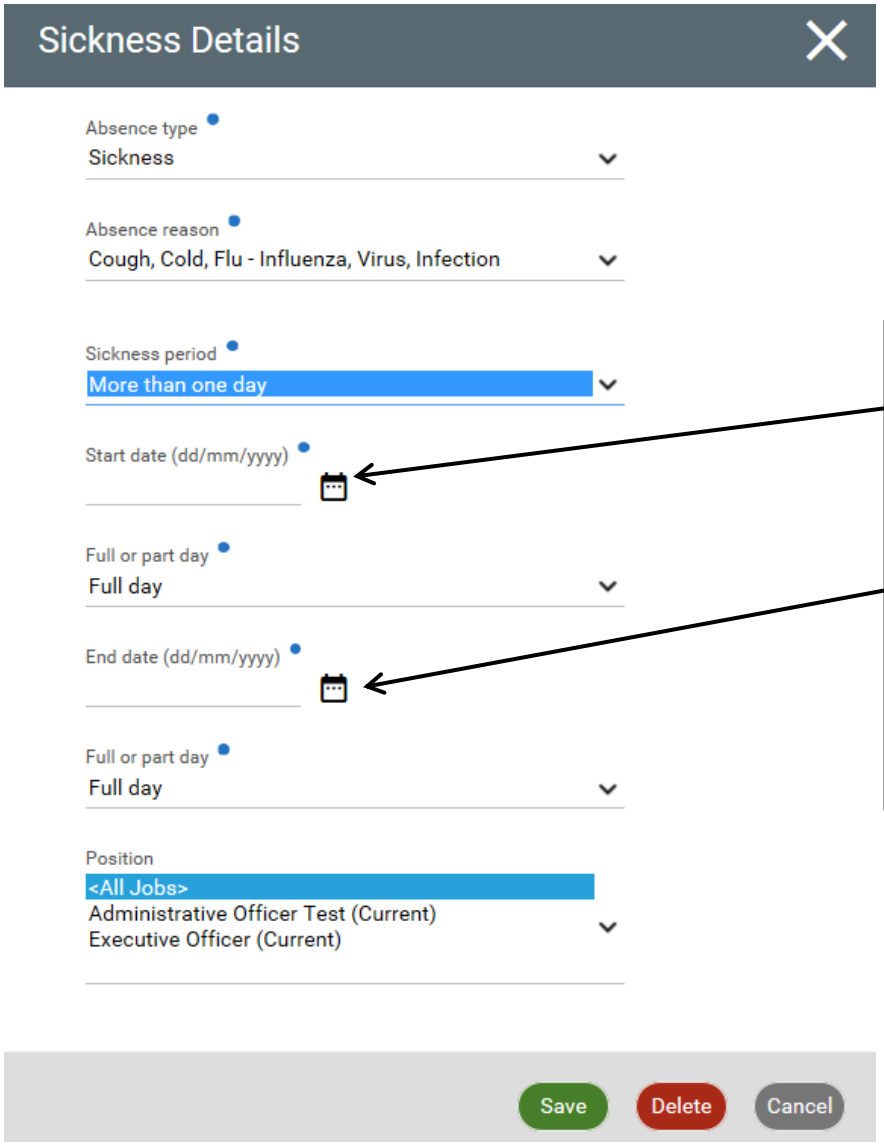


Once you click **Save** your absence will show under the **Sickness** section.

Adding more than one day sickness absence

Under **Sickness period** select **more than one day**.

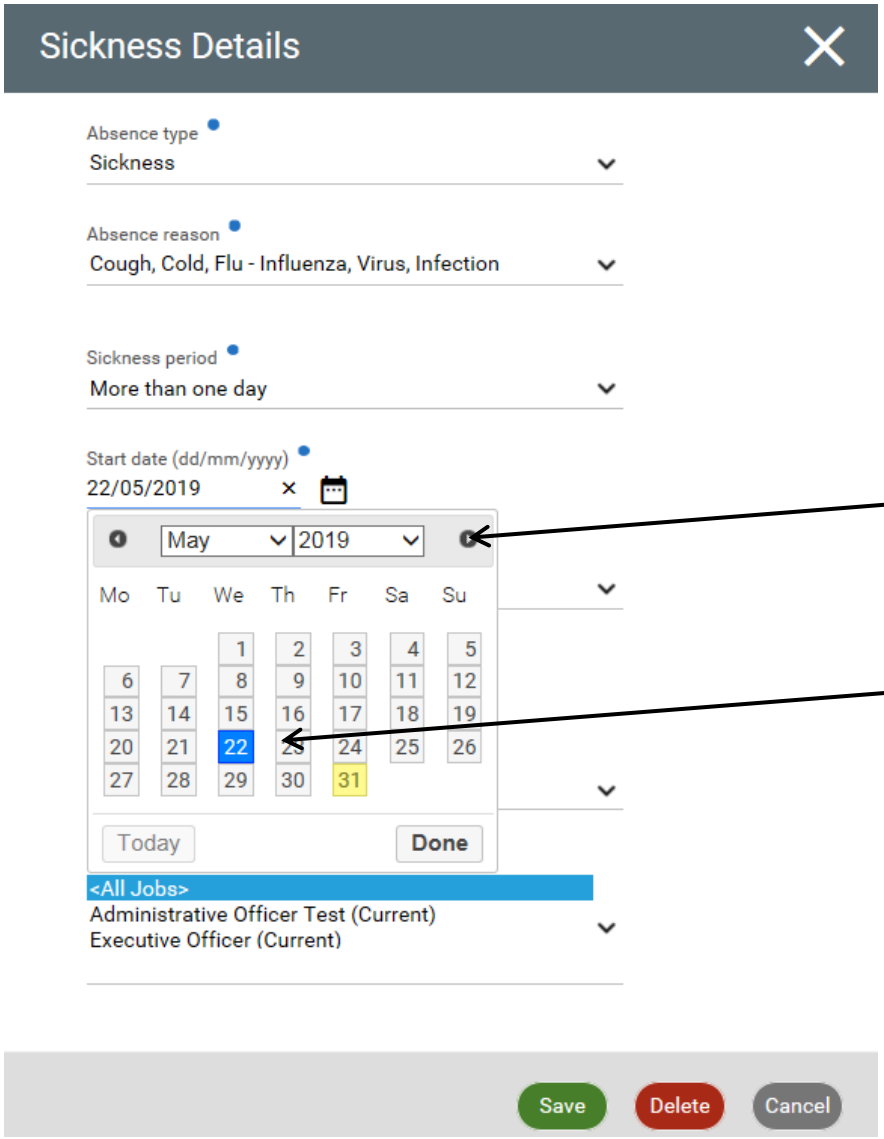
Enter the start date of your absence – you can either type the date in the **Start date** field or you can use the calendar to select the date you want



When you select **More than one full day** you then need to specify the **start date** for your absence and whether or not the start date is a full day or a part day; you also need to select the **end date** and also whether or not the end date is a full day or a part day.

The system defaults the start and end dates to full days.

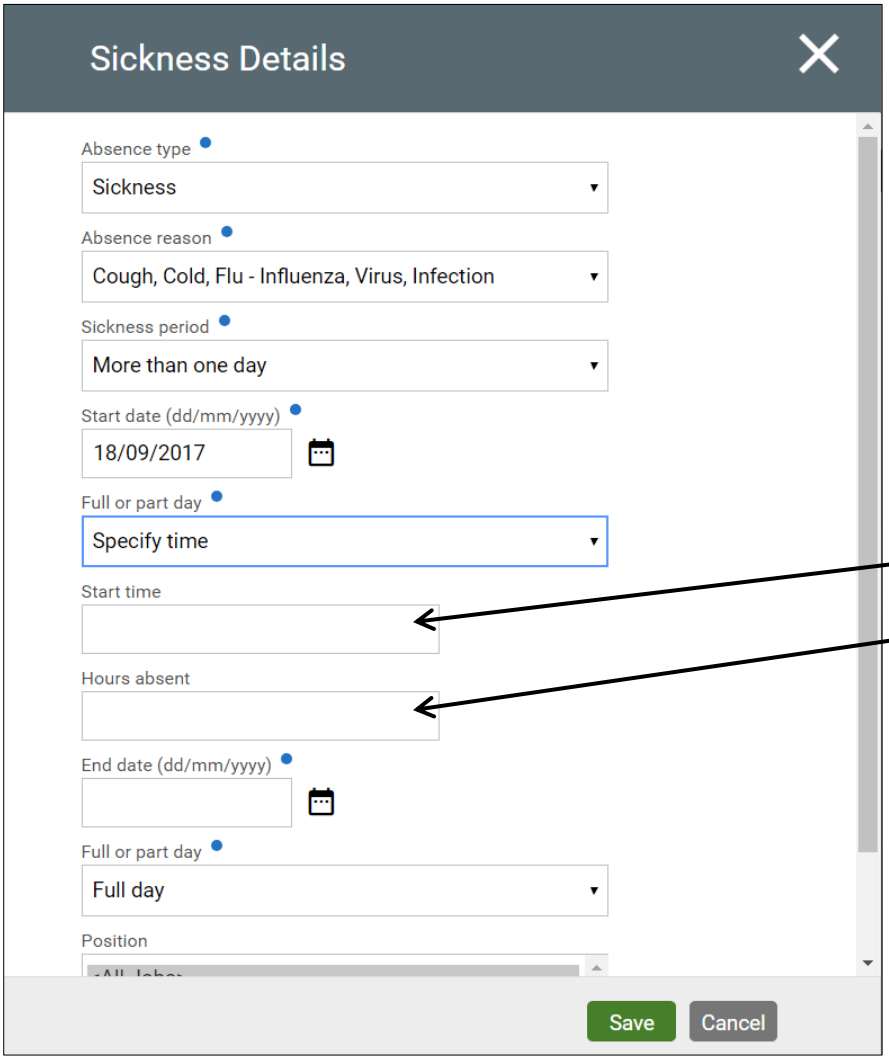
Enter the **start date** – you can either type the date in the **Start date** field or you can use the calendar to select the date you want



You can change the month and the year by clicking on the down arrows beside the month and year.

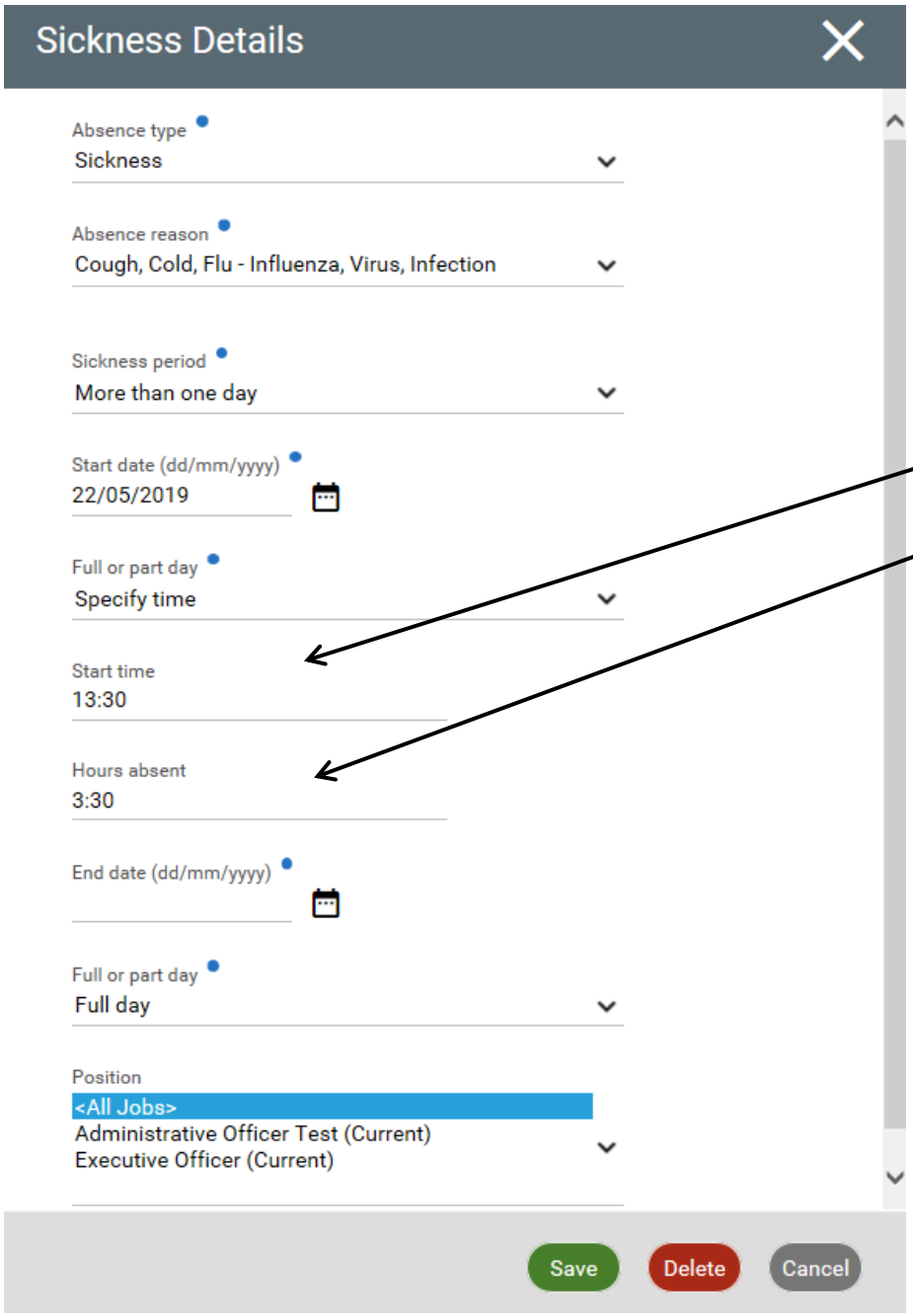
To select the date you want simply click on it in the calendar

You then need to specify if the start date is a full day or a part day or you can specify a time. If you select part day for the start date the option you will be given is for the afternoon as the part day:



If you specify a time you have to type the time you went sick and how many hours you were absent for on that start date

Your screen will now look like this:



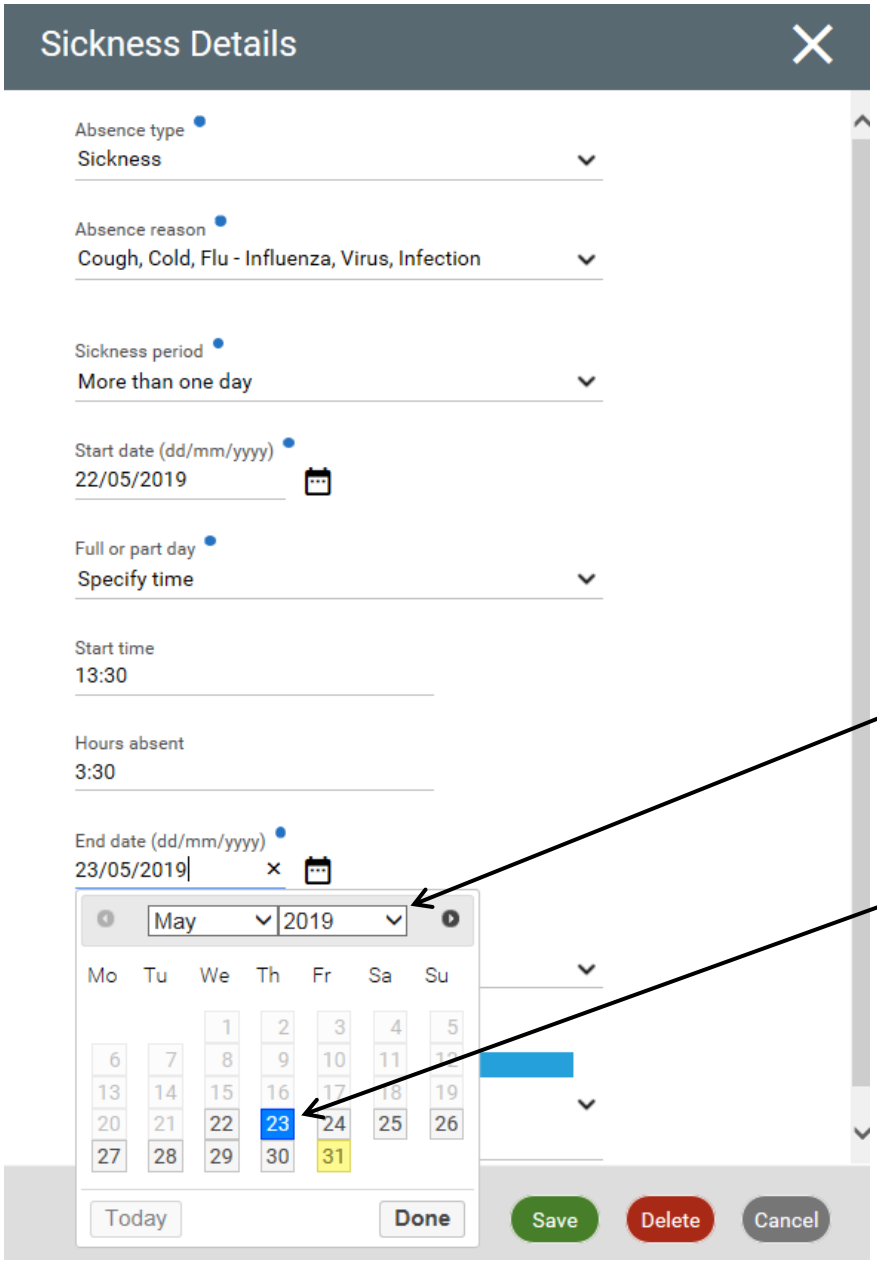
The format for the start time is:

HH:MM e.g. 9.30am would be written as 09:30 whereas 9.30pm would be written as 21:30.

The format for the Hours absent is:

HH:MM e.g. 3 hour and 15 minutes absent would be written as 03:15

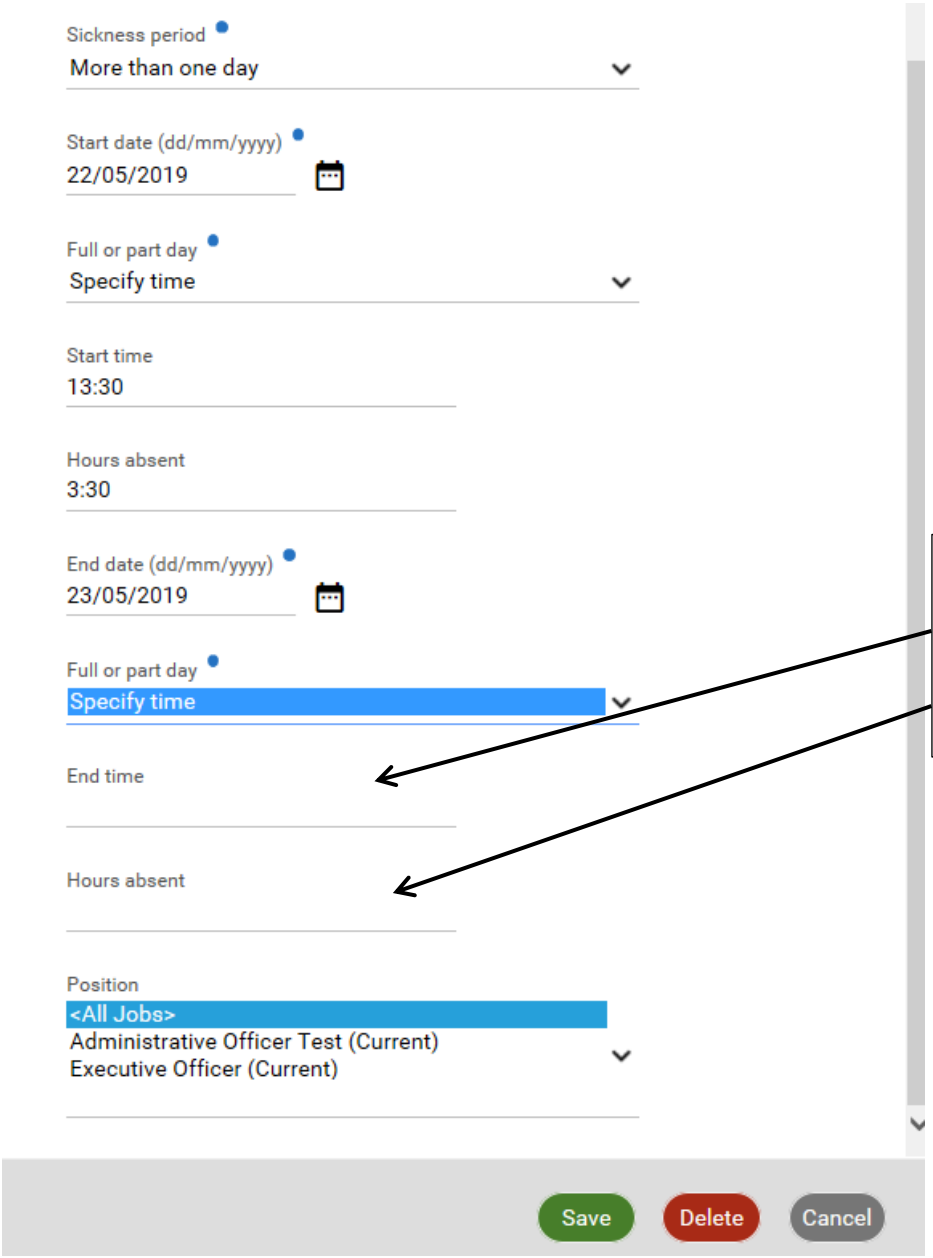
Enter the end date – you can either type the date in the **End date** field or you can use the calendar to select the date you want



You can change the month and the year by clicking on the down arrows beside the month and year.

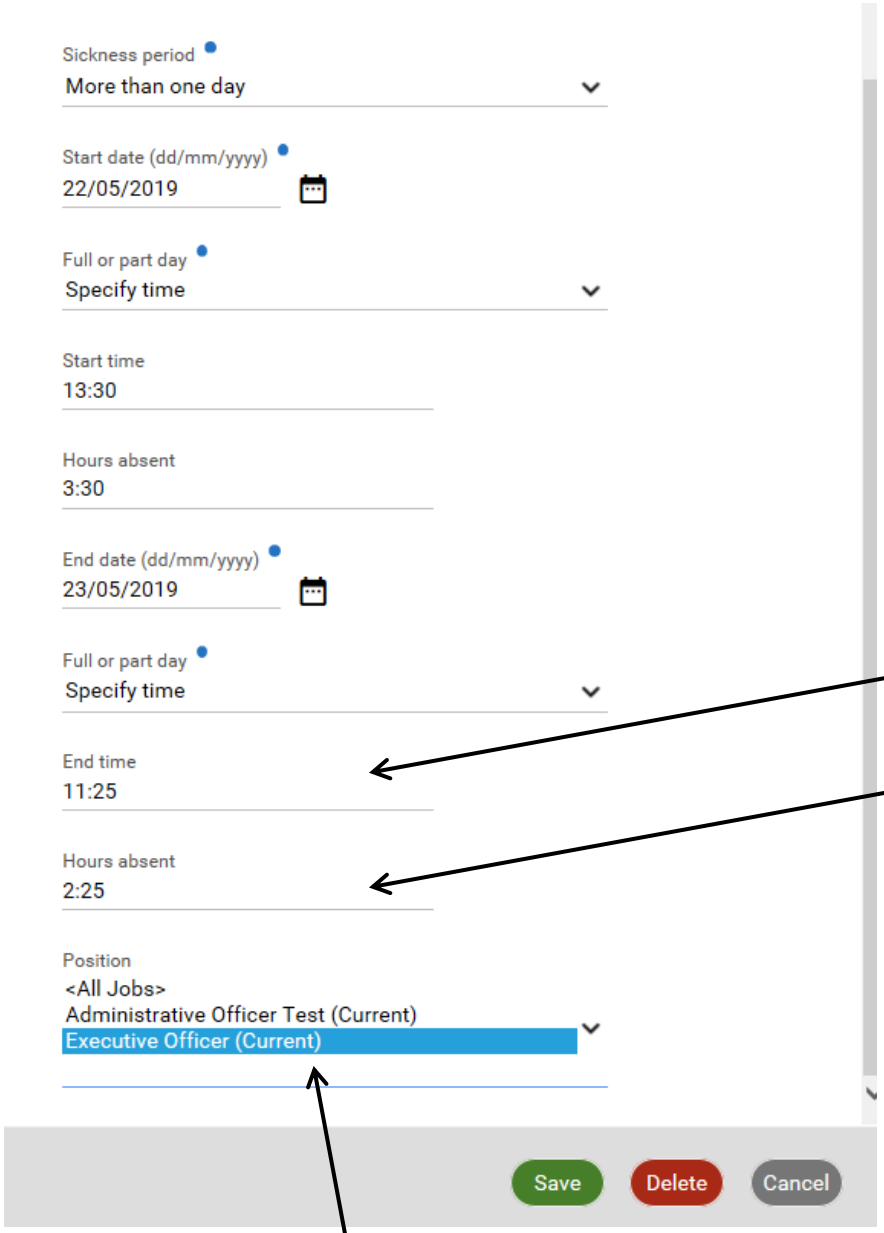
To select the date you want simply click on it in the calendar

You then need to specify if the end date is a full day or a part day or you can specify a time. If you select part day for the start date the option you will be given is for the morning as the part day:



If you specify a time you have to type the time you went sick and how many hours you were absent for on that end date

Your screen will now look like this:



The format for the start time is:

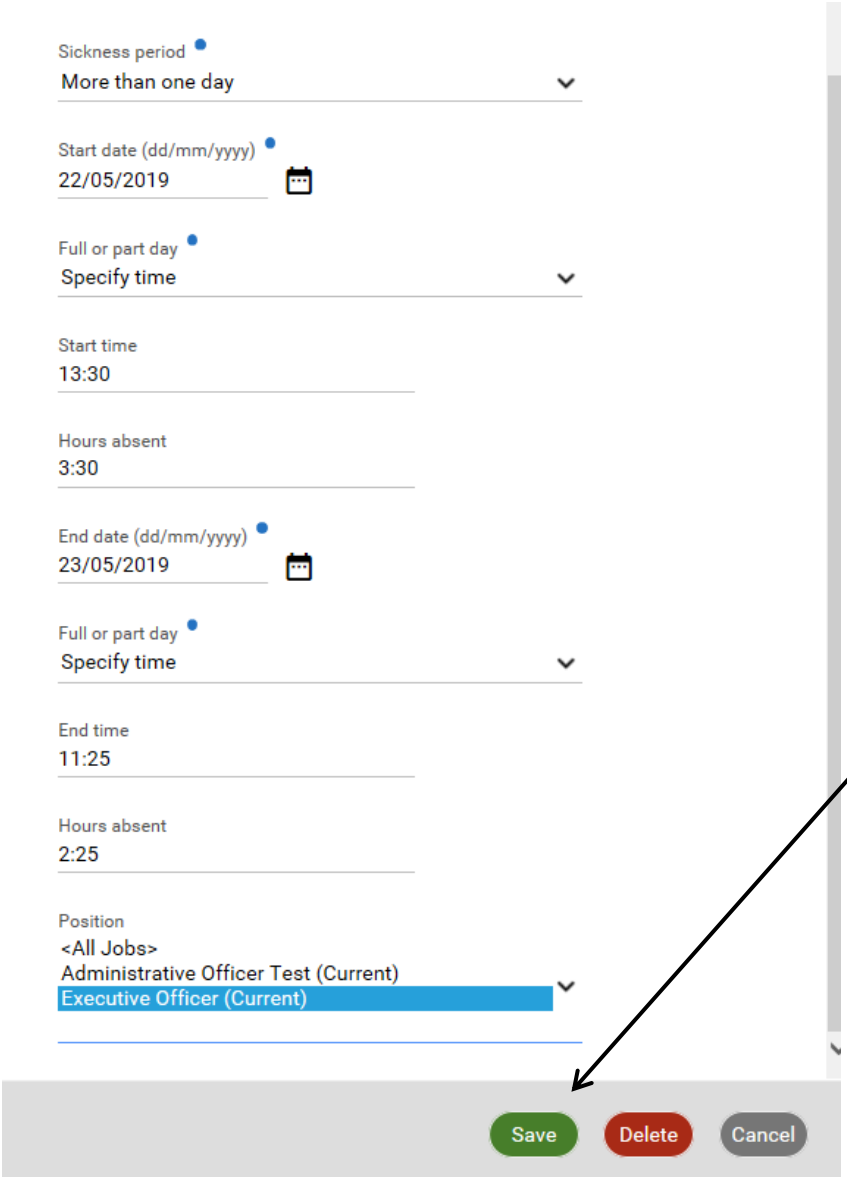
HH:MM e.g. 9.30am would be written as 09:30 whereas 9.30pm would be written as 21:30.

The format for the Hours absent is:

HH:MM e.g. 3 hour and 15 minutes absent would be written as 03:15

If you have more than one job with Isle of Man Government you need to select which of those jobs you are absent from

Your screen will now look like this:



Once you are happy with the details on this screen click **Save**

Once you click **Save** your absence will show under the **Sickness** section.

Long-term sickness

Once a period of sickness of **more than one day** without an end date has been added to your profile the system will start to send out automatic e-mails after certain time periods:

- If you are absent for seven or more days
- If you are approaching a pay change e.g. reducing to half pay or no pay dependent on your terms and conditions

Both you and your line manager will receive these automatic e-mails.

For any periods of sickness of seven days or more you are required to get a Doctor's Certificate officially signing you off work as sick. You have to give your line manager a copy of this.

Other types of leave

PiP For Me is also used to record other types of leave:

- Special Leave – paid or unpaid

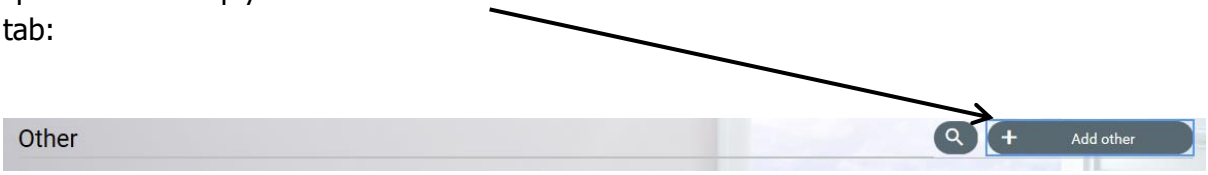
Special leave should always be arranged in agreement with your line manager **BEFORE** you make your request on the system. Depending on your terms and conditions, you may or may not be entitled to special leave, paid or unpaid, and the maximum number of days you can take in any 12 month period is also dependent on your terms and conditions.

Special leave is only granted at your manager's discretion and isn't a given right of employment.

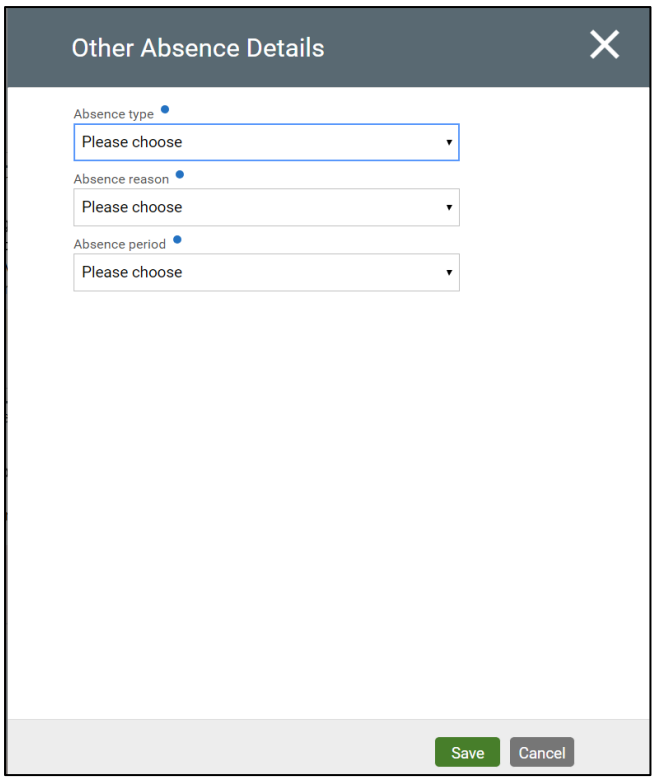
Special leave requires two levels of approval, your line manager's approval and your manager's manager approval.

Booking special leave

Once you have spoken to your line manager and received confirmation that you can book special leave simply click on the **Add other** button in the **Other** section of the **Absence** tab:



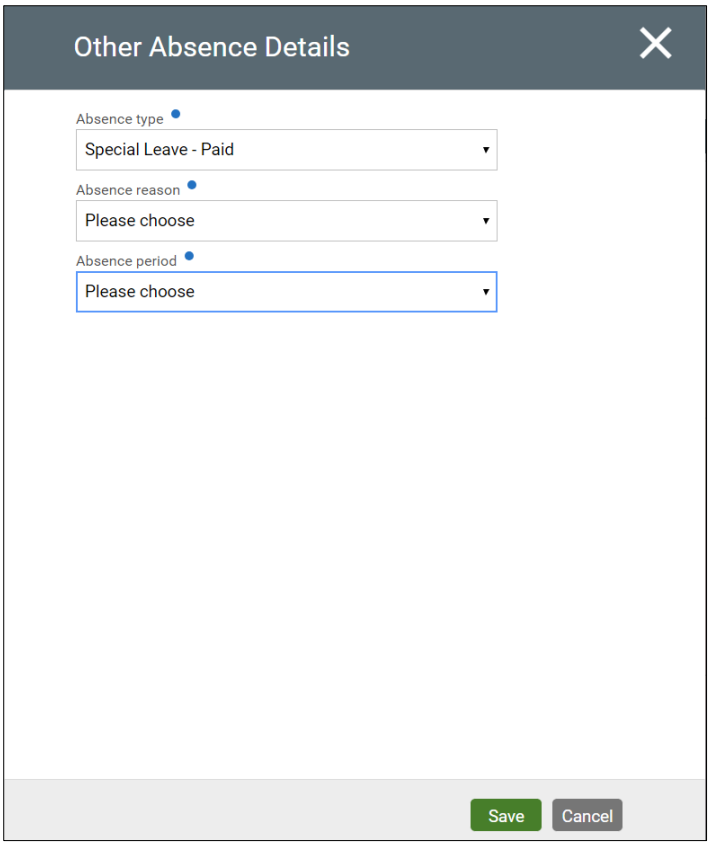
Your screen will now look like this:



Under **Absence type** click on the drop down arrow to choose from the following options:

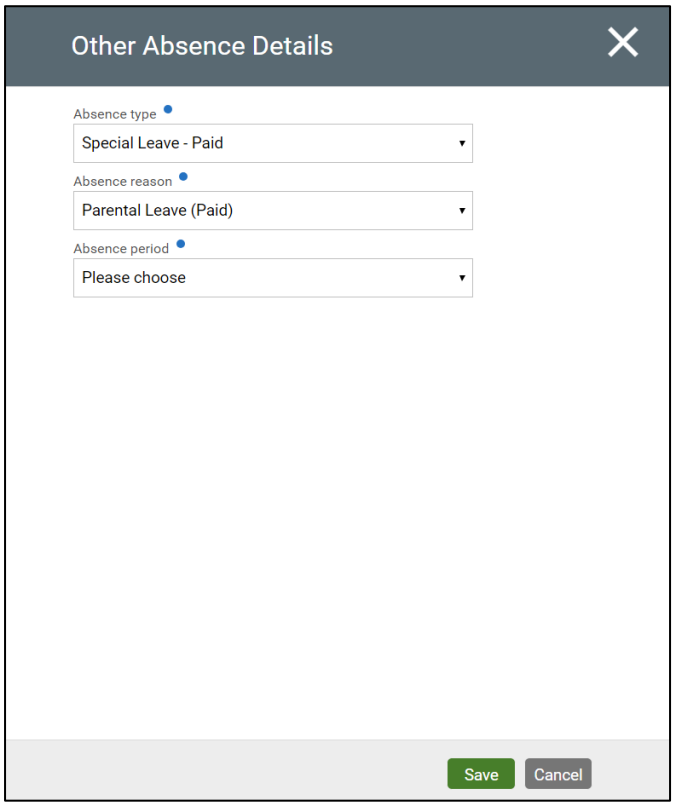
- **Special leave (paid)**
- **Special leave (unpaid)**

Your screen will now look like this:



Under **Absence reason** click on the drop down arrow to choose the reason for your special leave e.g. parental leave to care for a disabled child.

Your screen will now look like this:



Under Absence period click on the drop down arrow to choose from the following options:

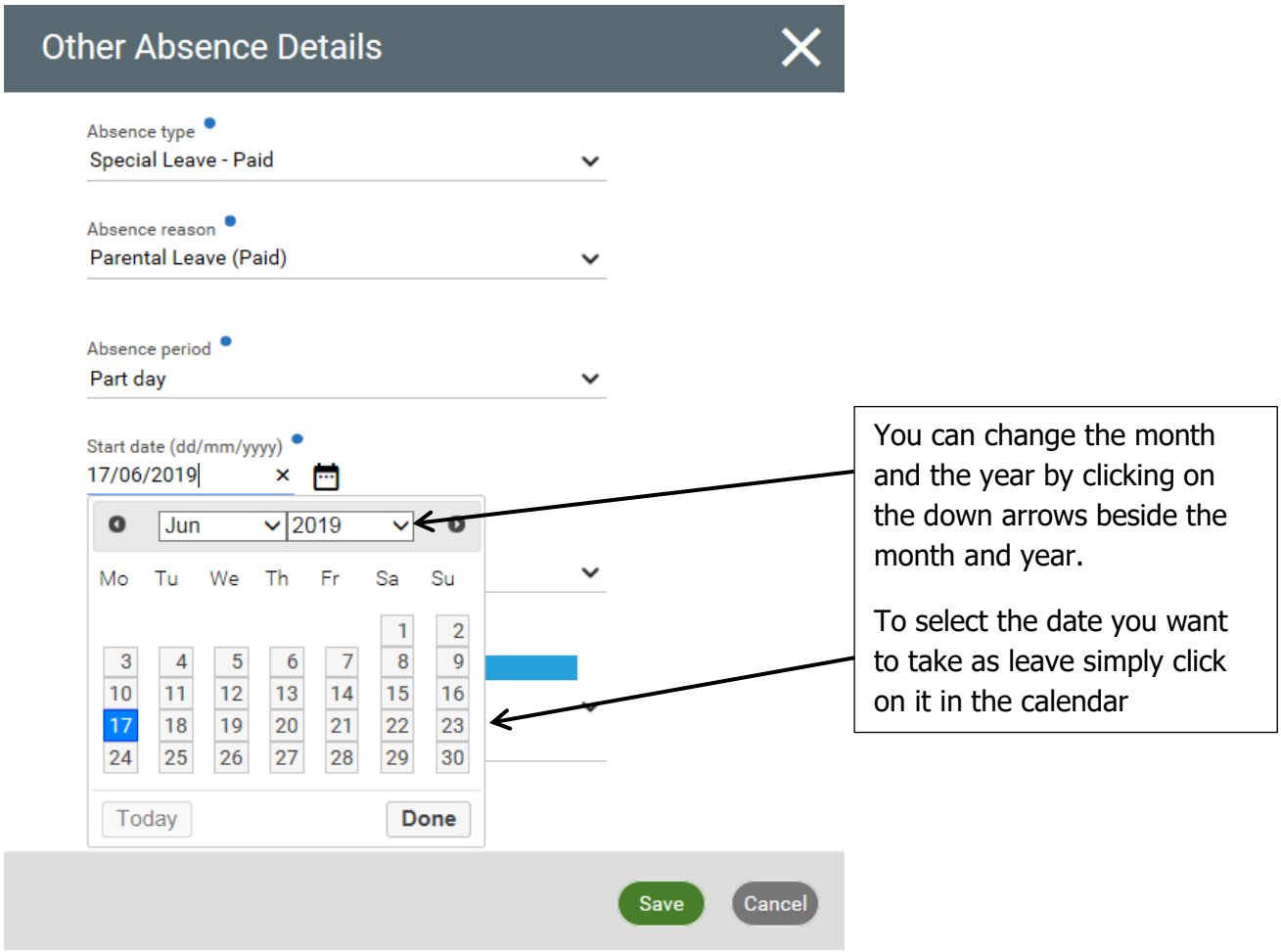
- **Part day**
- **Full day**
- **More than one day**

Requesting a half day special leave

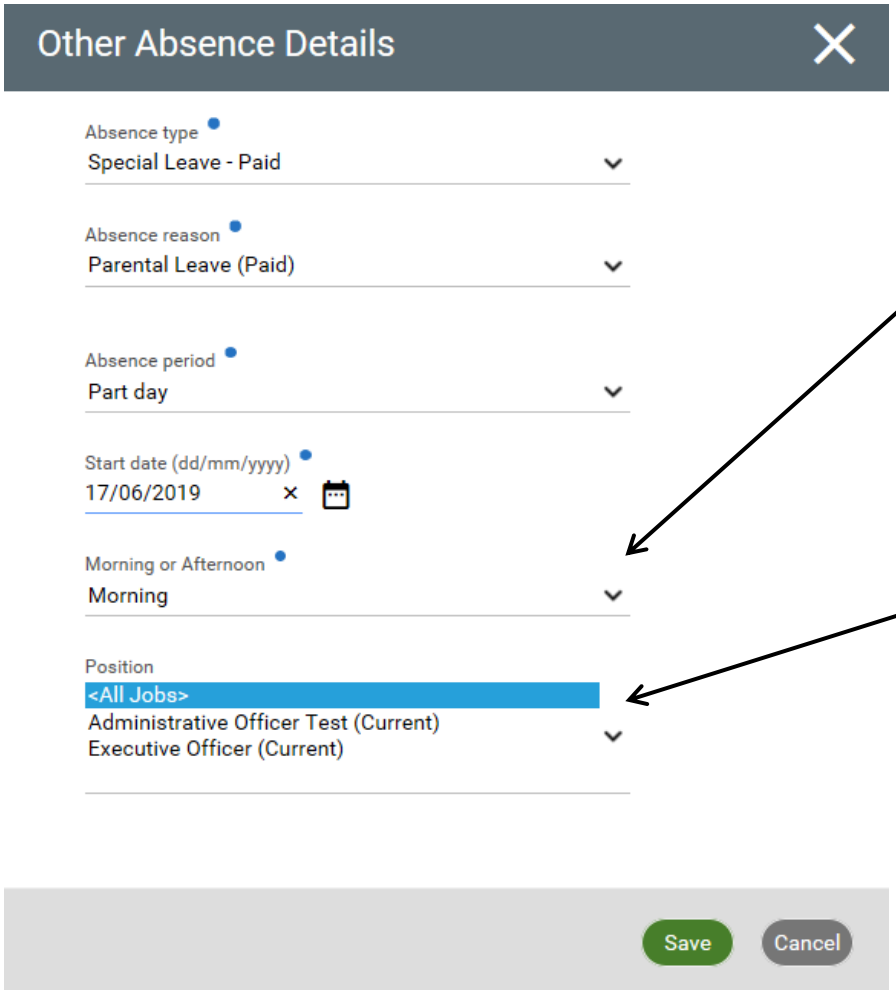
Under **Absence period** select **Part day**.

Enter the **Start date** for the date you want to book the half day for.

Your screen will now look like this:



Your screen will now look like this:

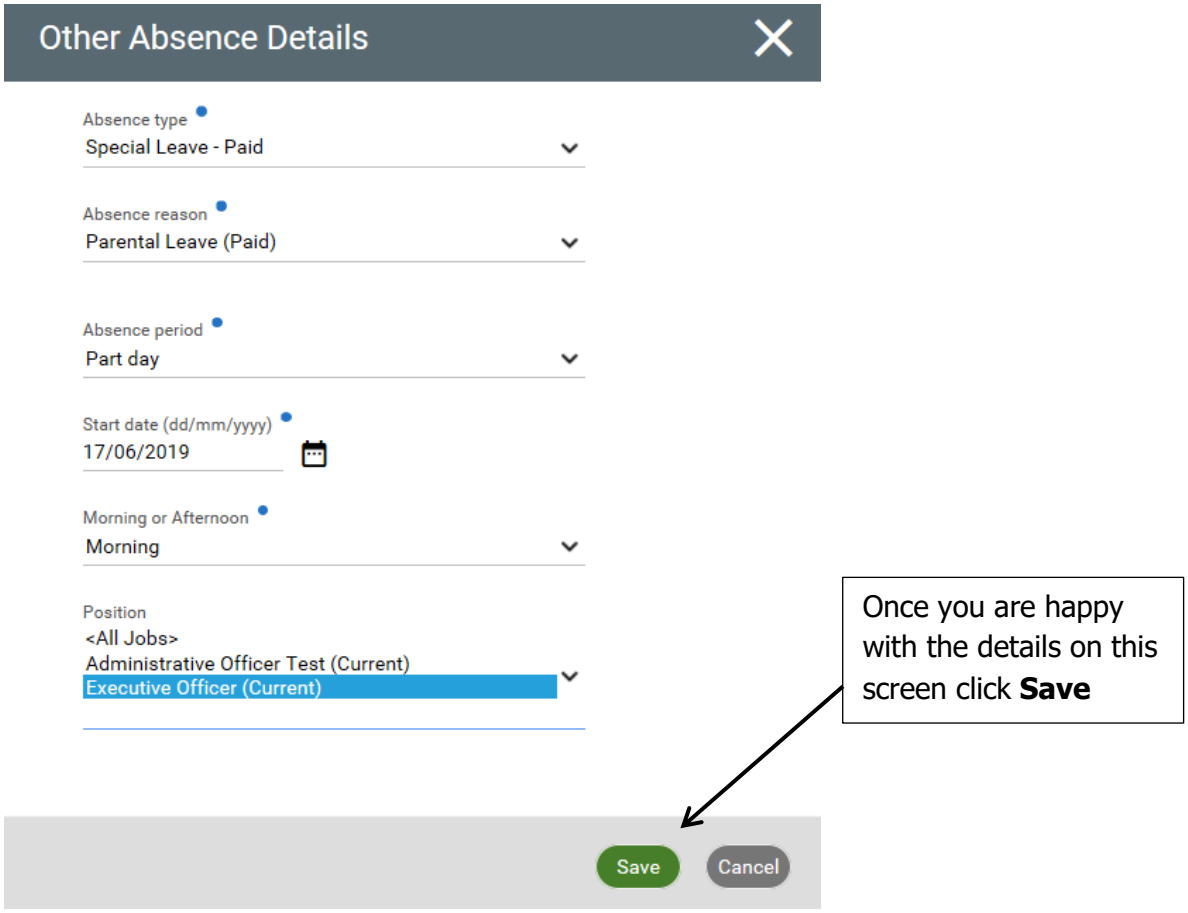


Select whether or not you want the morning or the afternoon as your half day.

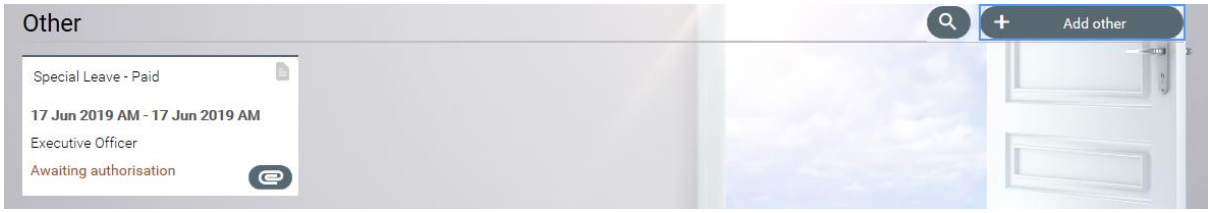
The system defaults to morning.

If you have more than one job with Isle of Man Government you need to select which of those jobs you are requesting the leave from by clicking on it from the list here

Your screen will now look like this:



Once you click **Save** your absence will show under the **Other** section:

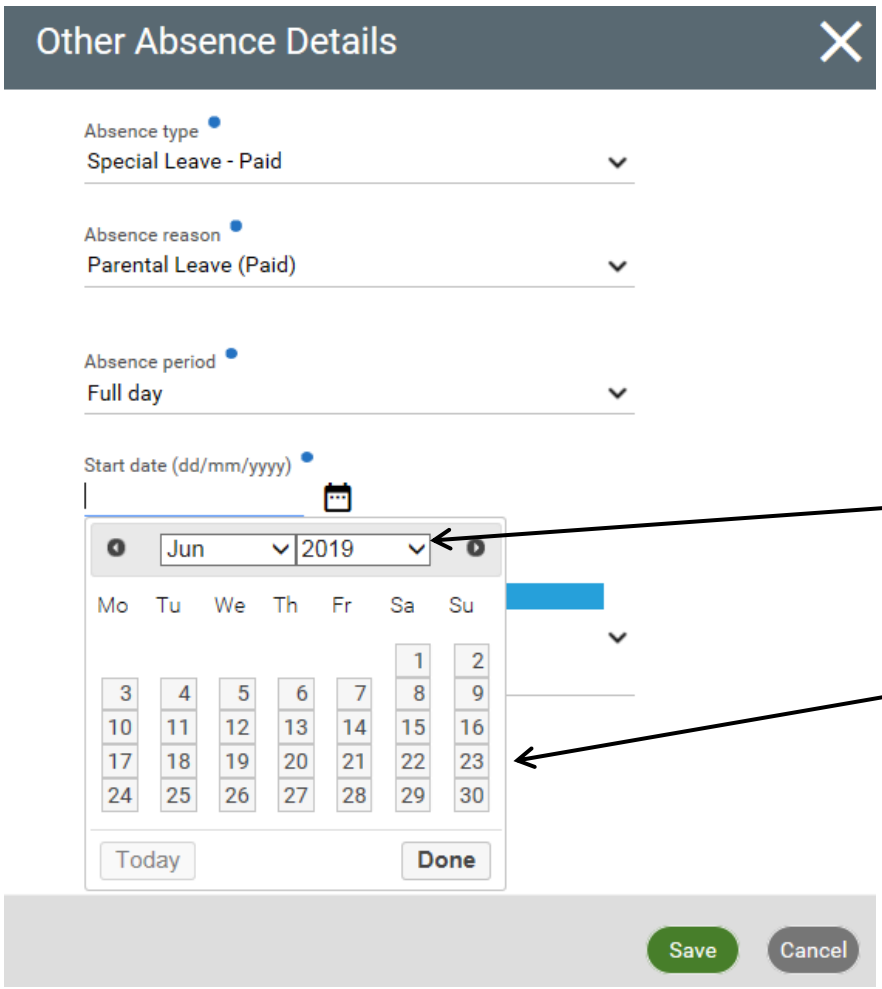


Requesting a full day Special Leave

Under **Absence period** select **Full day**.

Enter the Start date for the date you want to book the half day for.

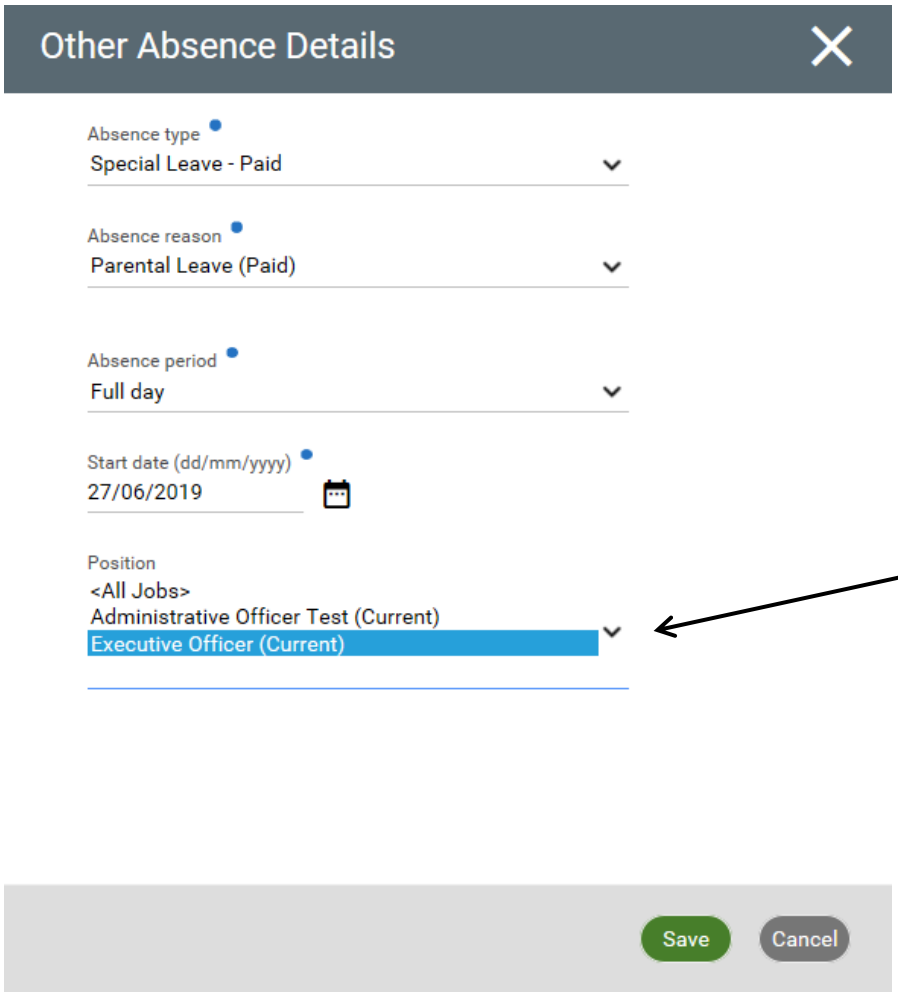
Your screen will now look like this:



You can change the month and the year by clicking on the down arrows beside the month and year.

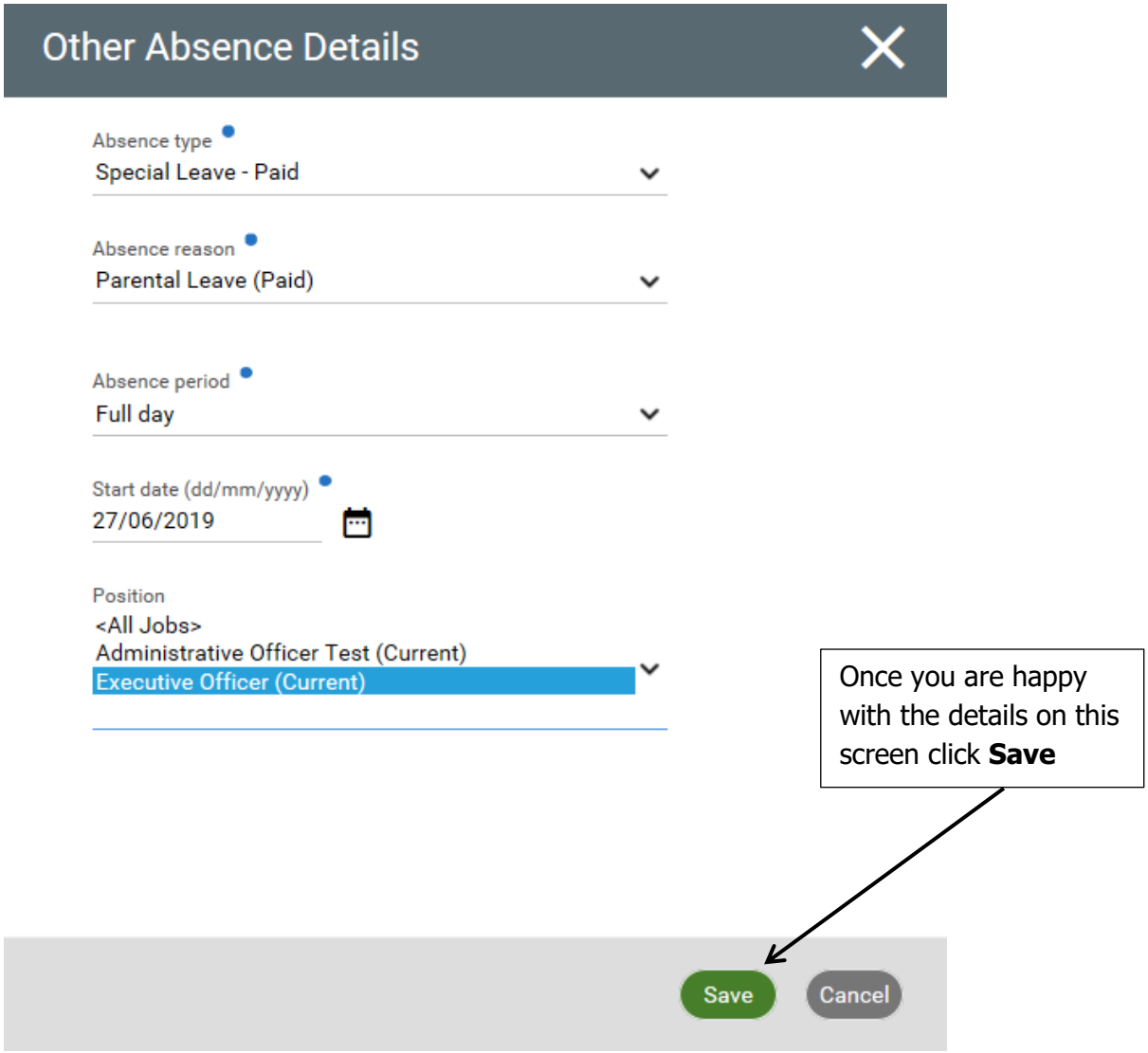
To select the date you want to take as leave simply click on it in the calendar

Your screen will now look like this:

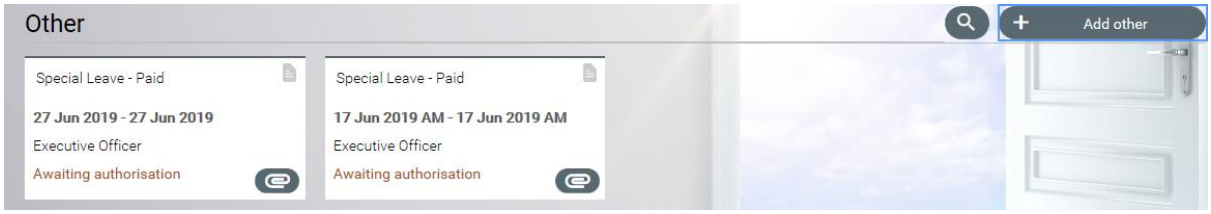


If you have more than one job with Isle of Man Government you need to select which of those jobs you are requesting the leave from by clicking on it from the list here

Your screen will now look like this:



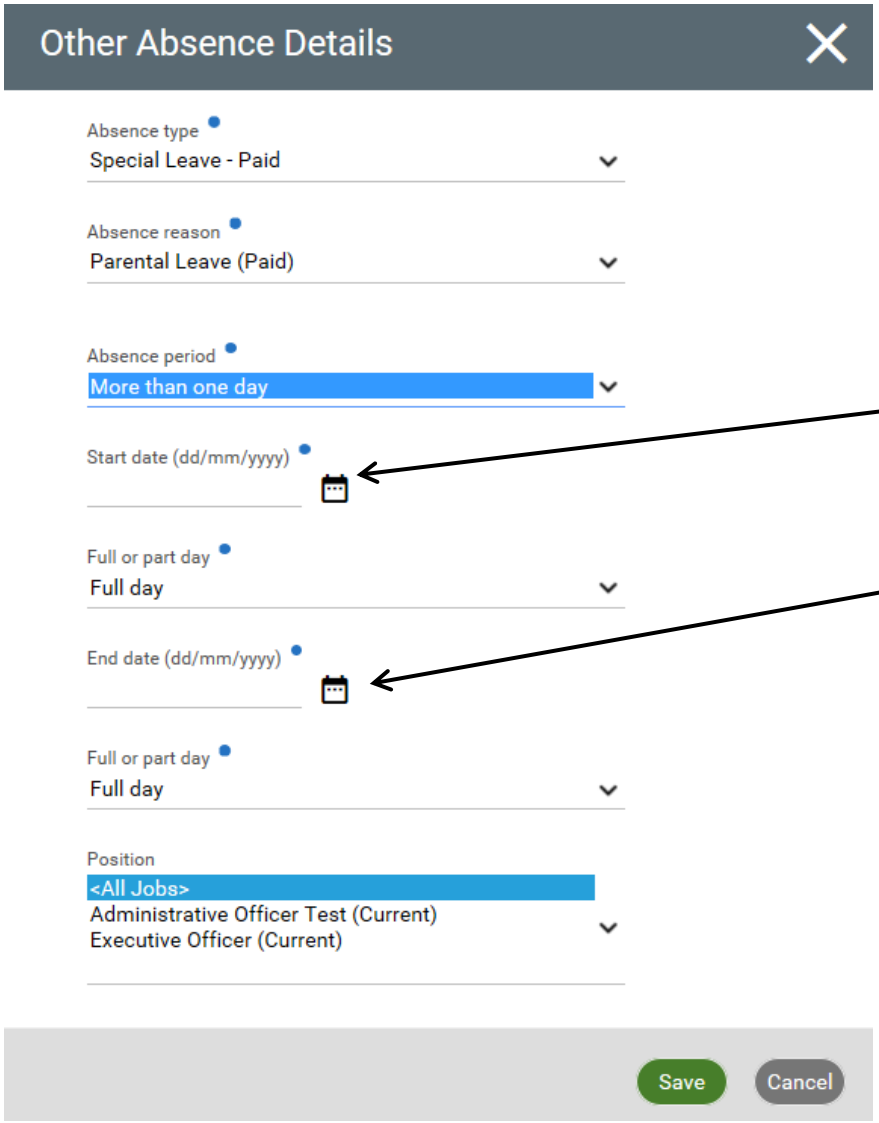
Once you click **Save** your absence will show under the **Other** section:



Requesting more than one day special leave

Under **Other** select **more than one day**.

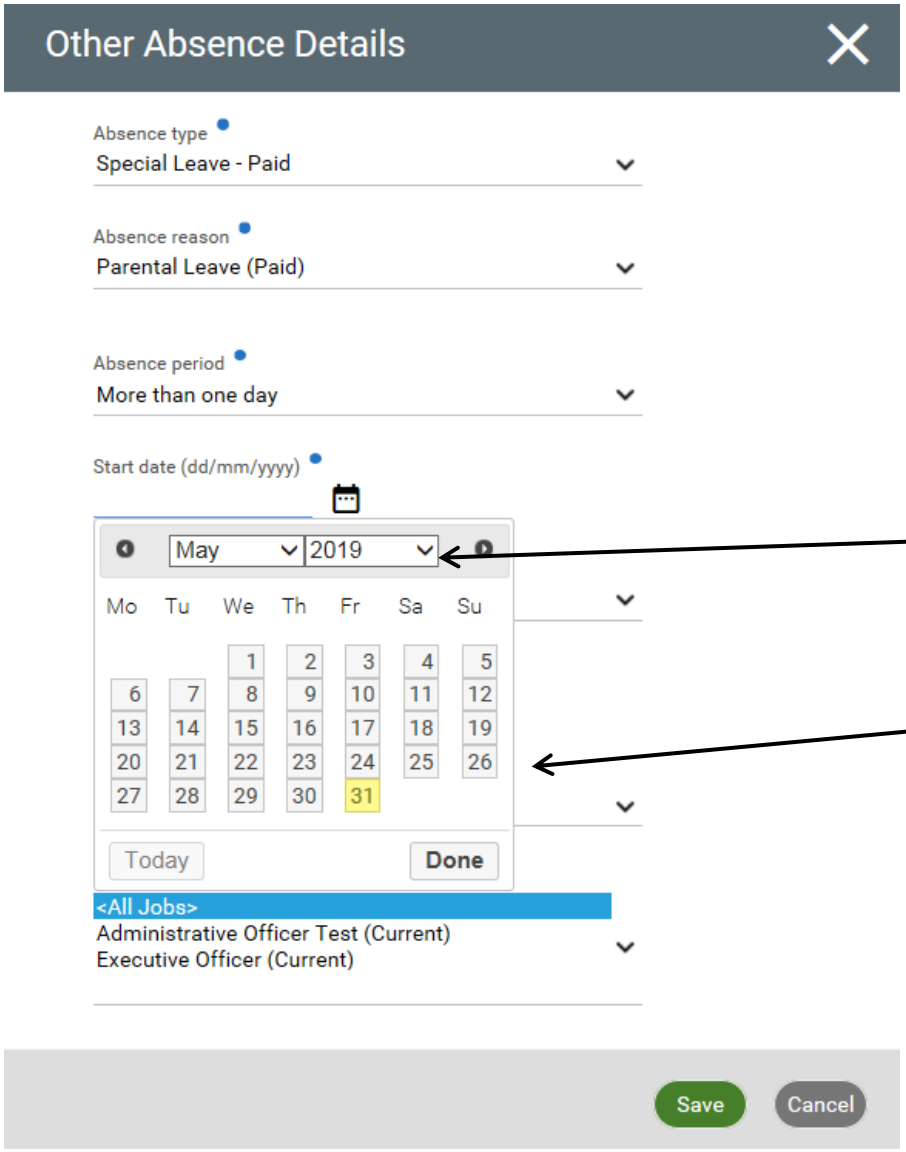
Enter the date you want your leave to start – you can either type the date in the **Start date** field or you can use the calendar to select the date you want



When you select **More than one full day** you then need to specify the **start date** for your leave and whether or not the start date is a full day or a part day; you also need to select the **end date** for your leave and also whether or not the end date is a full day or a part day.

The system defaults the start and end dates to full days.

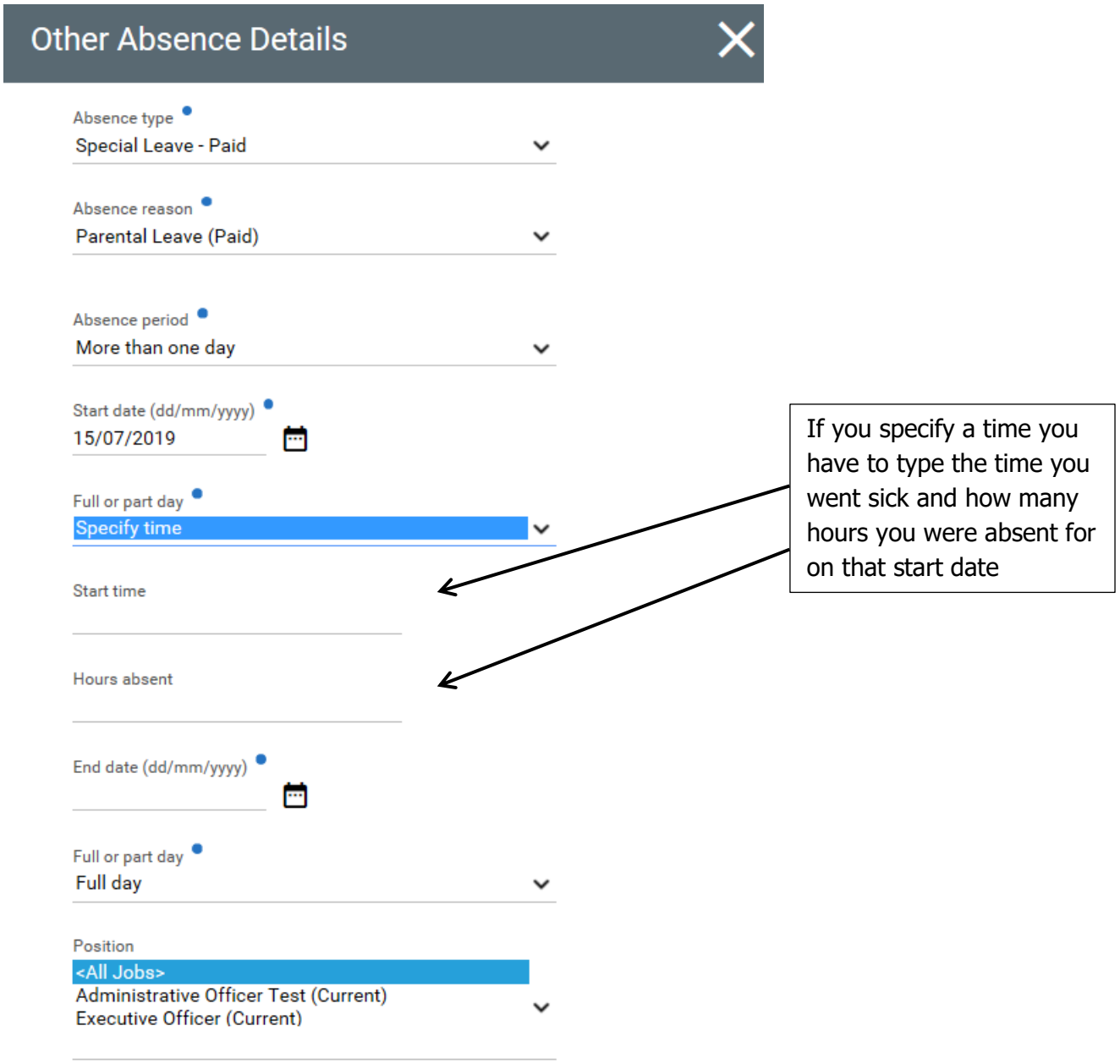
Enter the **start date** – you can either type the date in the **Start date** field or you can use the calendar to select the date you want



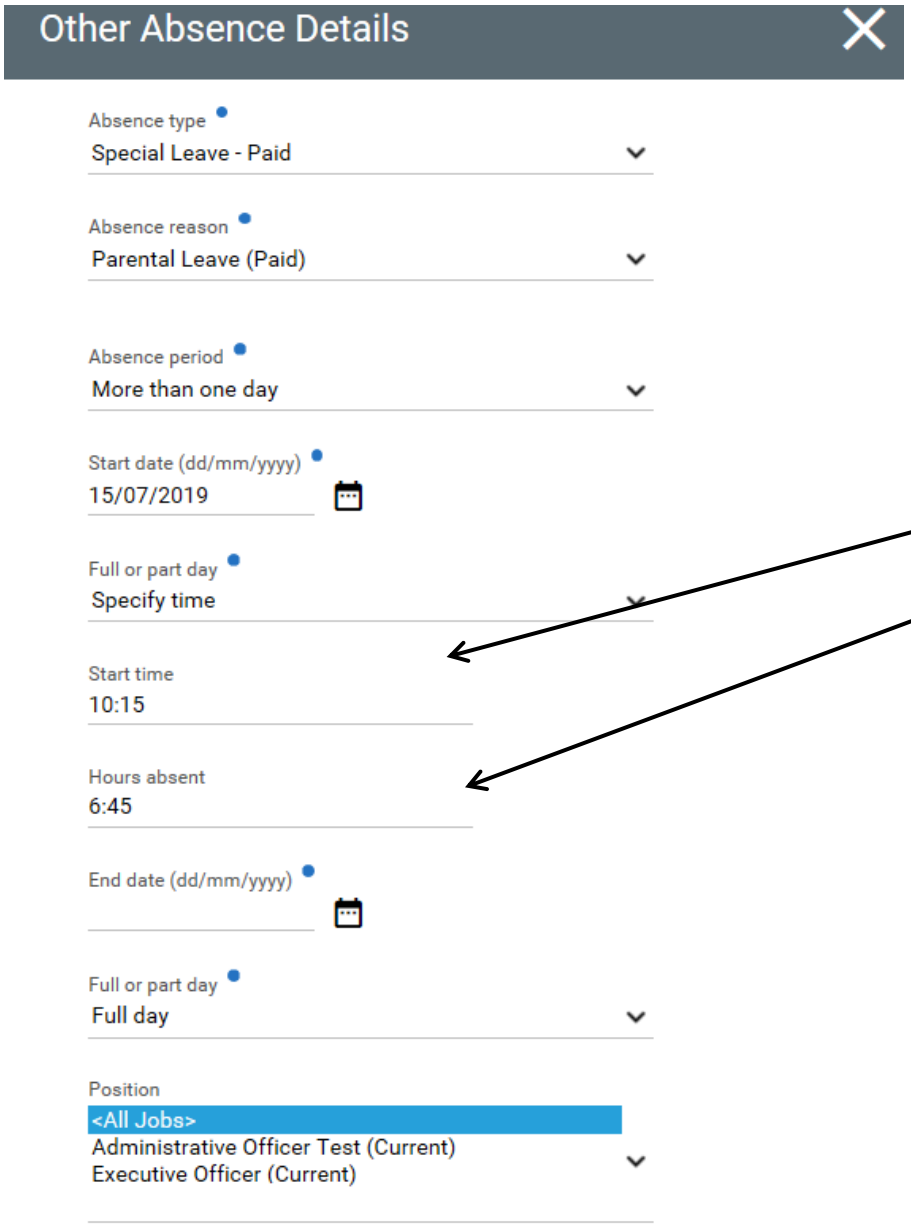
You can change the month and the year by clicking on the down arrows beside the month and year.

To select the date you want simply click on it in the calendar

You then need to specify if the **start date** is a **full day** or a **part day** or you can **specify a time**. If you select part day for the start date the option you will be given is for the afternoon as the part day:



Your screen will now look like this:



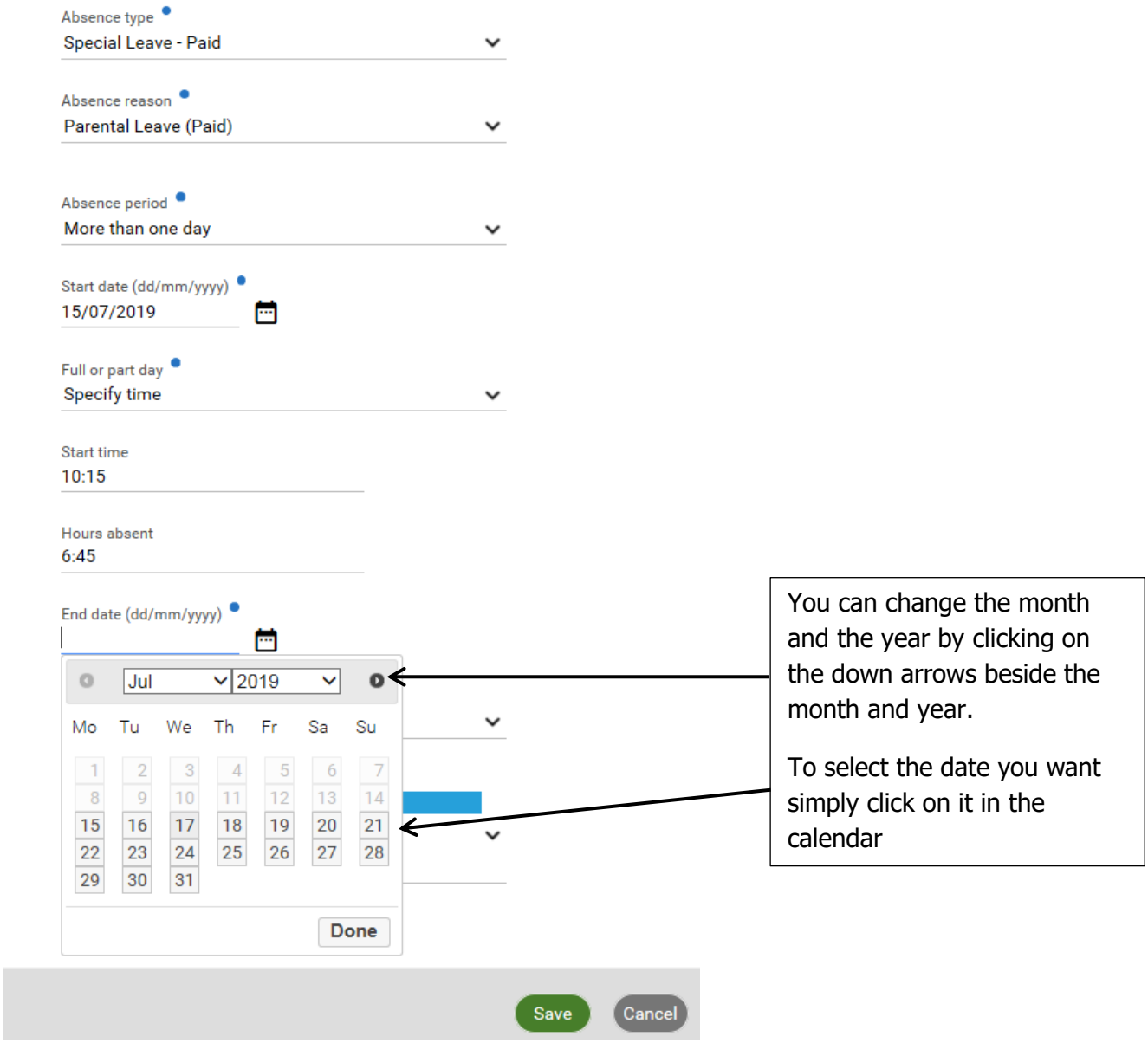
The format for the start time is:

HH:MM e.g. 9.30am would be written as 09:30 whereas 9.30pm would be written as 21:30.

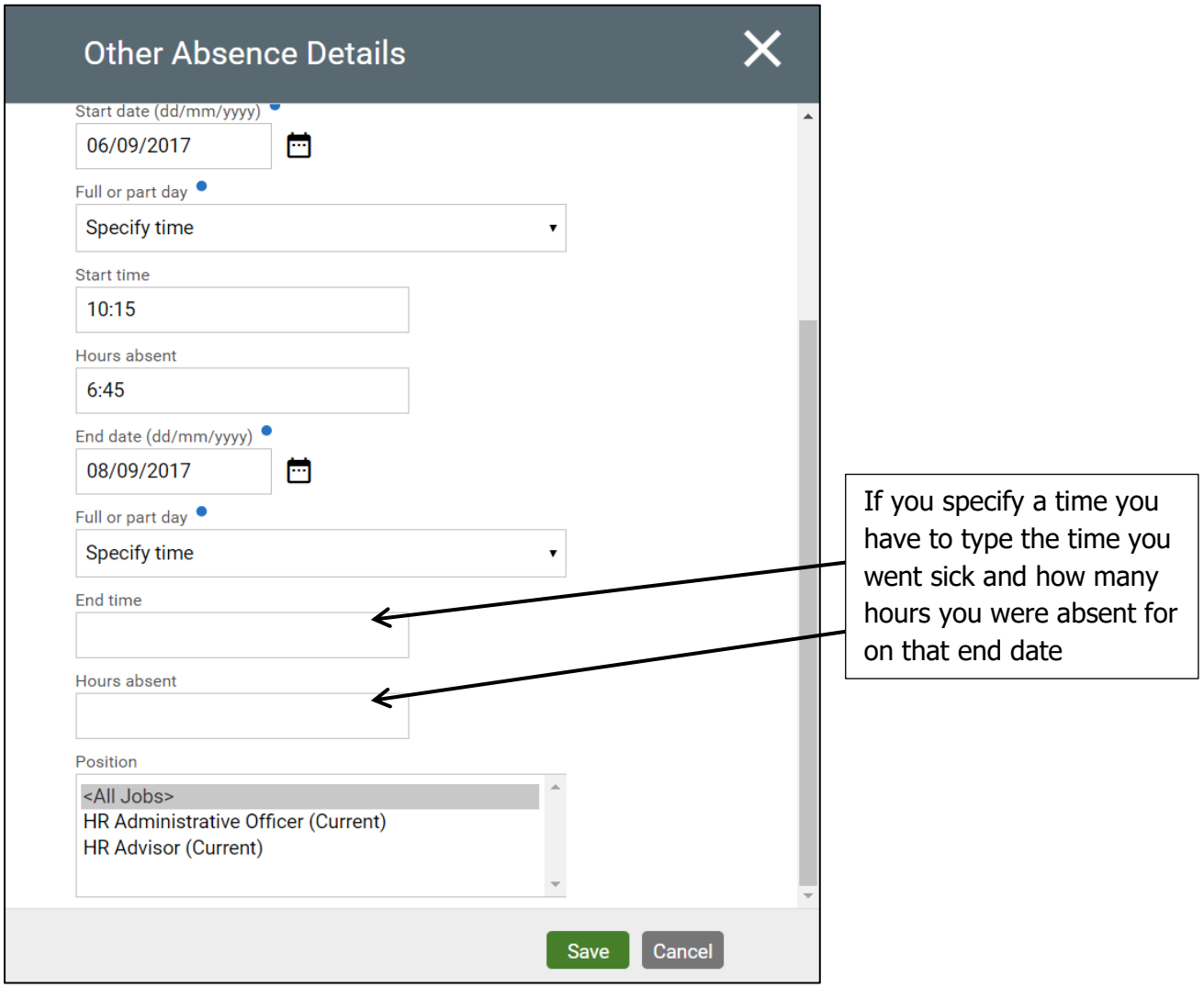
The format for the Hours absent is:

HH:MM e.g. 3 hour and 15 minutes absent would be written as 03:15

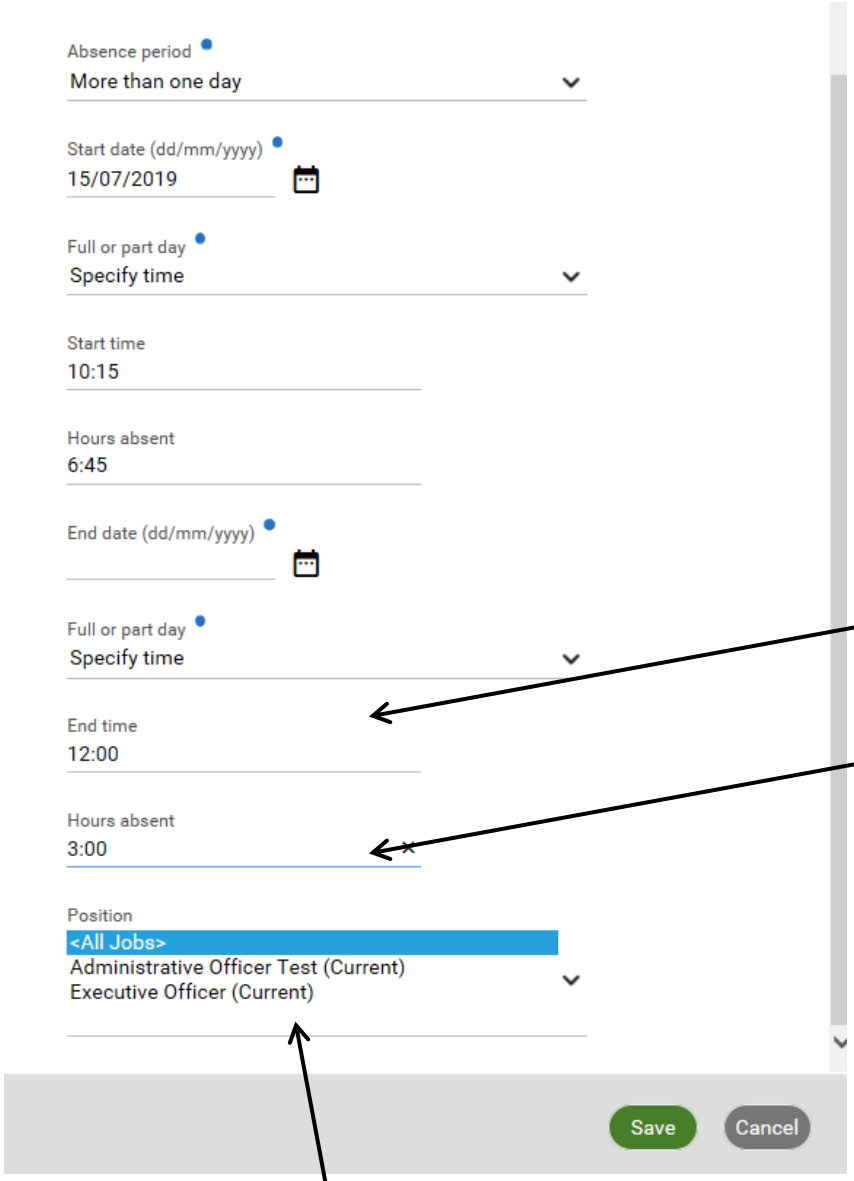
Enter the **end date** – you can either type the date in the **End date** field or you can use the calendar to select the date you want



You then need to specify if the end date is a **full day** or a **part day** or you can **specify a time**. If you select part day for the start date the option you will be given is for the morning as the part day:



Your screen will now look like this:



The format for the start time is:

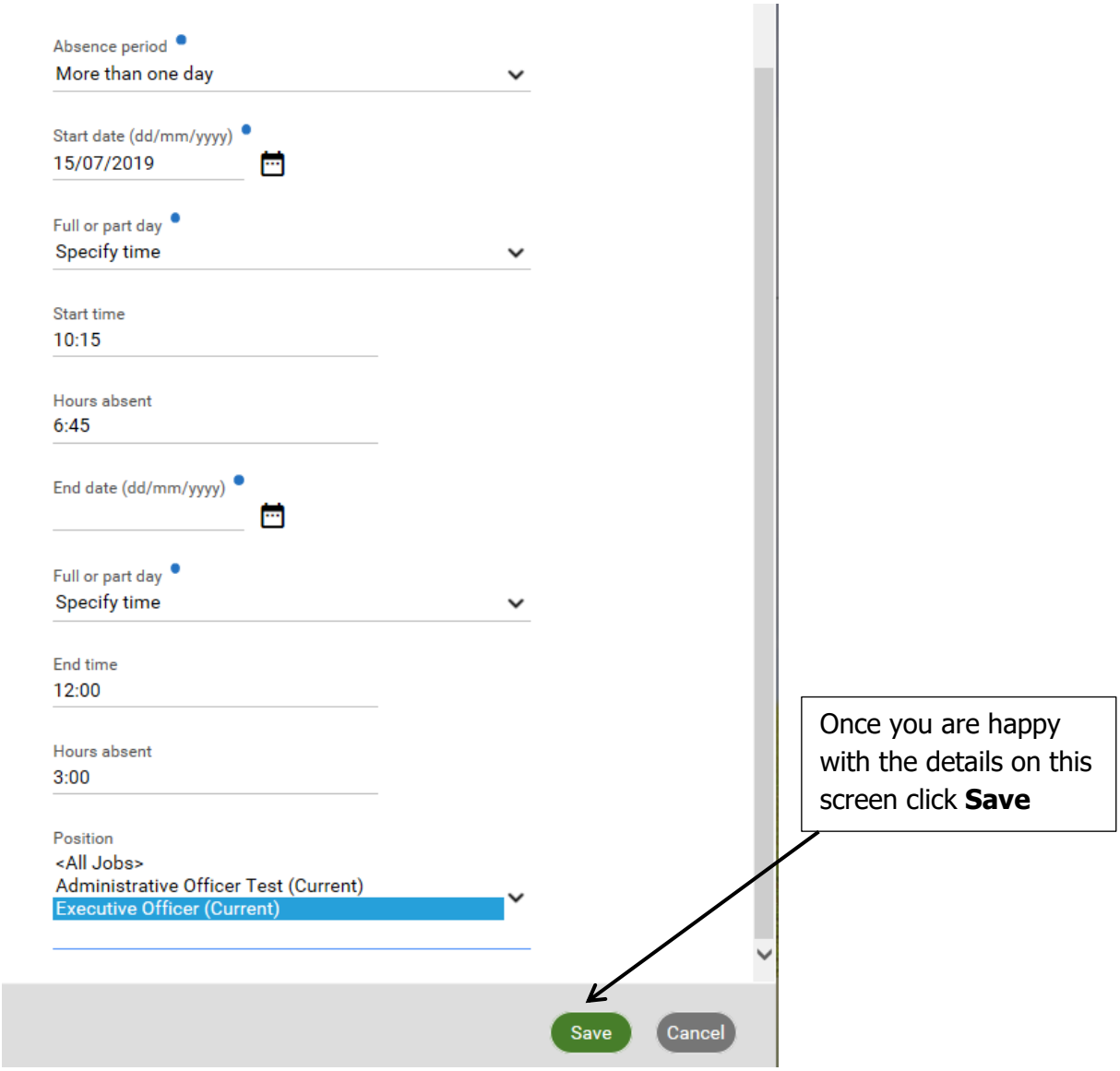
HH:MM e.g. 9.30am would be written as 09:30 whereas 9.30pm would be written as 21:30.

The format for the Hours absent is:

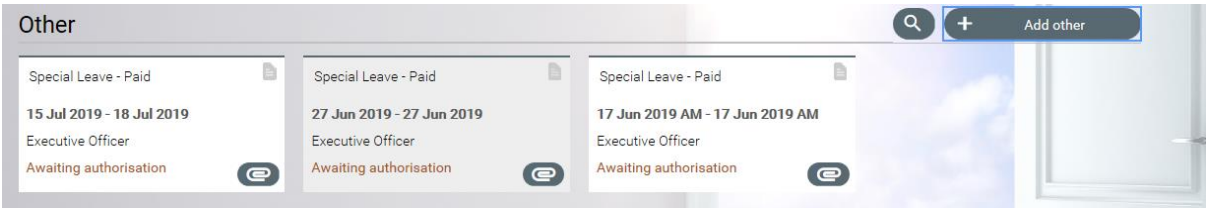
HH:MM e.g. 3 hour and 15 minutes absent would be written as 03:15

If you have more than one job with Isle of Man Government you need to select which of those jobs you are requesting the leave from by clicking on it from the list here

Your screen will now look like this:



Once you click **Save** your absence will show under the **Sickness** section:



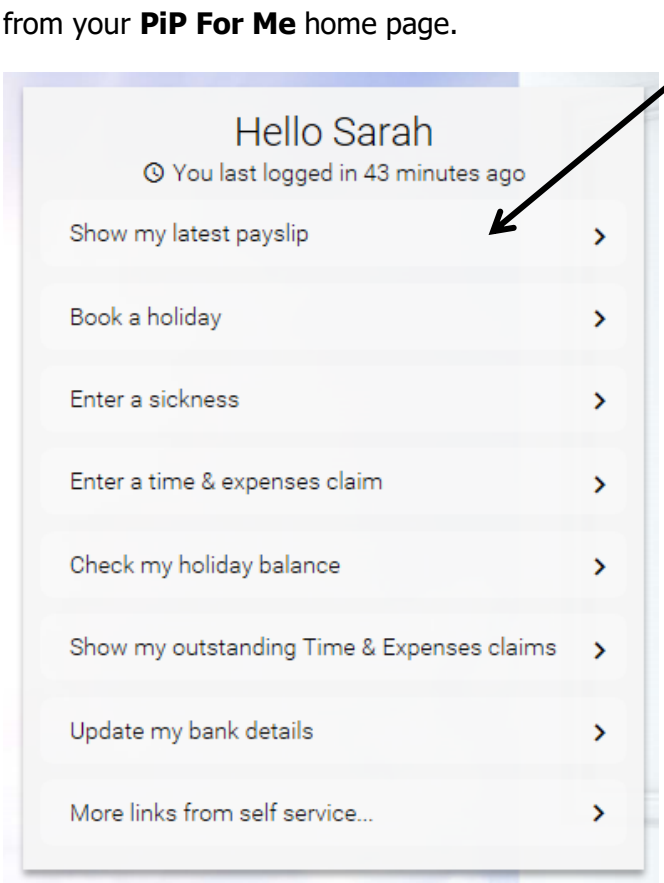
The Pay & Benefits Tab

Under the **Pay & Benefits** tab you can do the following things:

- **View, download and print your payslips** – these will only be the payslips from when the system went live in September 2018 and not older payslips. If you need copies of older payslips you need to contact OHR, Payroll.
- **Make time, mileage and expenses claims** – if you are able to claim overtime, this is where you complete your claim
- **Create saved journeys** – these are journeys you regularly make for work which you are able to claim mileage expenses for only and not your normal journey to and from home to work every day

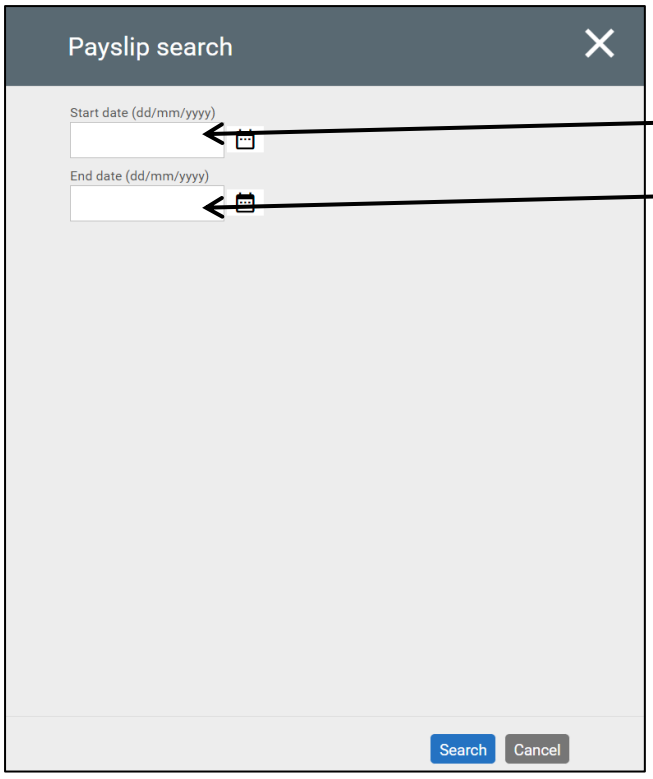
Payslips

You can view your latest payslips by clicking on the **Show my latest payslip** quick link from your **PiP For Me** home page.



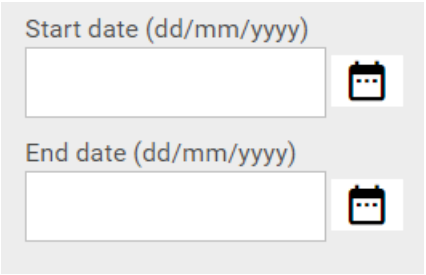
Or, under the **Payslips** section you should see details of any payslips issued to you since **PiP For Me** went live:

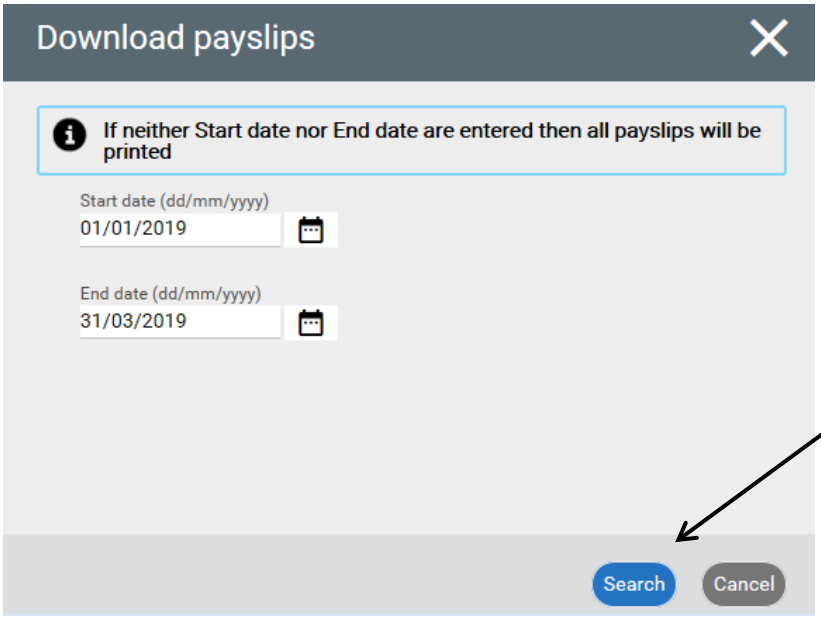
Payslips for the current financial year will be listed as above and you can search for previous payslips using the search function, simply click on **Download**:



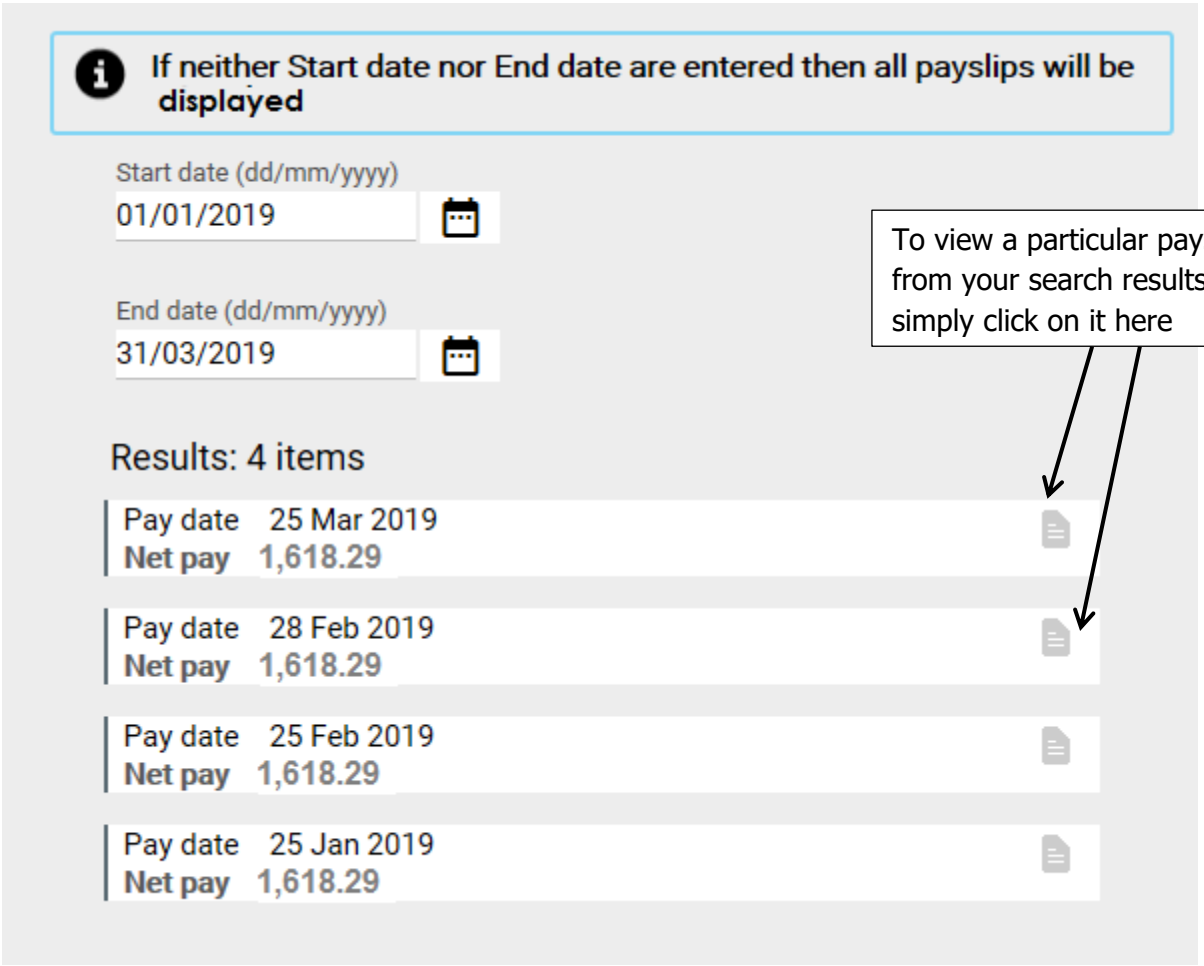
Enter the date range you want to search for payslips by completing the Start date and the End date fields here

You can either type in the dates you want to search or click on the **calendar icons** to select the dates you want to search





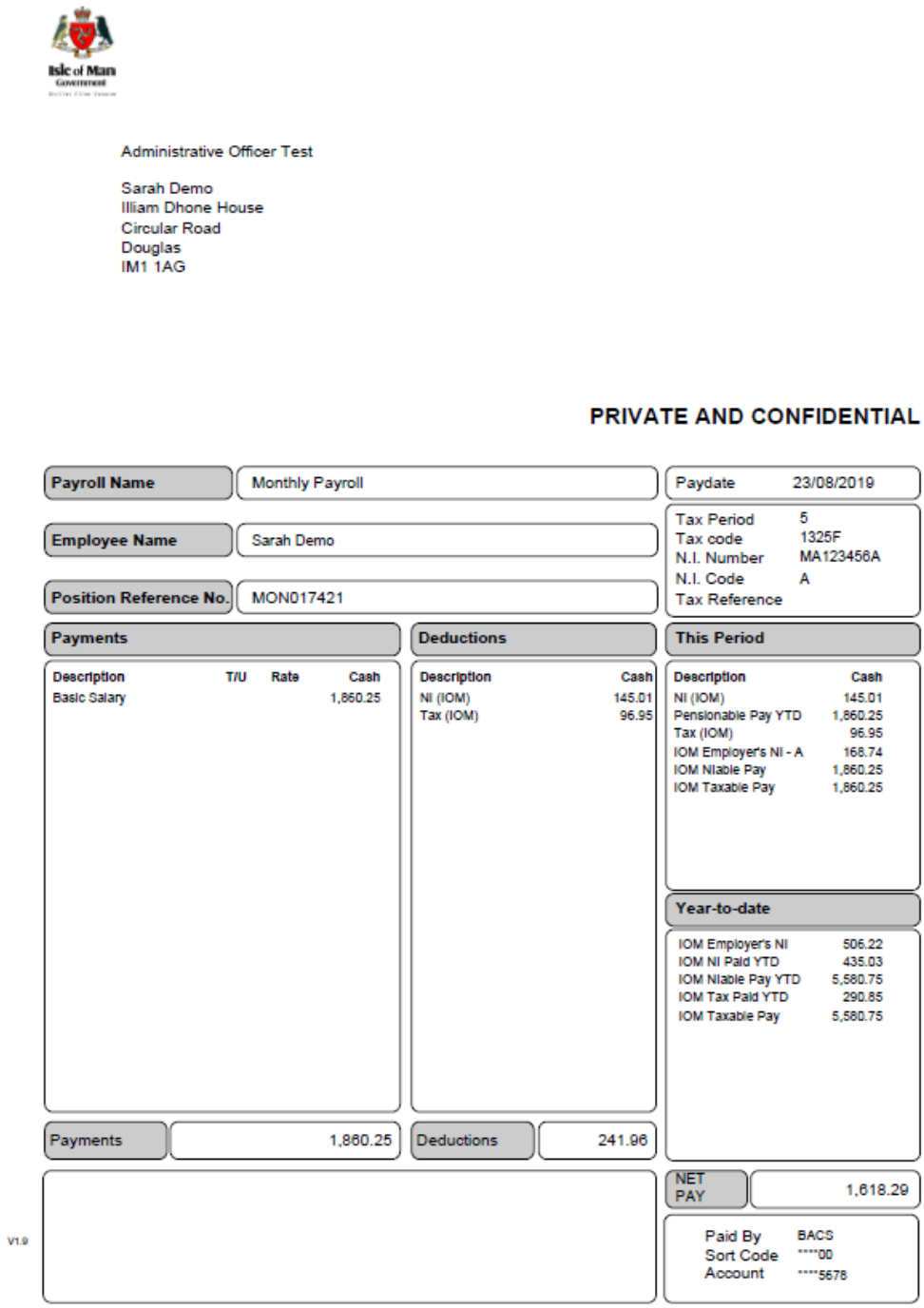
Once you have completed the **Start date** and the **End date** click on **Search**



To view a particular payslip from your search results simply click on it here

When you click on your payslip a PDF version will open.

This is an example of how your payslip will look when you open it:



Isle of Man Government

Administrative Officer Test

Sarah Demo
Illiam Dhone House
Circular Road
Douglas
IM1 1AG

PRIVATE AND CONFIDENTIAL

Payroll Name	Monthly Payroll
Employee Name	Sarah Demo
Position Reference No.	MON017421

Paydate 23/08/2019

Tax Period	5
Tax code	1325F
N.I. Number	MA123456A
N.I. Code	A
Tax Reference	

Payments

Description	T/U	Rate	Cash
Basic Salary			1,860.25

Deductions

Description	Cash
NI (IOM)	145.01
Tax (IOM)	96.95

This Period

Description	Cash
NI (IOM)	145.01
Pensionable Pay YTD	1,860.25
Tax (IOM)	96.95
IOM Employer's NI - A	168.74
IOM Nlable Pay	1,860.25
IOM Taxable Pay	1,860.25

Year-to-date

IOM Employer's NI	506.22
IOM NI Paid YTD	435.03
IOM Nlable Pay YTD	5,580.75
IOM Tax Paid YTD	290.85
IOM Taxable Pay	5,580.75

Payments	1,860.25	Deductions	241.96

NET PAY 1,618.29

V1.9

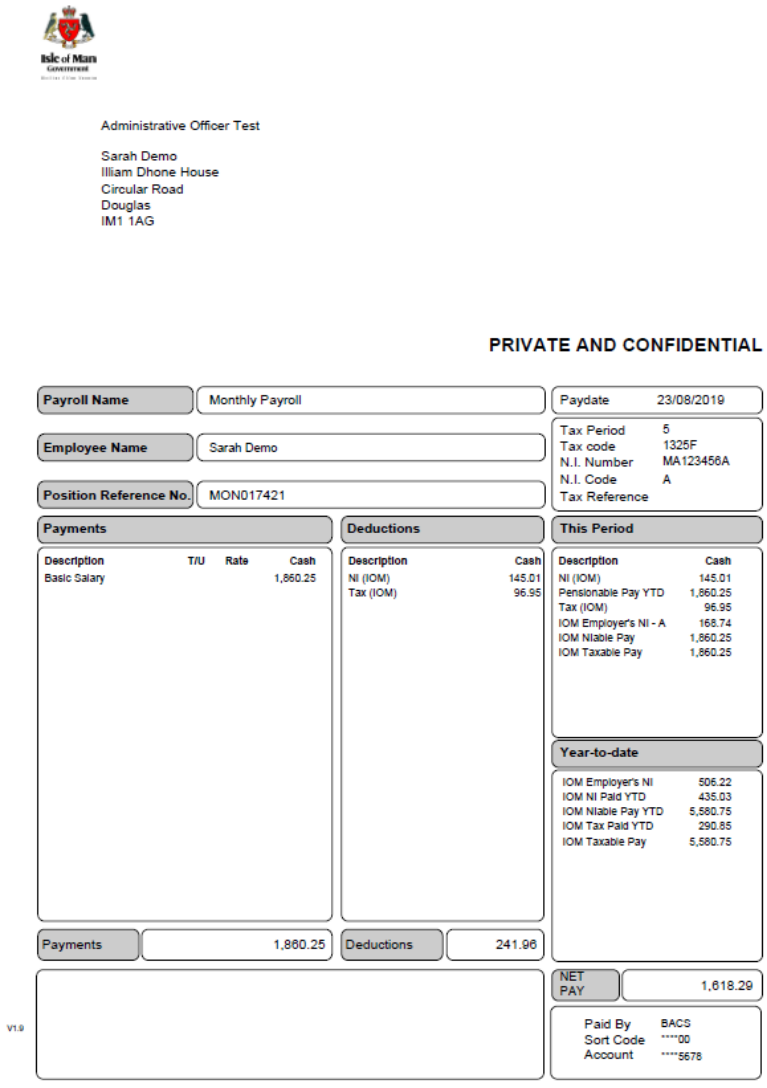
Paid By	BACS
Sort Code	****00
Account	****5678

Viewing a payslip

To view a payslip simply click on the one you want to view from the list of payslips showing under the **Payslips** section:

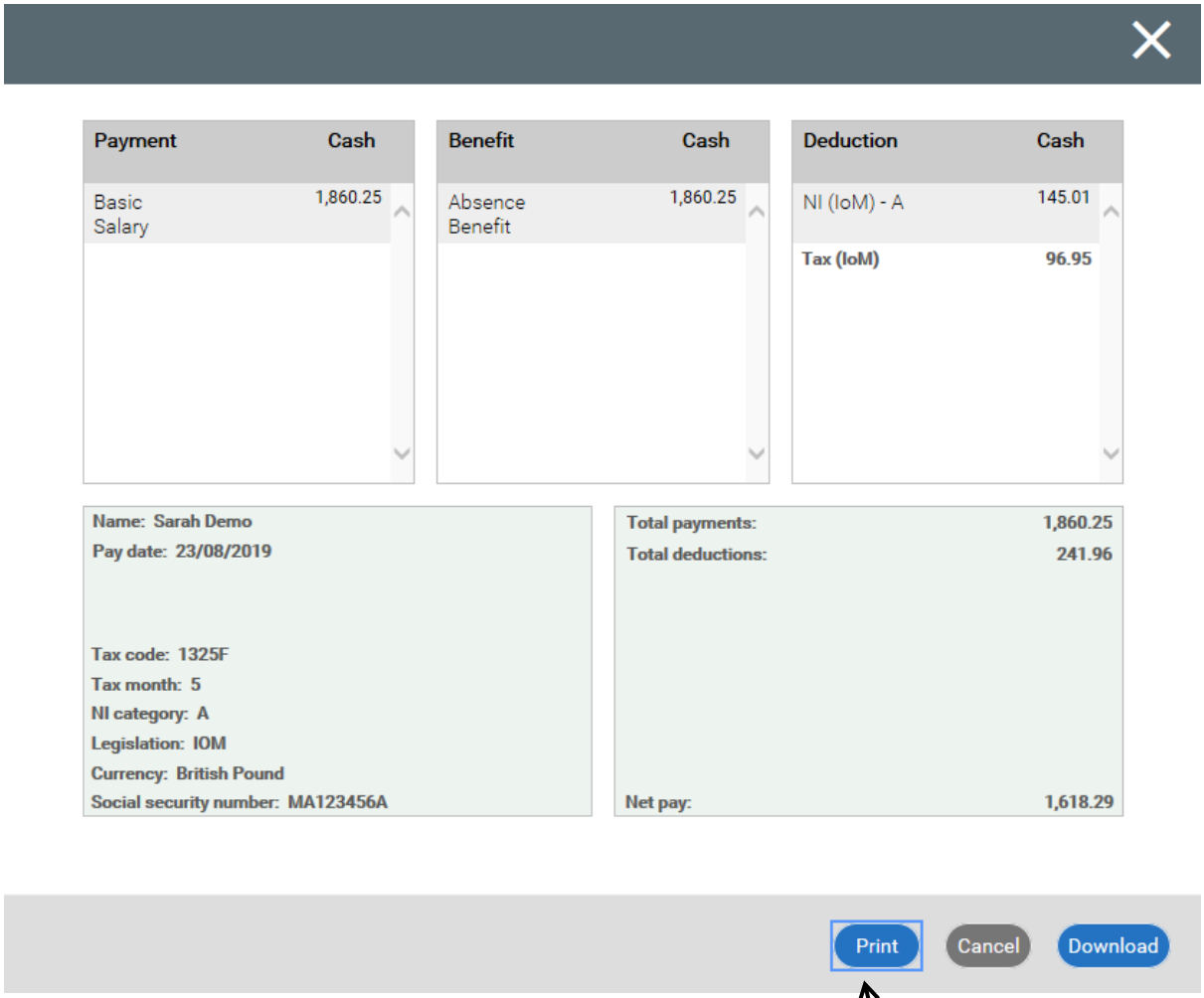
For example, if you wanted to view the payslip dated 23 August 2019 from above all you need to do is click on it.

Your screen will now look like this:



Printing a payslip

To print a payslip you need to click on it from the list first so that you get this screen:

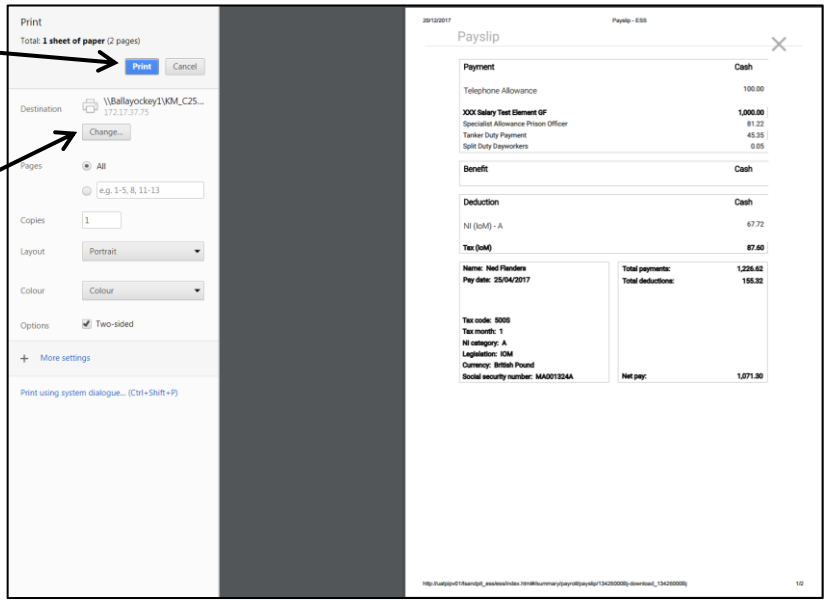


Click on the **Print**

Your screen will now look like this:

Click here to print

To change the printer you want your payslip to print out on click here



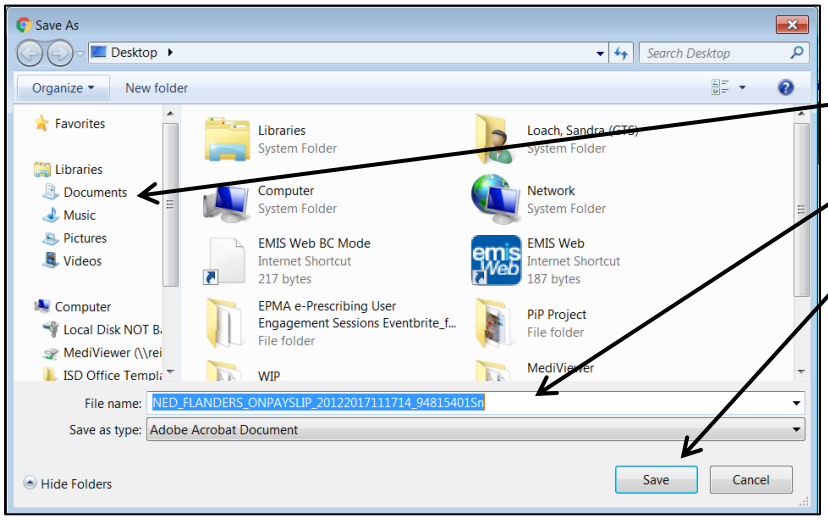
When you open a .pdf version of a payslip there a couple of things you can do with it, if you would like to:

- **Save** it as a file on your PC
- **Print** it as a paper copy

To **save** a copy simply click **here**

Click on the **Download** button

Your screen will now something look like this:



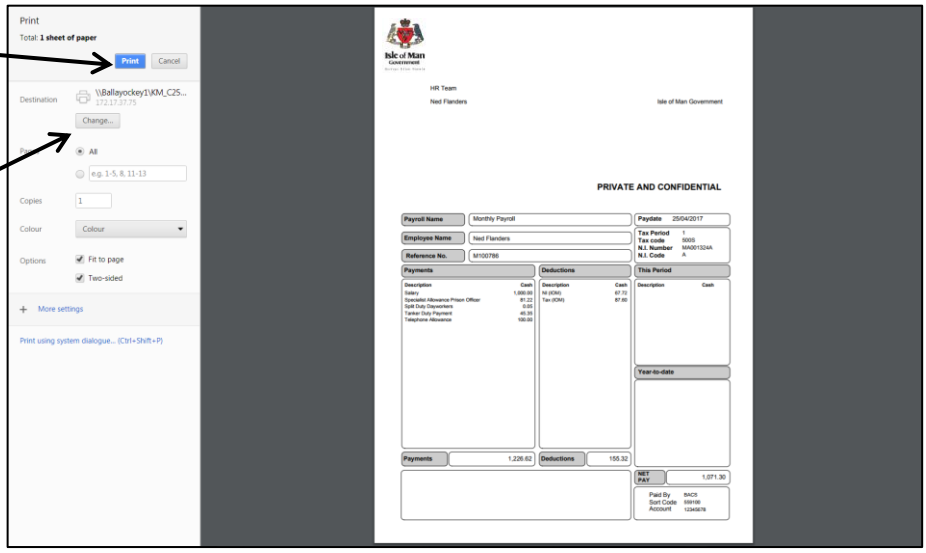
1) Select where you want to save your payslip to.
2) Give your payslip a file name that means something to you.
3) Click **Save**.

To **print** a copy simply click **here**

Your screen will now look like this:

Click **here** to print

To change the printer you want your payslip to print out on click **here**



Time & Expenses

Under the **Time & Expenses** section you can make claims for the following:

- **Mileage** – any miles you drive for work using your own vehicle for, not including driving to and from home and work
- **Expenses** – any expenses you incur for work
- **Time (Still to be introduced)** – you will be able to claim any additional time over and above your contracted hours that you work that you are eligible for payment for e.g. overtime

If you are unsure ask your line manager whether or not you can claim for time, miles or expenses.

If you are able to claim, but are unsure of what and how much you can claim for speak to your line manager.

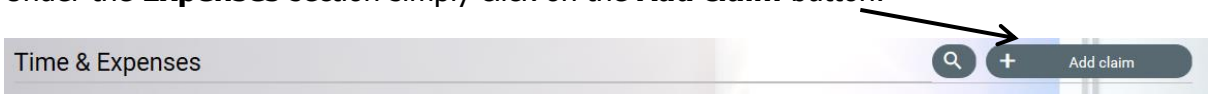
Under this section you will also see any previous claims you have made since PiP For Me went live so you can check them at any time.

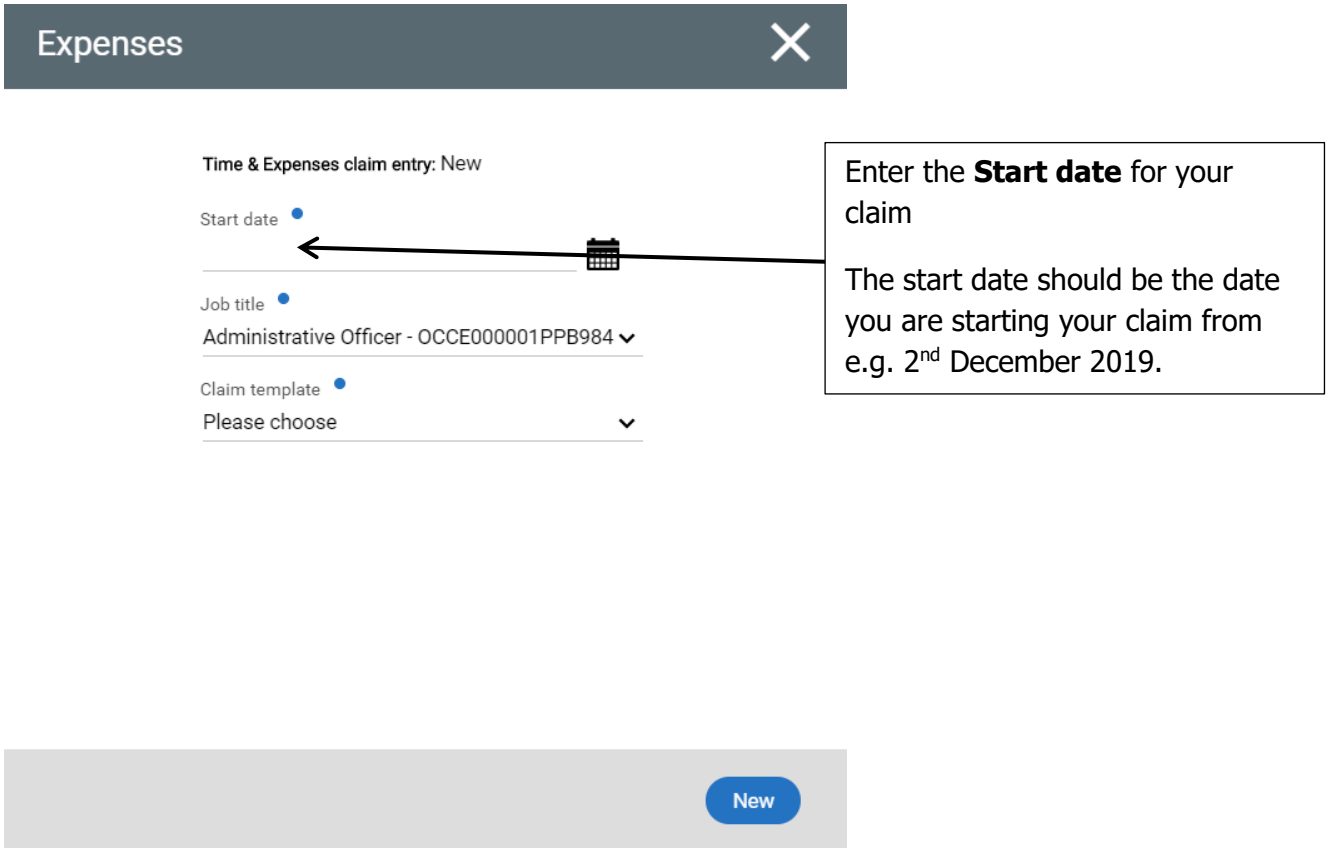
For any time, mileage or expenses claims you need to check with your line manager:

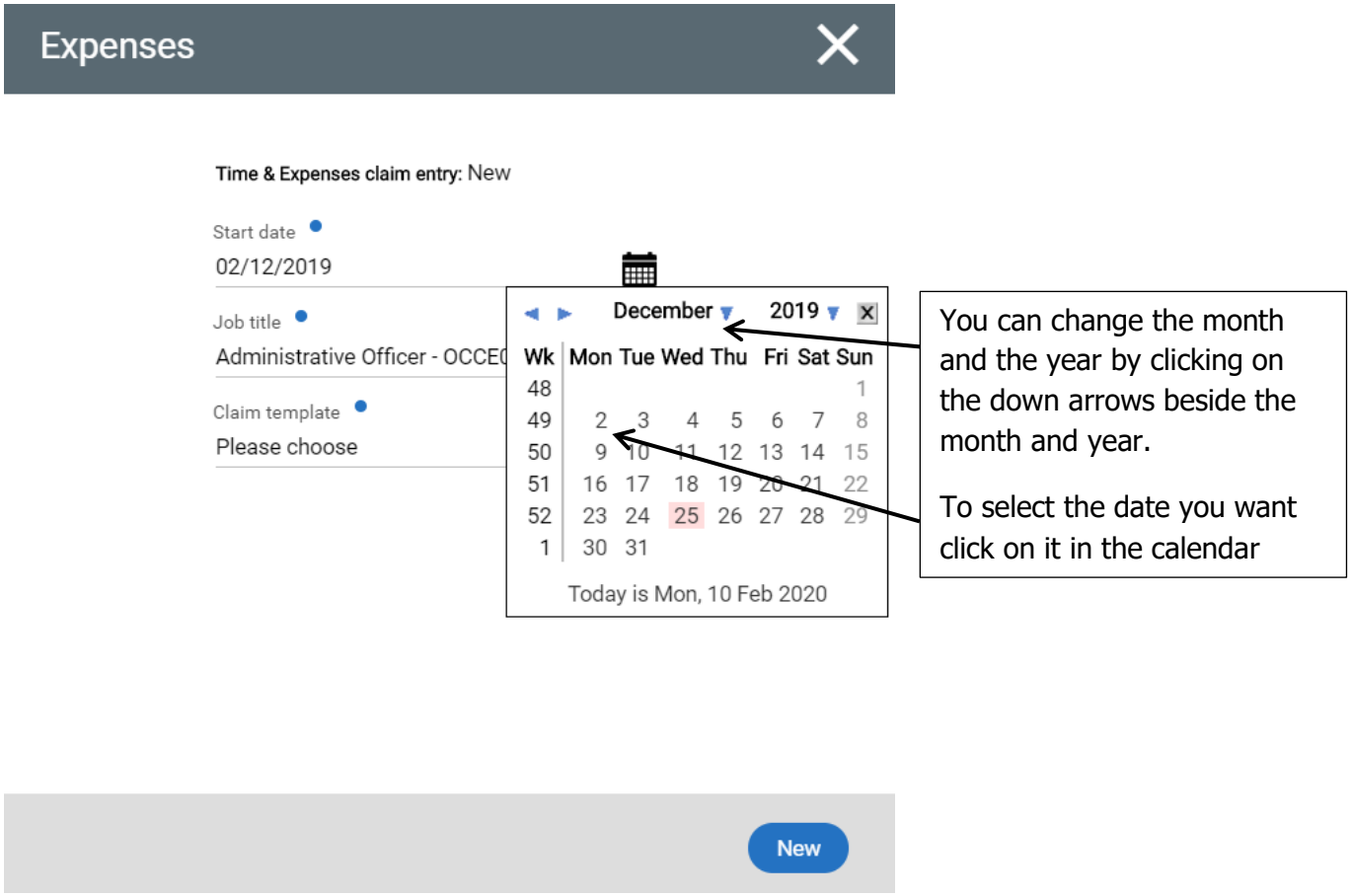
- **Frequency of claims submission** – e.g. once a week or once a month
- **Monthly cut- off date for claims submission** - your line manager needs enough time to review and approve your claim before you can receive payment

Making a mileage or expense claim

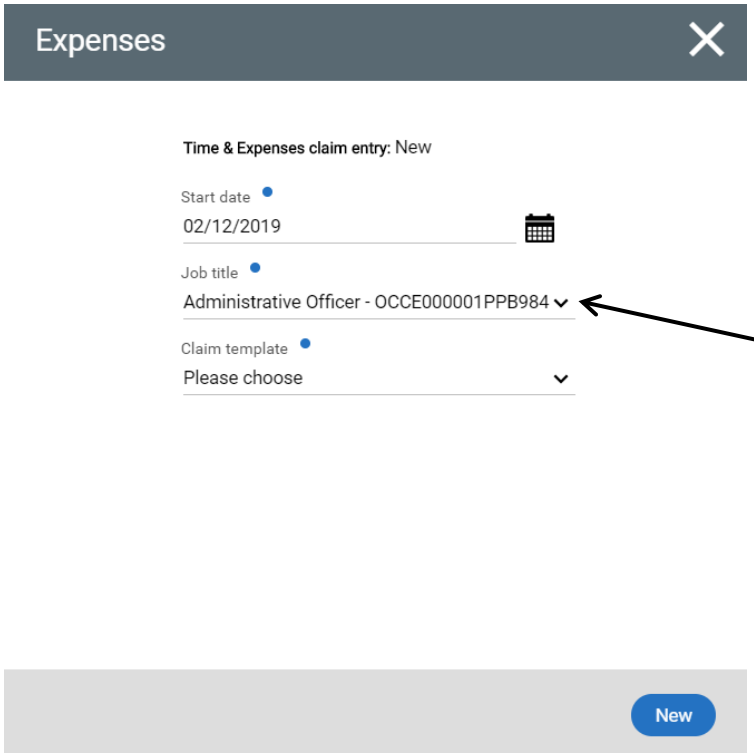
Under the **Expenses** section simply click on the **Add claim** button:





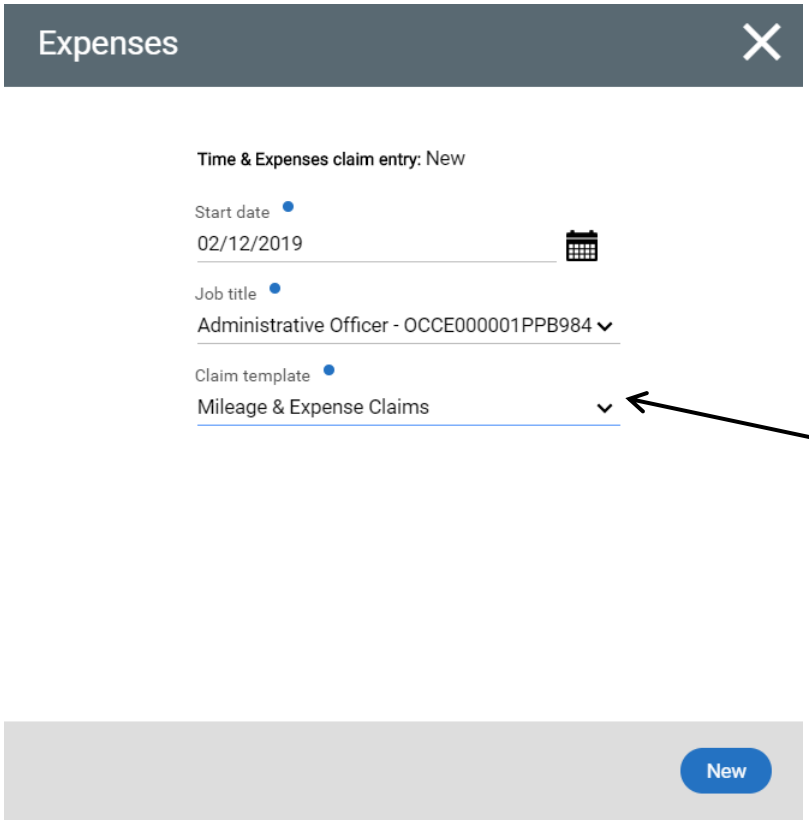

Expenses
Time & Expenses claim entry: New
Start date
02/12/2019
Job title
Administrative Officer - OCCE
Claim template
Please choose
December
2019
Wk Mon Tue Wed Thu Fri Sat Sun
48 1
49 2 3 4 5 6 7 8
50 9 10 11 12 13 14 15
51 16 17 18 19 20 21 22
52 23 24 25 26 27 28 29
1 30 31
Today is Mon, 10 Feb 2020
You can change the month and the year by clicking on the down arrows beside the month and year.
To select the date you want click on it in the calendar
New

Your screen will now look like this:



Click on the drop down arrow for **Job title** to select the role you are making your claim for.

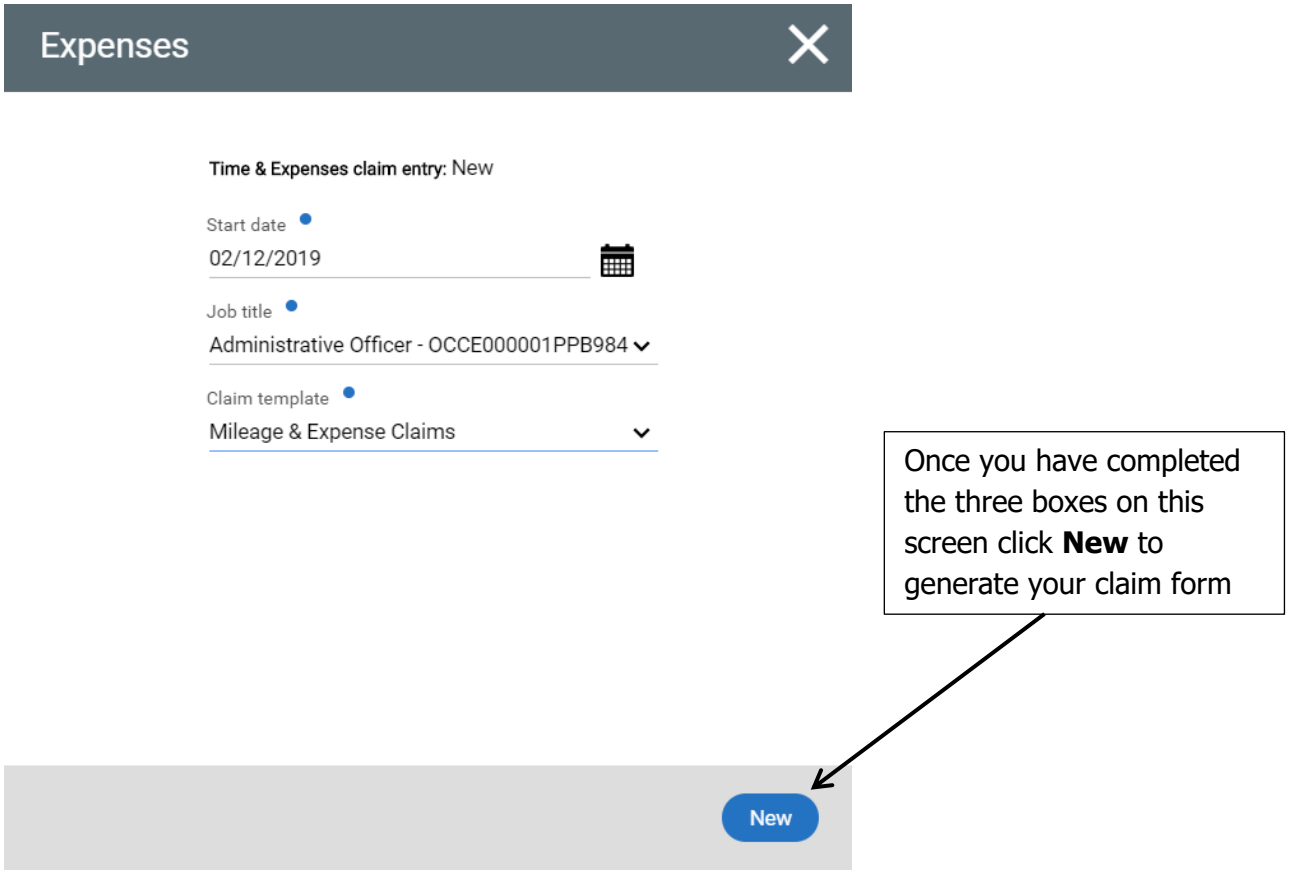
Your screen will now look like this:



Click on the drop down arrow for **Claim template** to select the time claim form that you want to complete.

Dependent on your terms and conditions and your job, you will only see templates that are applicable to you.

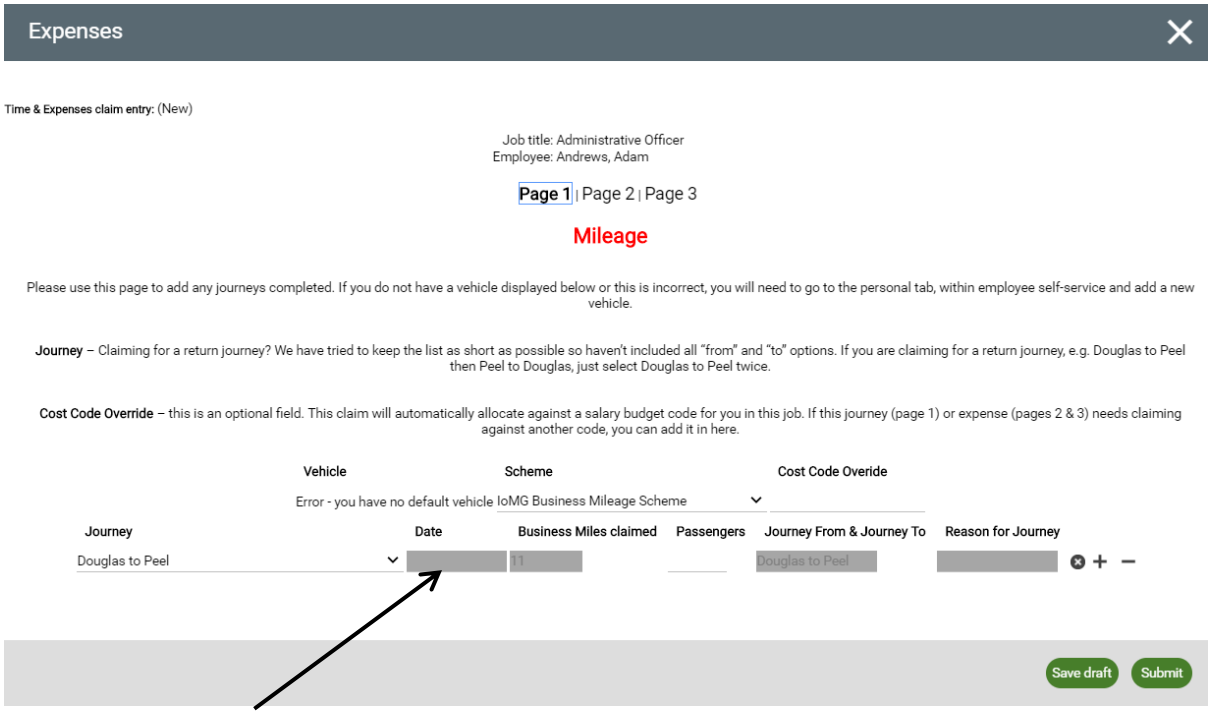
Your screen will now look like this:



Your screen will now look something like this depending on the template you have used:

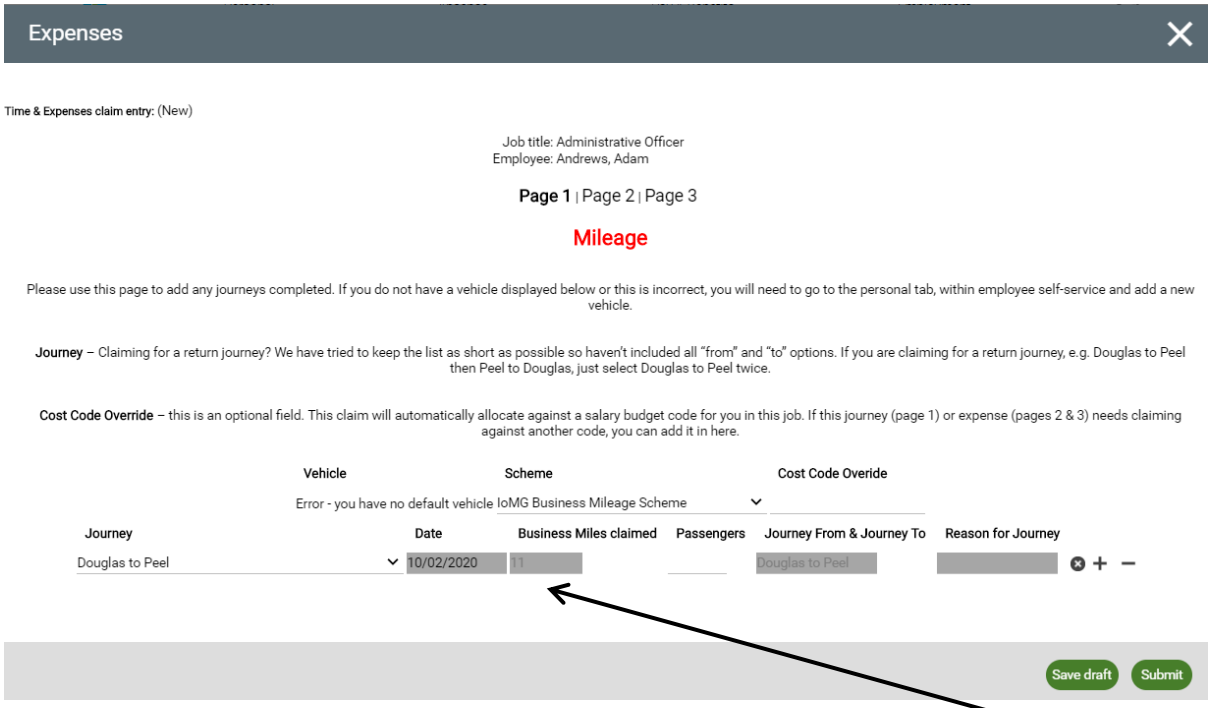
If you have saved journeys for yourself under the **Pay & Benefits** tab you can choose from those saved journeys by clicking on the drop down arrow here – See **Saved Journeys** for how to do this.

Within this drop down list are also 24 standard journeys and their mileage which you can choose from.



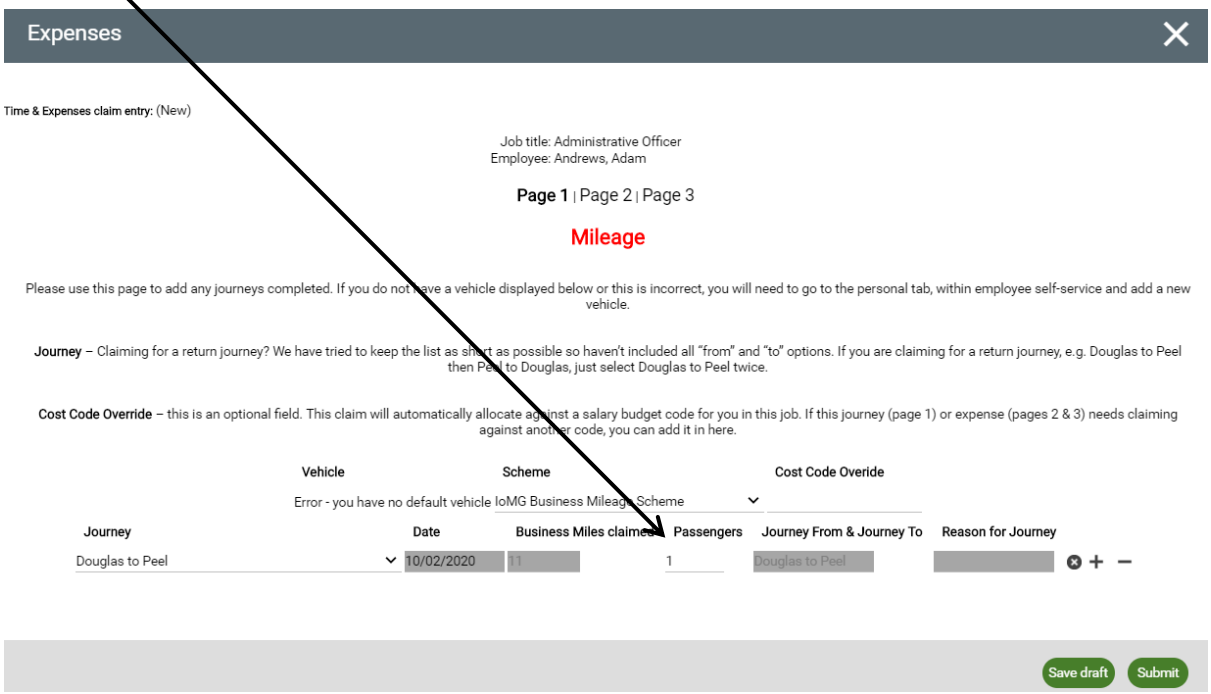
Add the date of your journey here

Your screen will now look like this:



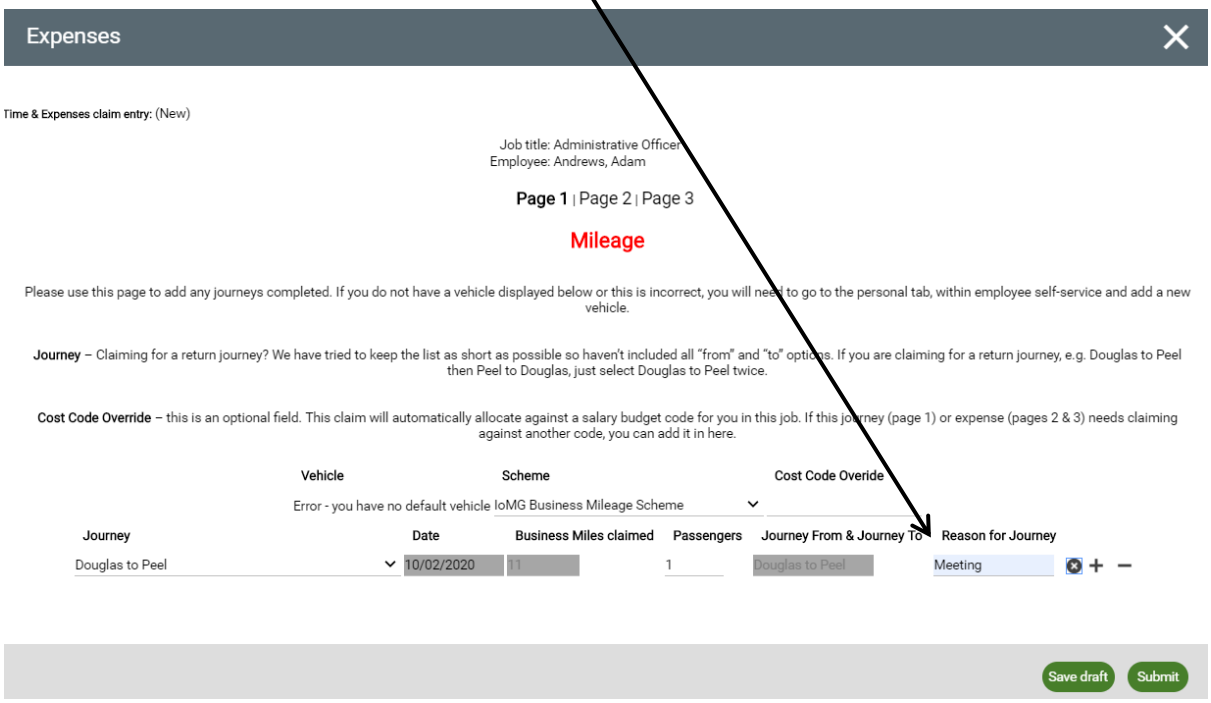
If you have selected a journey the Business Miles Claimed field will automatically update.

If you carried any additional staff in your vehicle for a journey you can add that number of staff here:

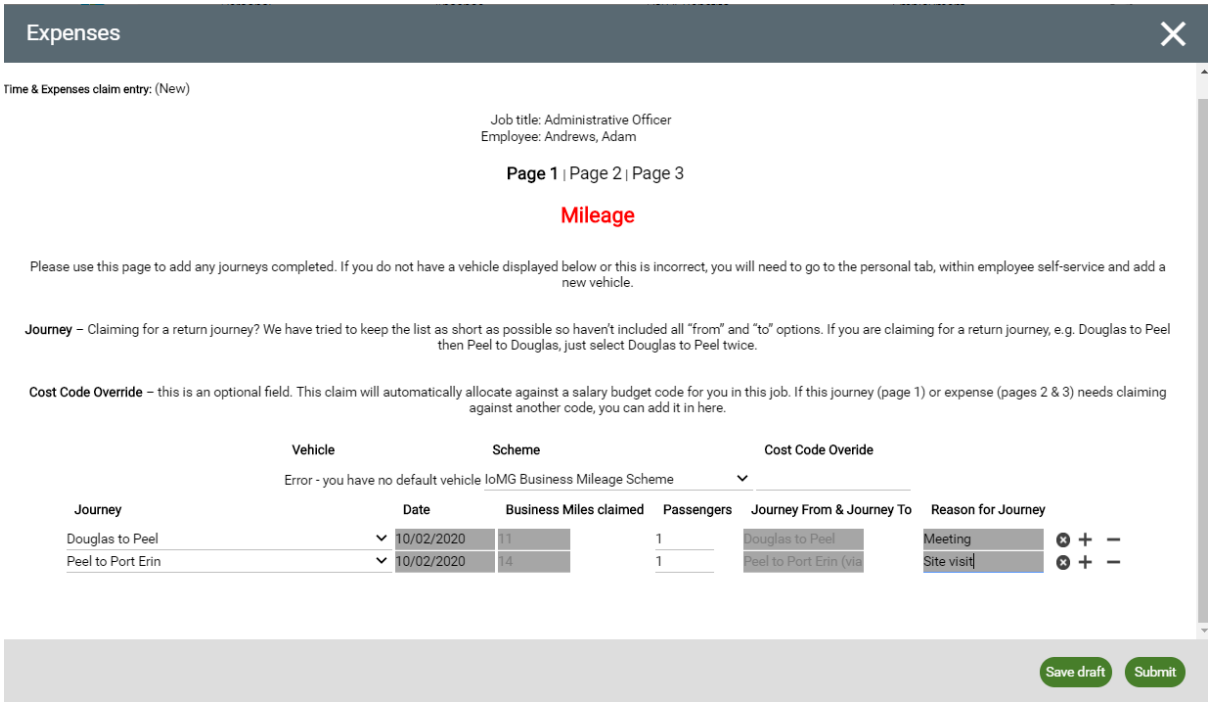


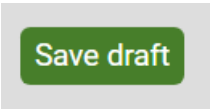
For one off journeys which aren't included in the list of saved journeys and standard journeys, you can details of where you travelled from and to here.

Complete the reason for your journey here:

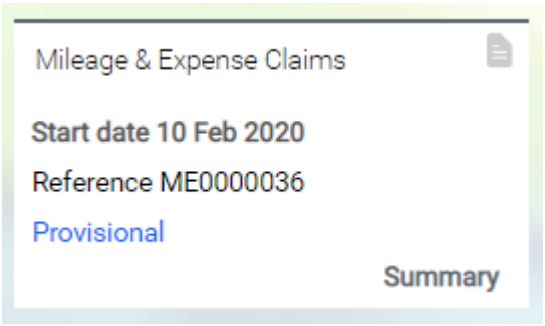


If you want to add more journeys to your claim click on the plus to add additional lines so that you can build up your claim.



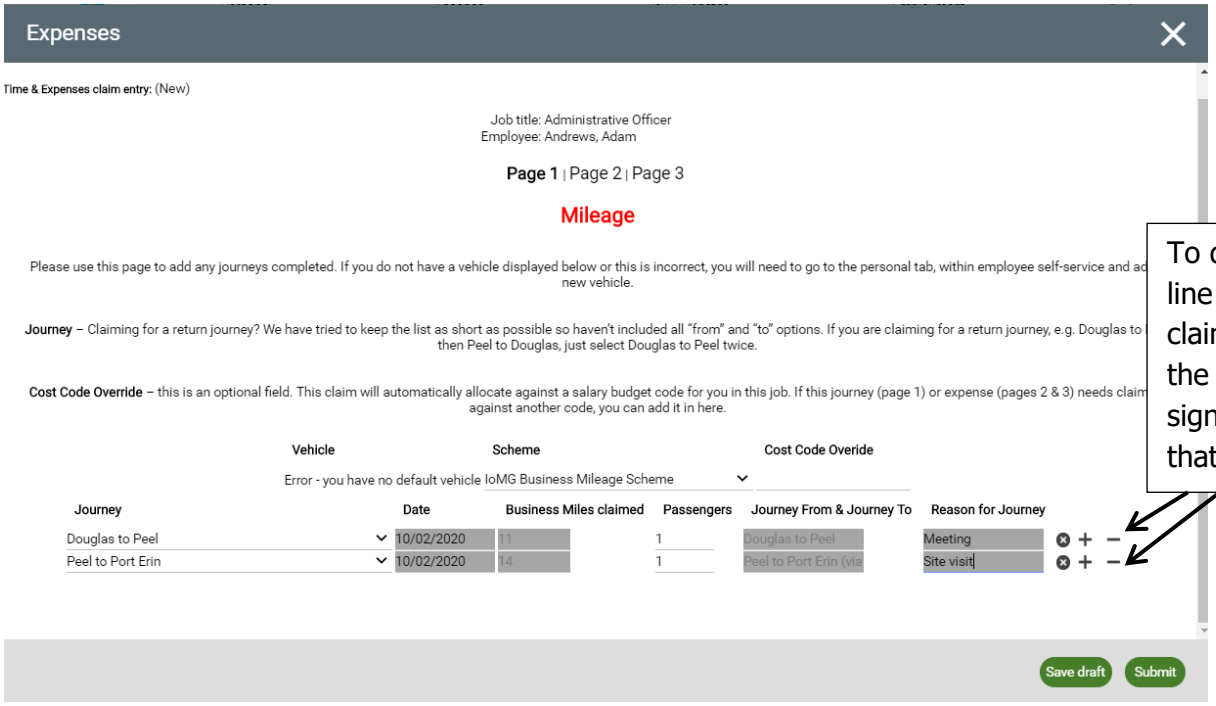
If you are not ready to submit your claim to your line manager yet you can save it as a draft. To do this click on the **Save draft** button: 

Under the **Pay & Benefits** tab, on the **Expenses** section you will now see your draft claim:



At this point neither your line manager nor payroll can view the details of your claim.

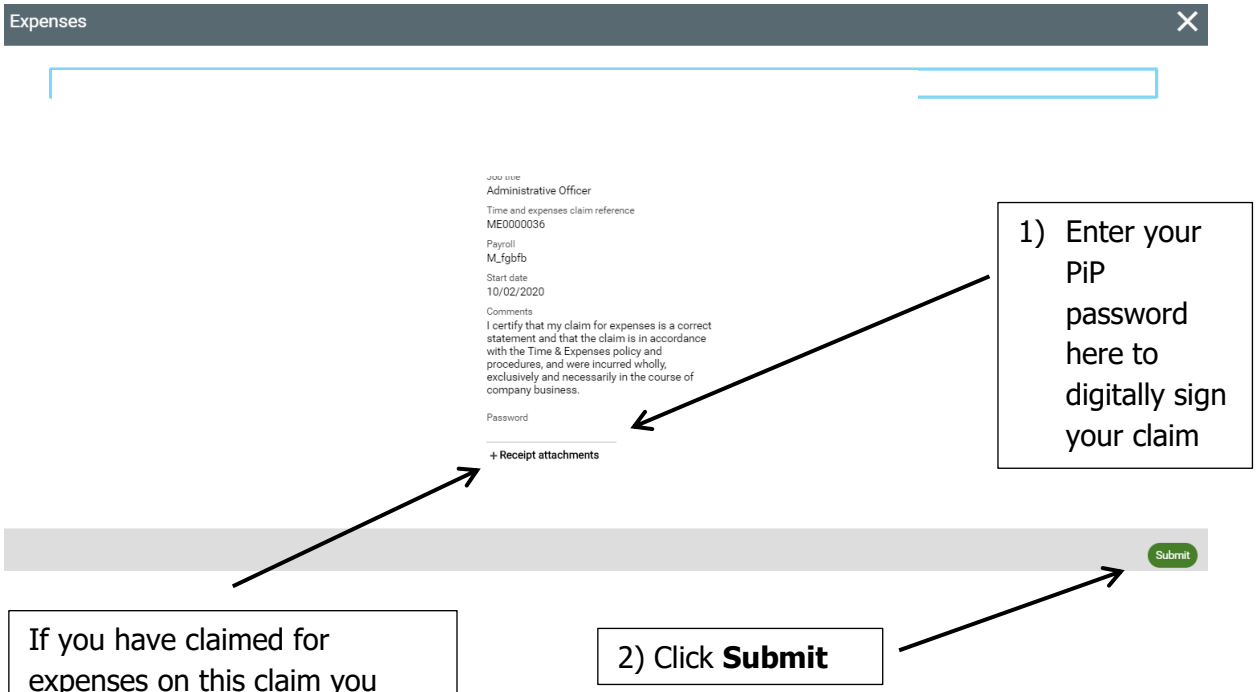
To add more information to this claim or to submit it to your line manager simply click back on the claim under the **Time & Expenses** section.



From this screen there are five things you could possibly do:

- Add more claims by clicking on the plus and adding the detail
- Save it as a draft
- Delete the entire claim – be careful doing this as you will lose everything you've inputted on your claim. If you want to delete a line from your claim e.g. the middle line from the above example, click on the 'minus' sign beside that line
- Submit it to your line manager for review and approval
- Print a copy for your own records

When you are ready to submit your claim, click on the **Submit** button.



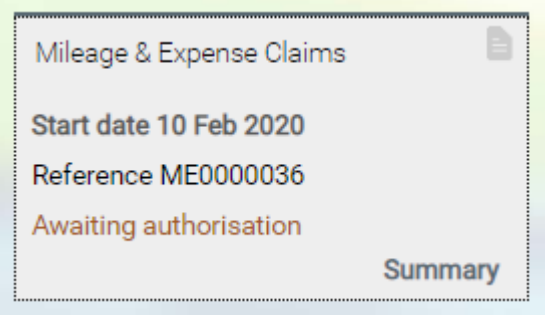
1) Enter your PiP password here to digitally sign your claim

If you have claimed for expenses on this claim you must upload copies of your receipts by clicking **here**

See: Attaching receipts to Expense claims for details on how to do this

2) Click **Submit**

Your screen will now look like this:

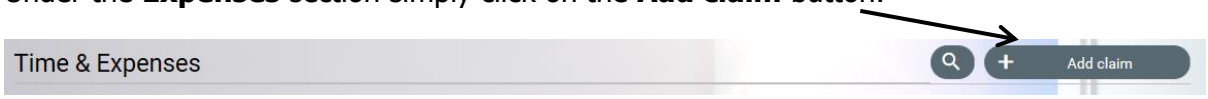


Can I make a mileage claim and a claim for expenses on the same claim?

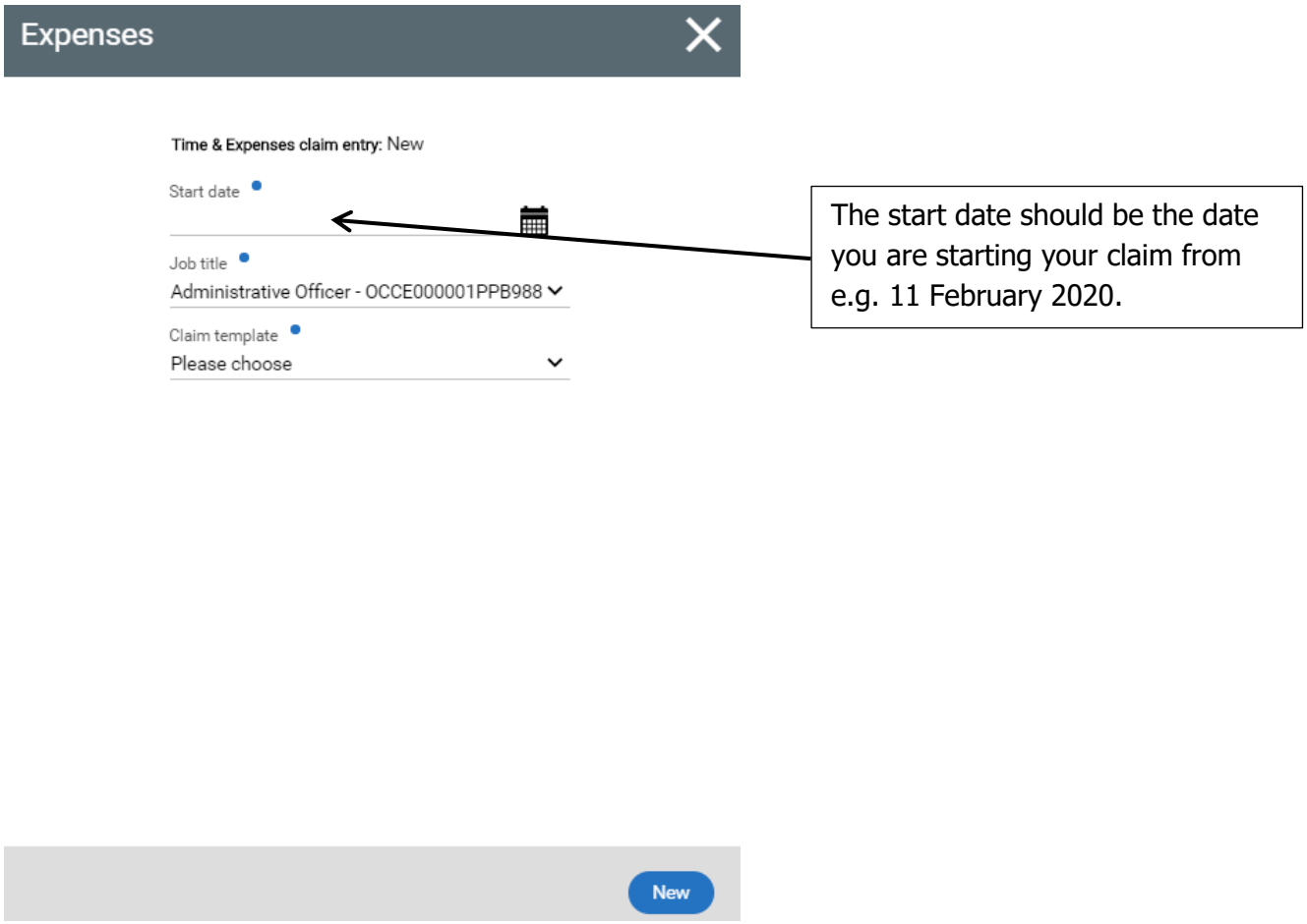
Yes. Follow the steps above to complete your mileage claim then before your submit your claim follow the steps in the **Making an expenses claim** below.

Making an expenses claim

Under the **Expenses** section simply click on the **Add claim** button:

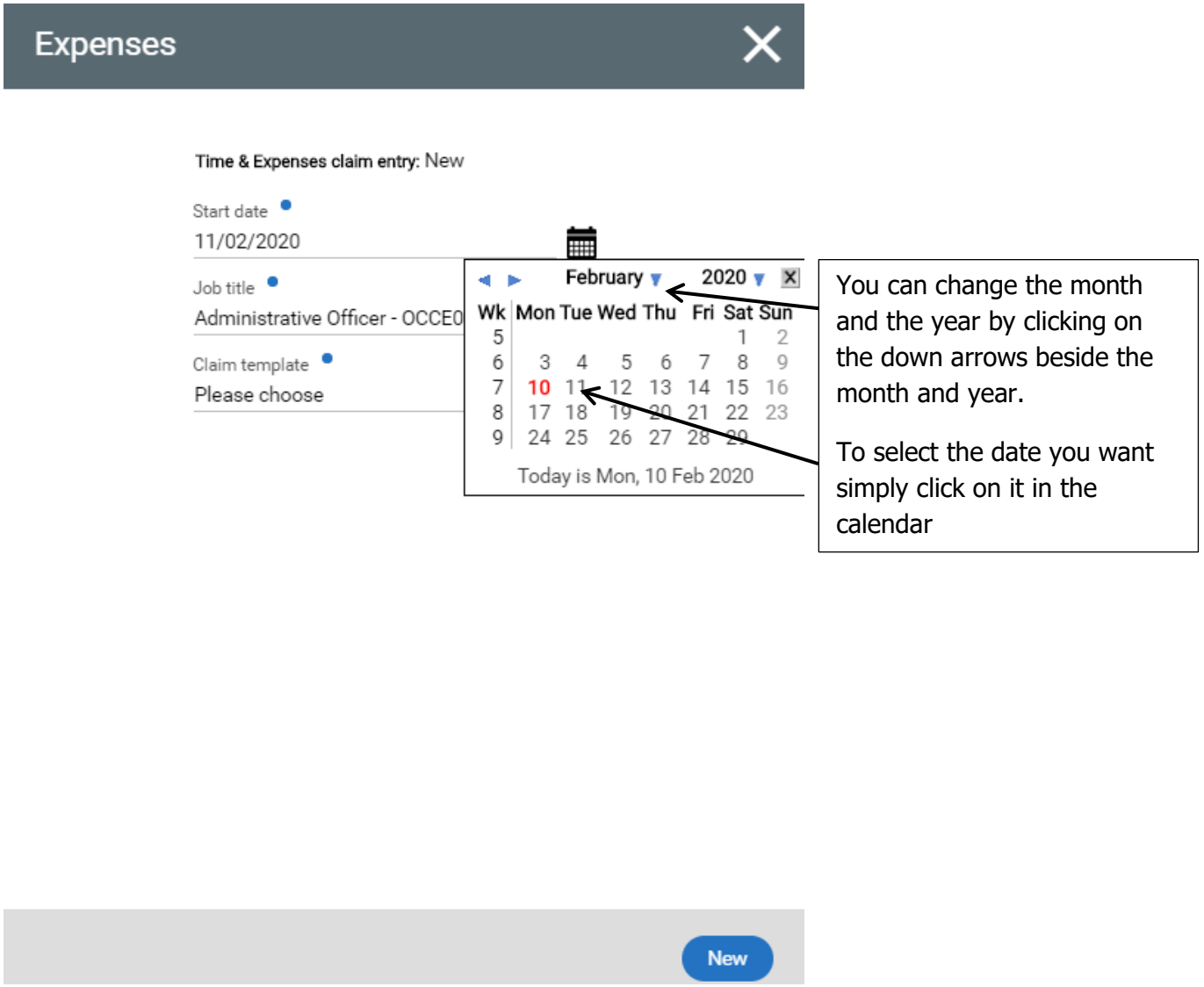


Your screen will now look like this:

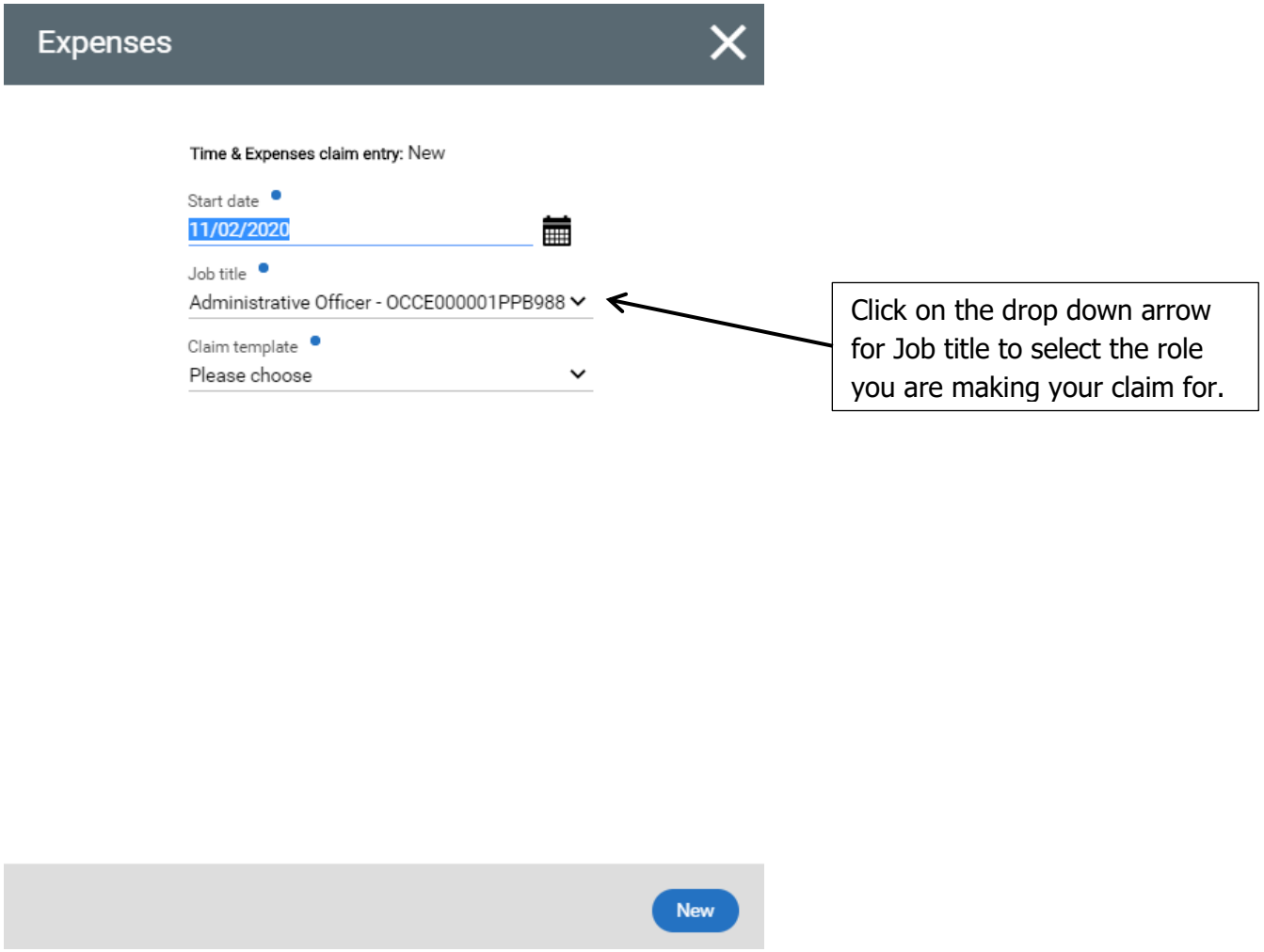


The start date should be the date you are starting your claim from e.g. 11 February 2020.

Enter the **Start date** for your claim:



Your screen will now look like this:

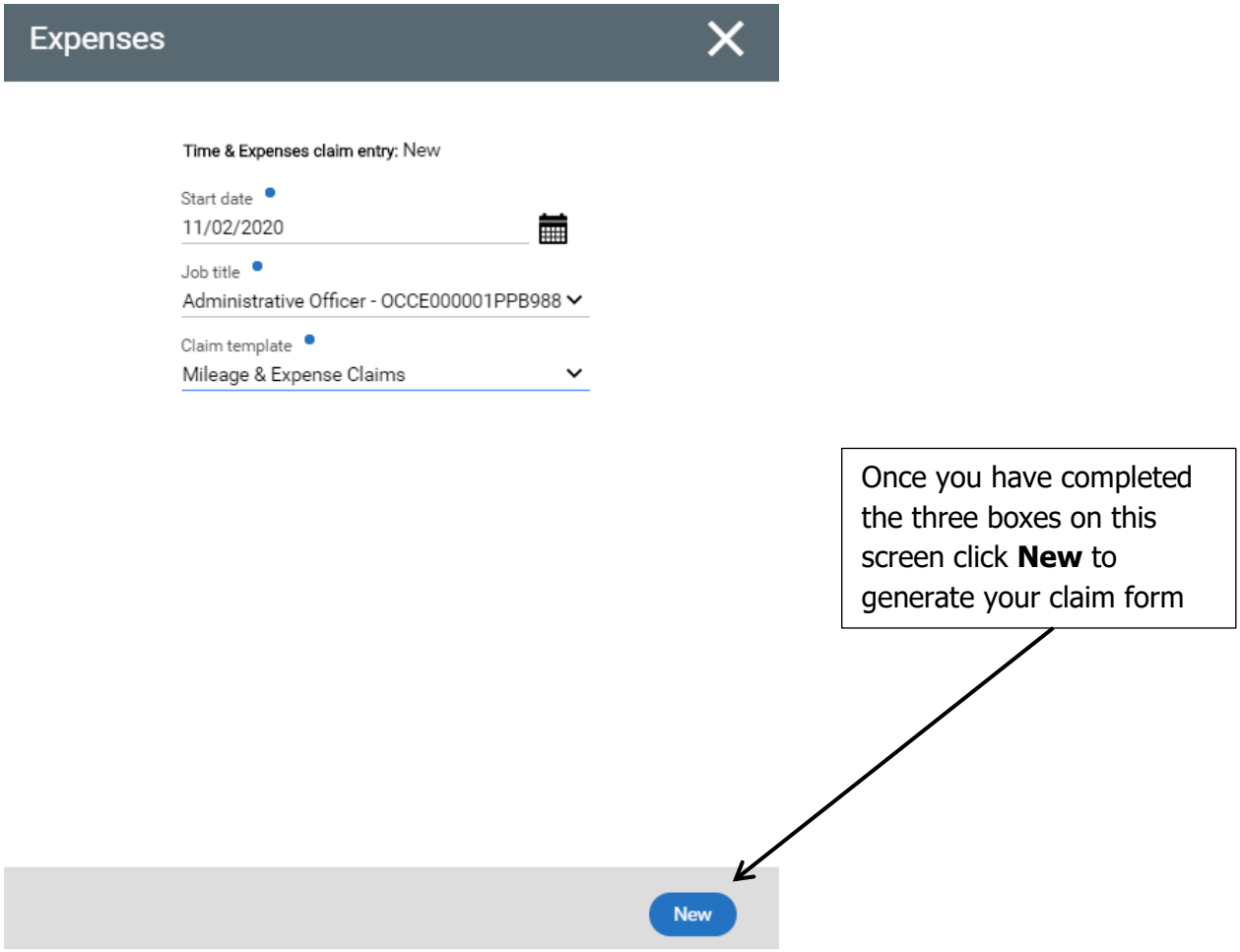


Your screen will now look like this:

Click on the drop down arrow for **Claim template** to select the **Mileage and Expenses** template.

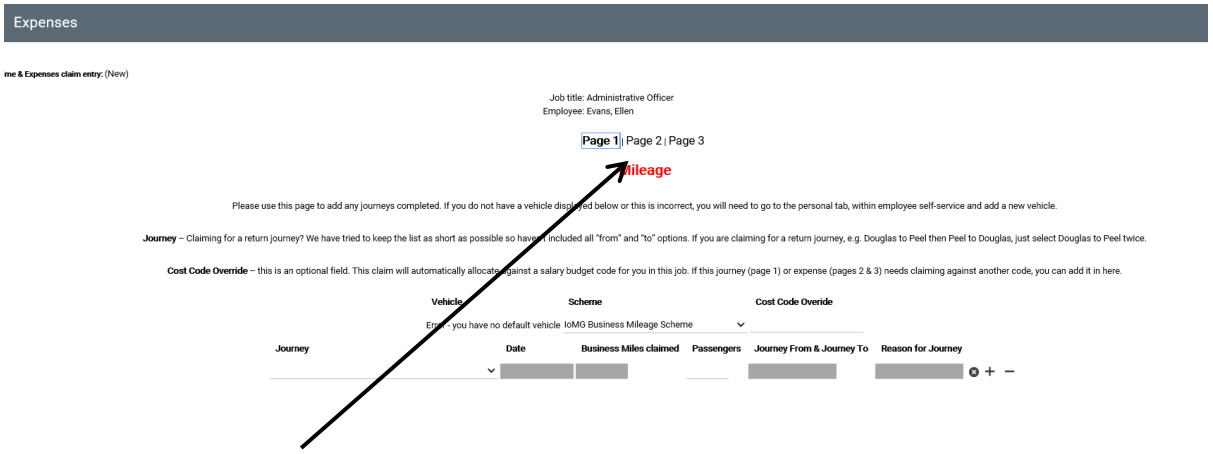
Dependent on your terms and conditions and your job, you will only see templates here that are applicable to you.

Your screen will now look like this:



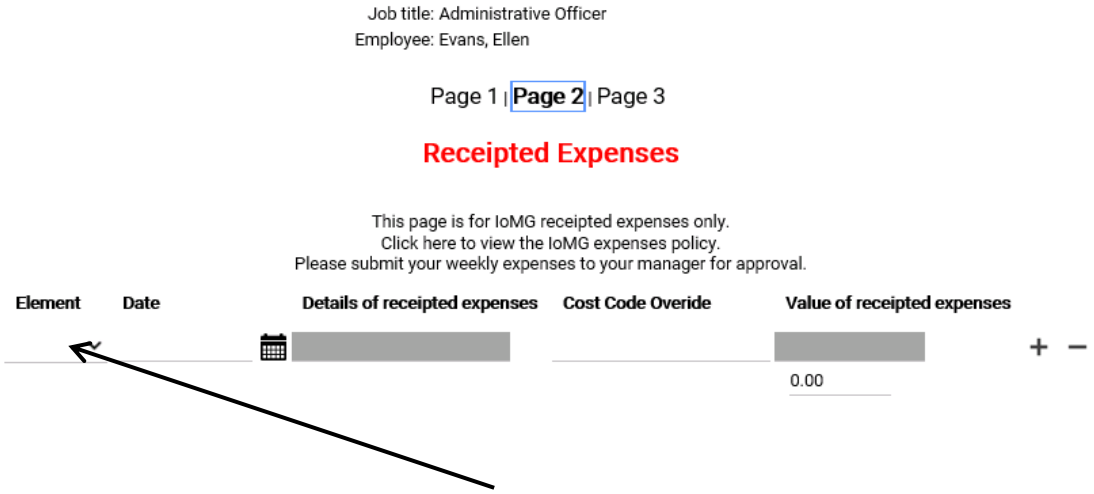
Once you have completed the three boxes on this screen click **New** to generate your claim form

Your screen will now look like this:



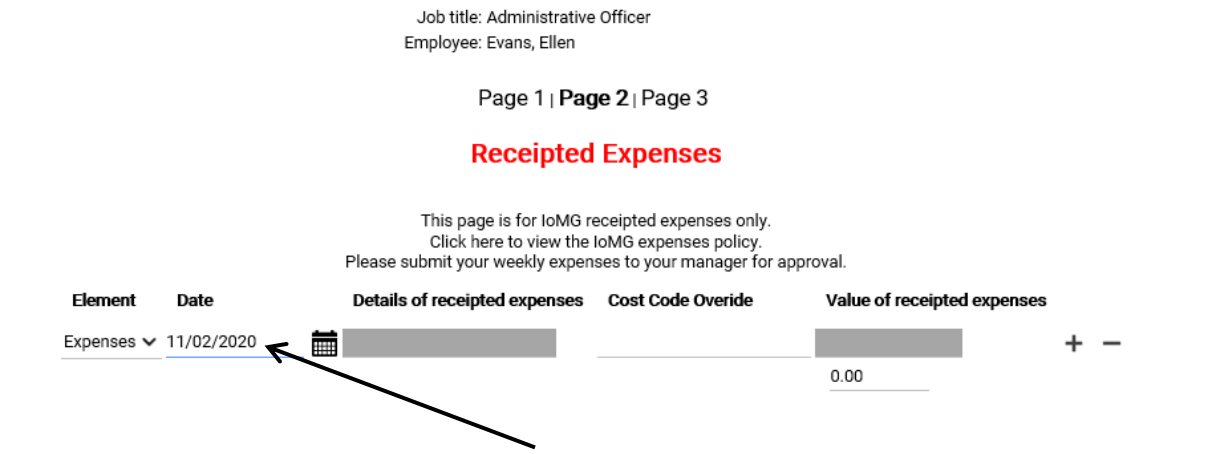
Click on **Page 2** here:

Your screen will now look like this:



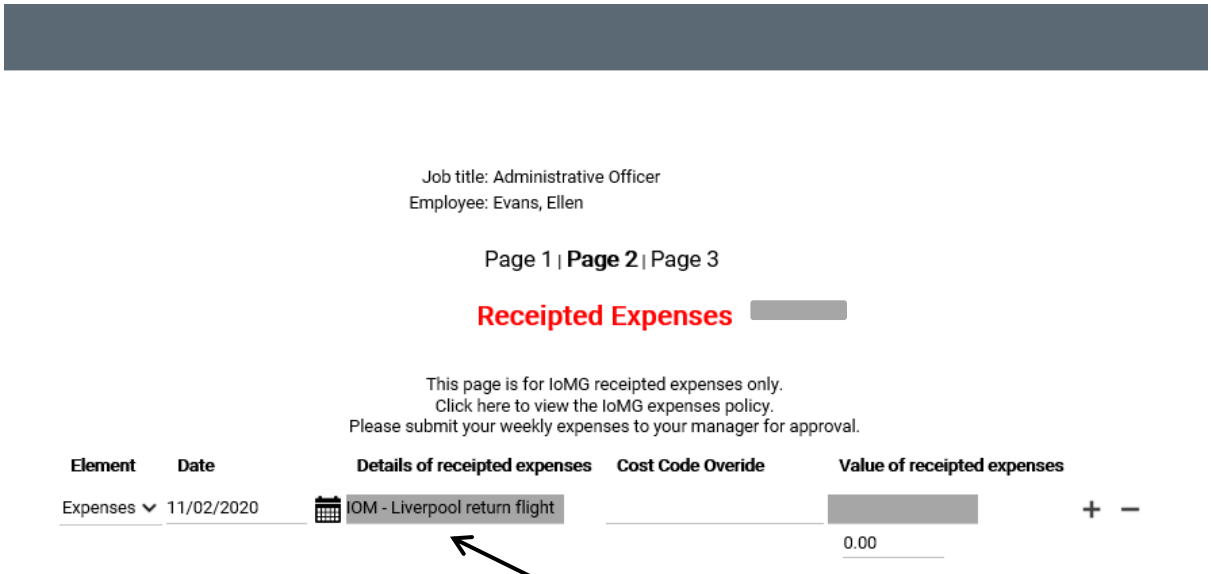
Click on the drop down arrow under **Element** and select **Expenses** from the list

Your screen will now look like this:



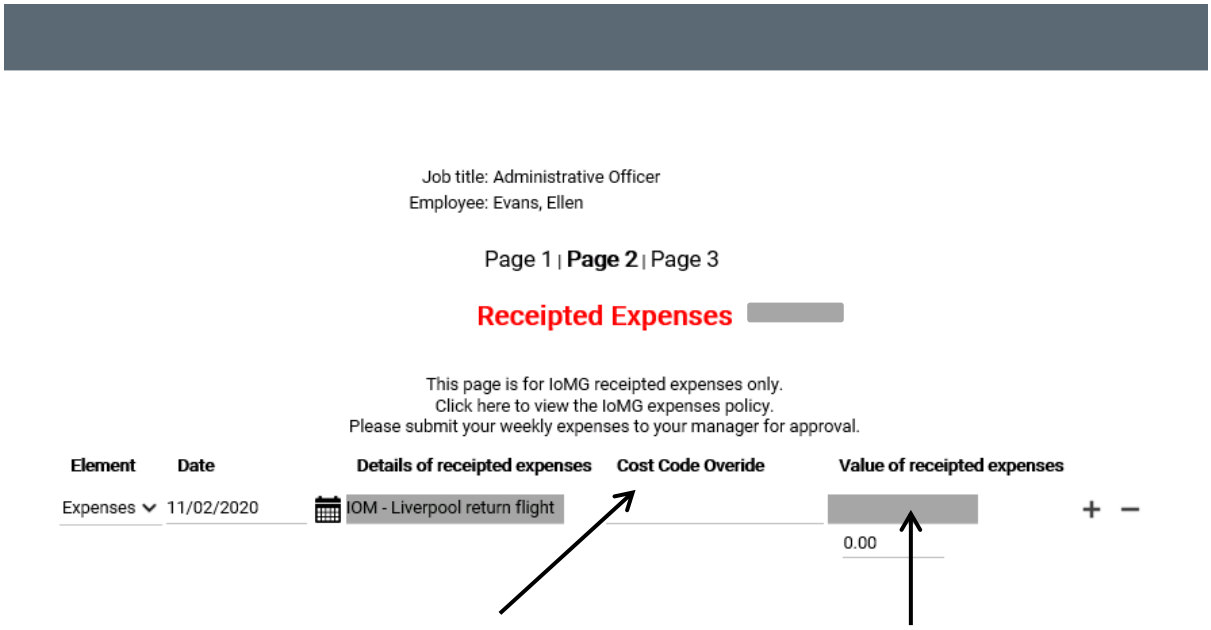
Add the date you incurred the expense here:

Your screen will now look like this:



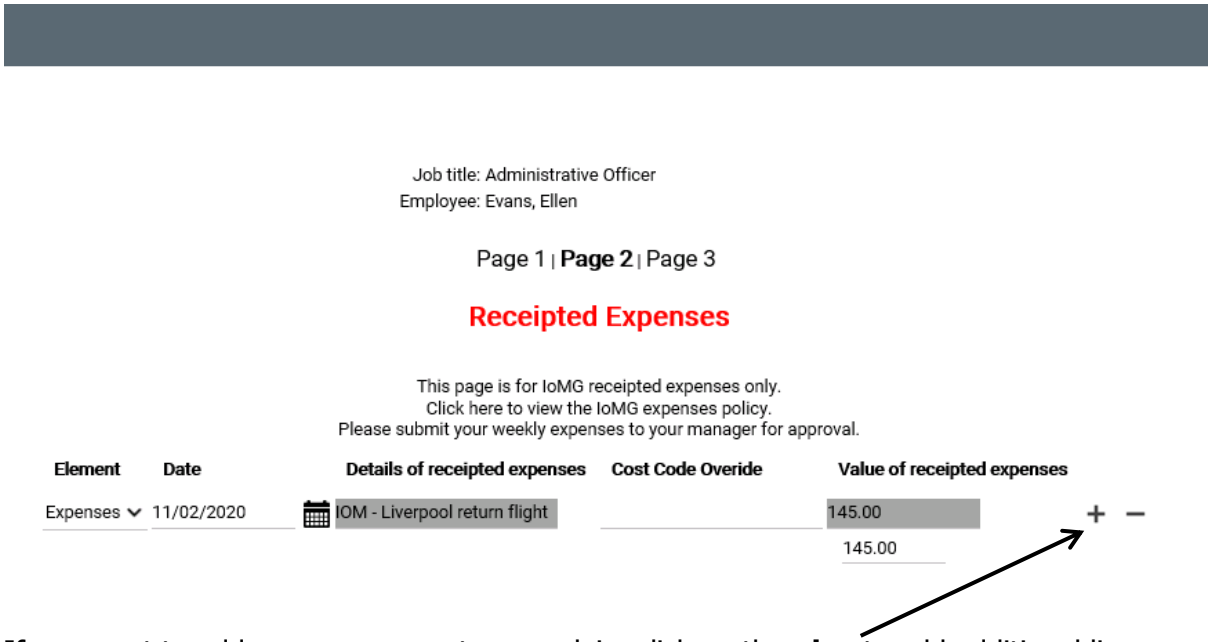
Complete the details of your incurred expense here:

Your screen will now look like this:

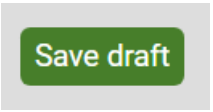


If required type in the **Cost Code Override** here and add in the amount of your incurred expense:

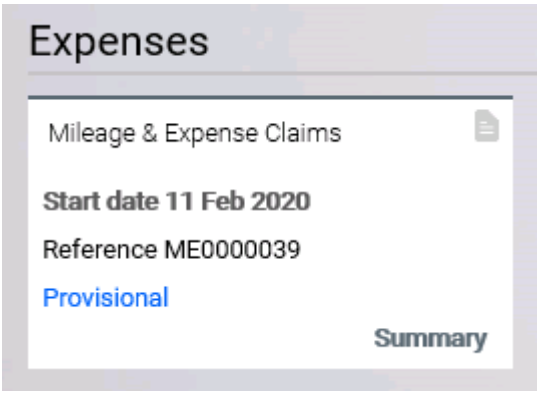
Your screen will now look like this:



If you want to add more expenses to your claim click on the **plus** to add additional lines so that you can build up your claim.

If you are not ready to submit your claim to your line manager yet you can save it as a draft. To do this click on the **Save draft** button: 

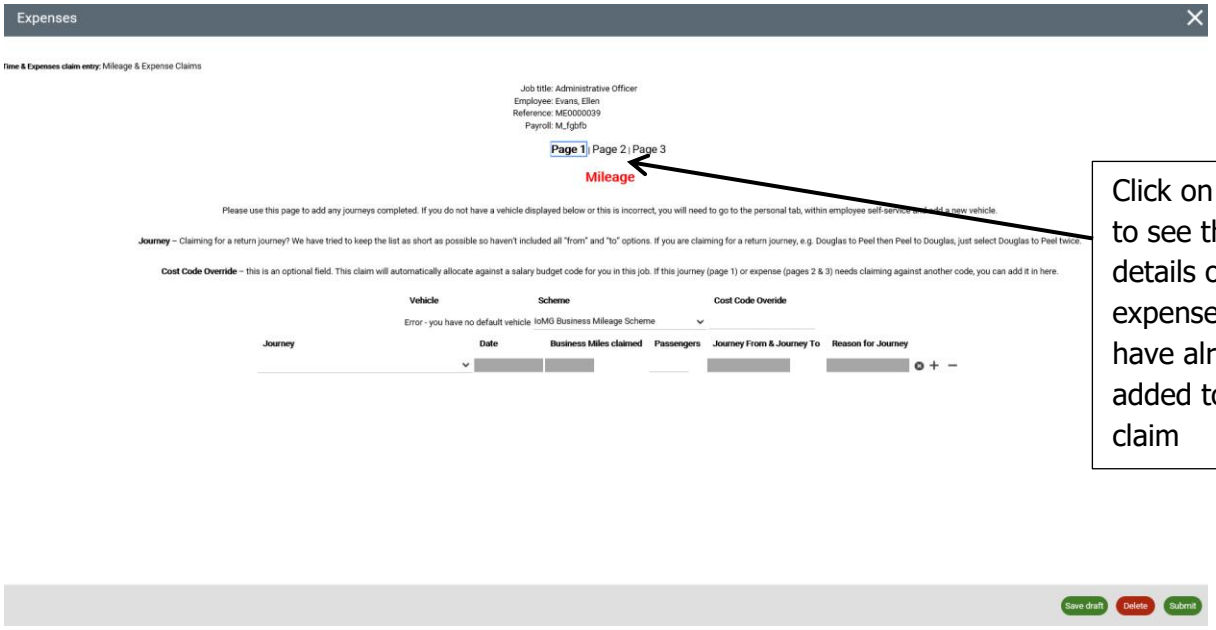
Under the **Pay & Benefits** tab, on the **Expenses** section you will now see your draft claim:



t this point neither your line manager nor payroll can view the details of your claim.

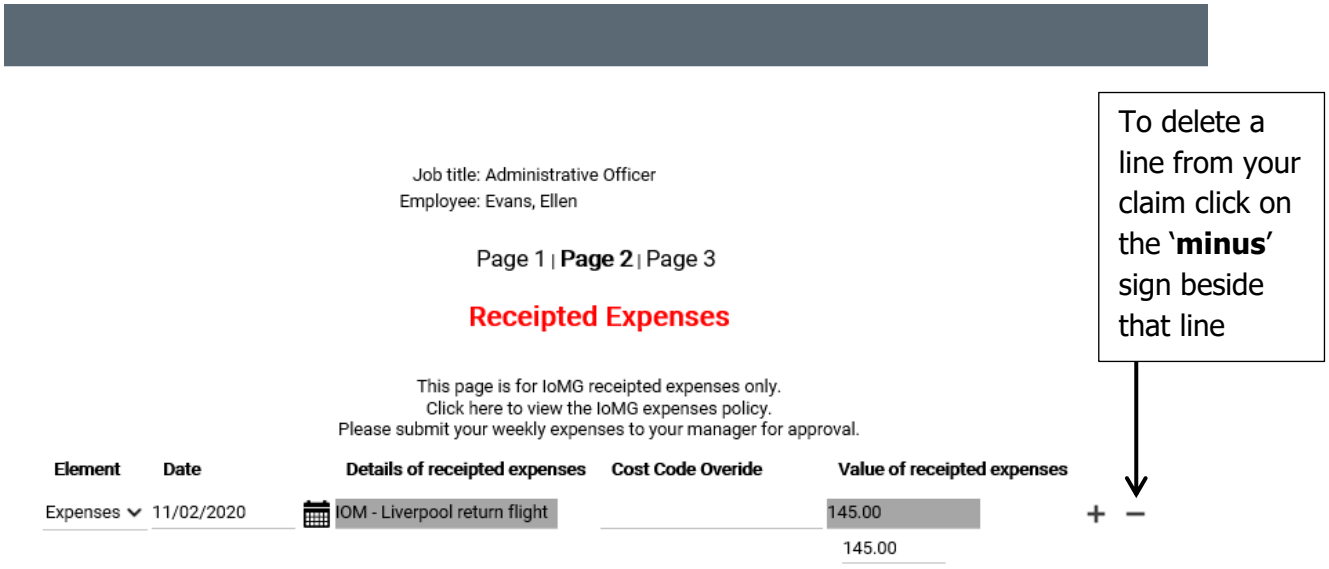
To add more information to this claim or to submit it to your line manager simply click back on the claim under the **Expenses** section.

Your screen will now look like this:



Click on **Page 2** to see the details of the expenses you have already added to your claim

Your screen will now look like this:

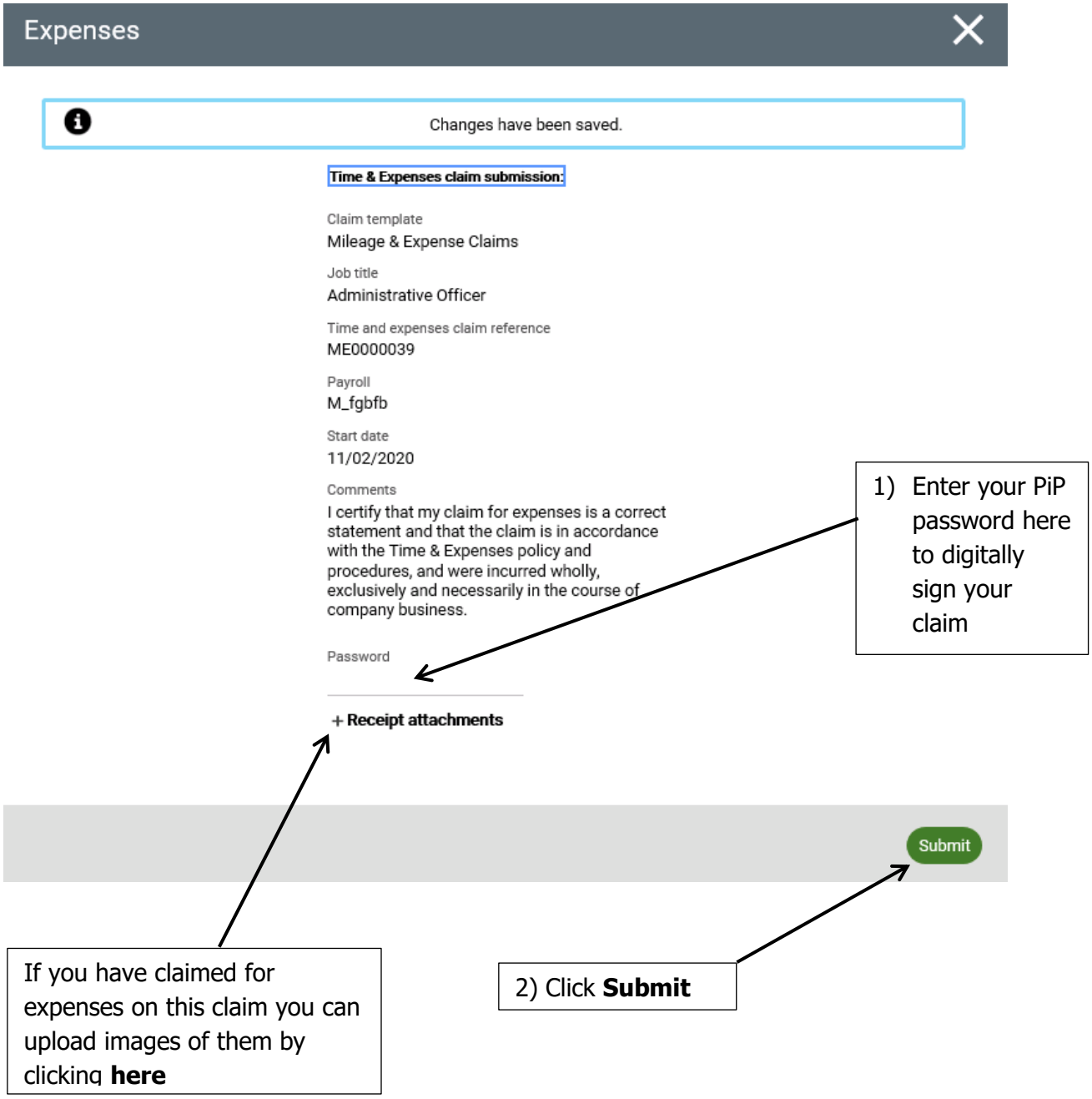


From this screen there are six things you could possibly do:

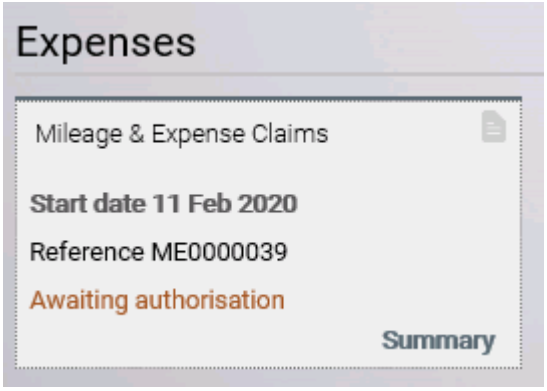
- Add a line by clicking on the plus and adding the detail
- Delete a line by clicking on the minus
- Save it as a draft again
- Delete the entire claim – be careful doing this as you will lose your entire claim. If you want to delete a line from your claim e.g. the middle line from the above example, click on the 'minus' sign beside that line
- Submit it to your line manager for review and approval
- Print a copy for your own records

When you are ready to submit your claim click on the **Submit** button.

Your screen will now look like this:



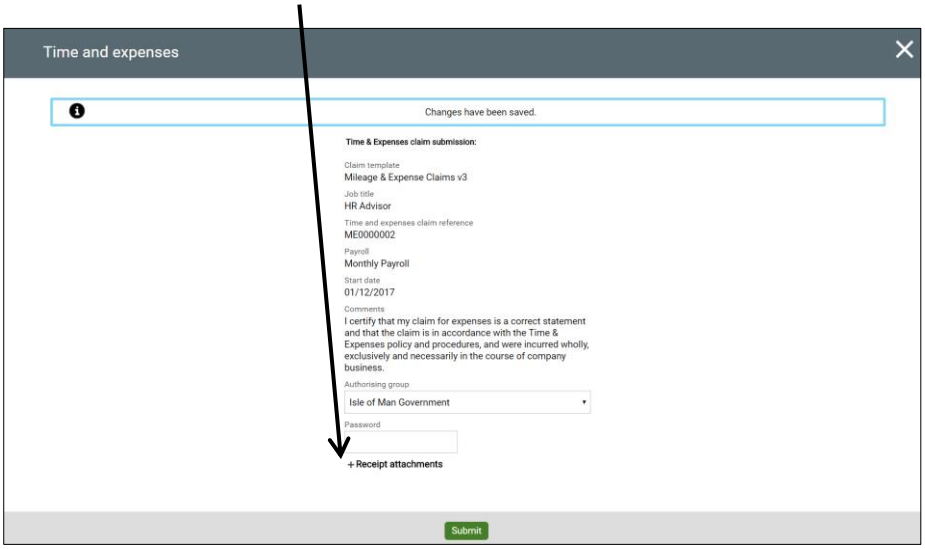
Your screen will now look like this:



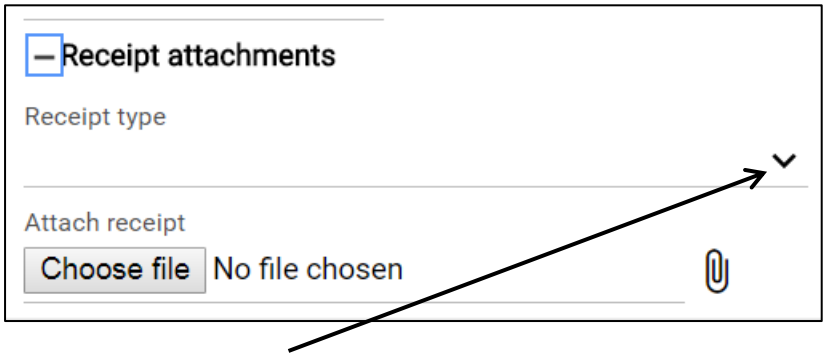
Adding receipts to an expense claim

Before you can submit an expense claim you must upload scanned copies of any receipts you have to provide evidence for the amounts you are claiming.
Scan your receipts and save them onto your PC – ask your line manager for help with this if necessary. If you have more than one receipt scan them all into one Word document as you can only attach one document to a claim rather than multiple documents.

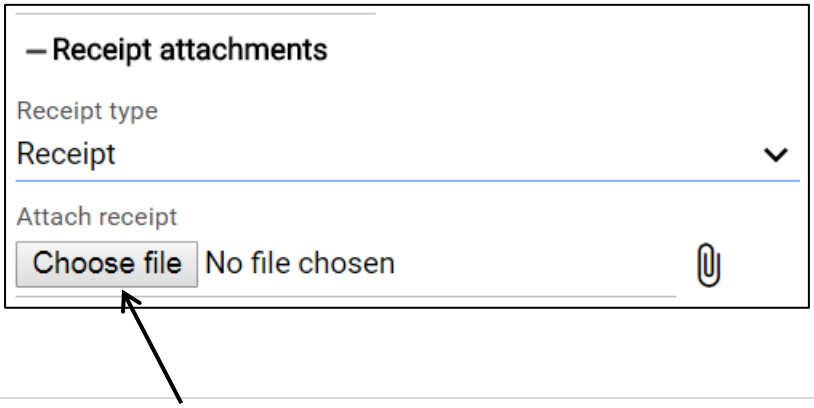
When you click Submit on your Expenses claim you'll see the option for attaching receipts – click on **Receipt attachments**:



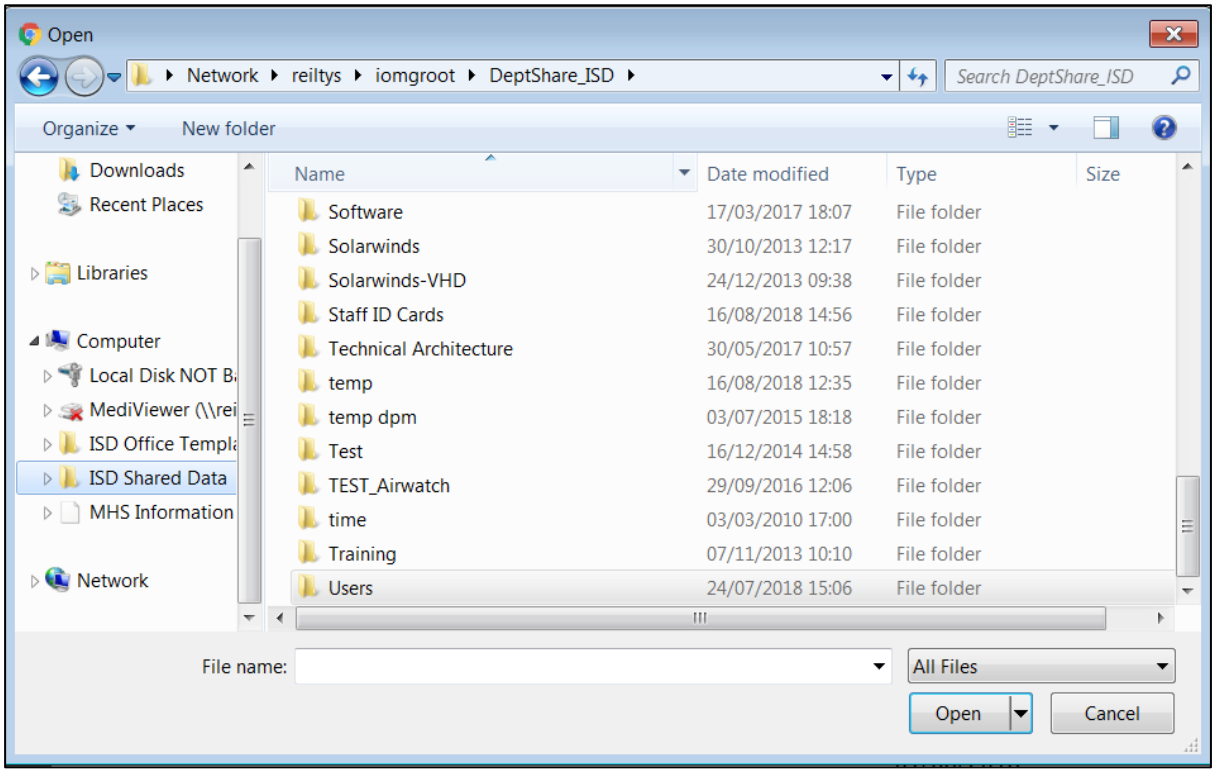
You'll then see the following options:



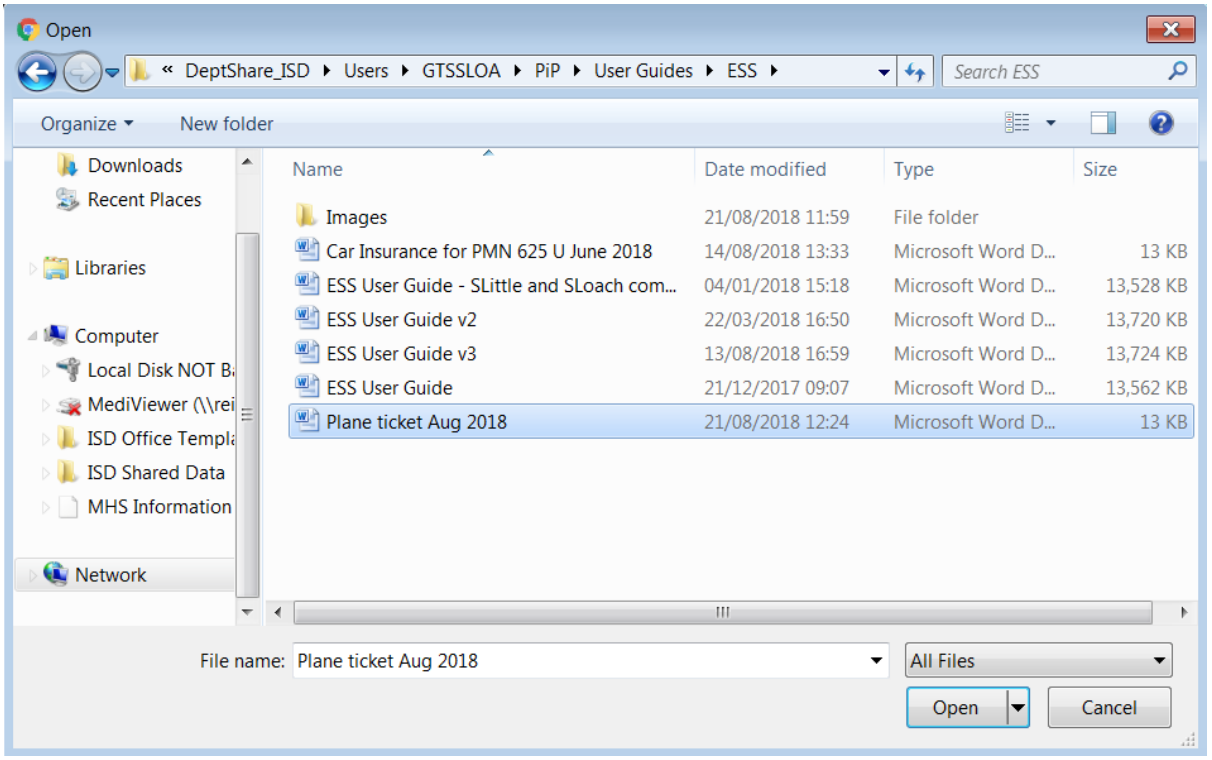
Click on the drop-down arrow under **Receipt type** and select **Receipt**:



Click on **Choose file**:

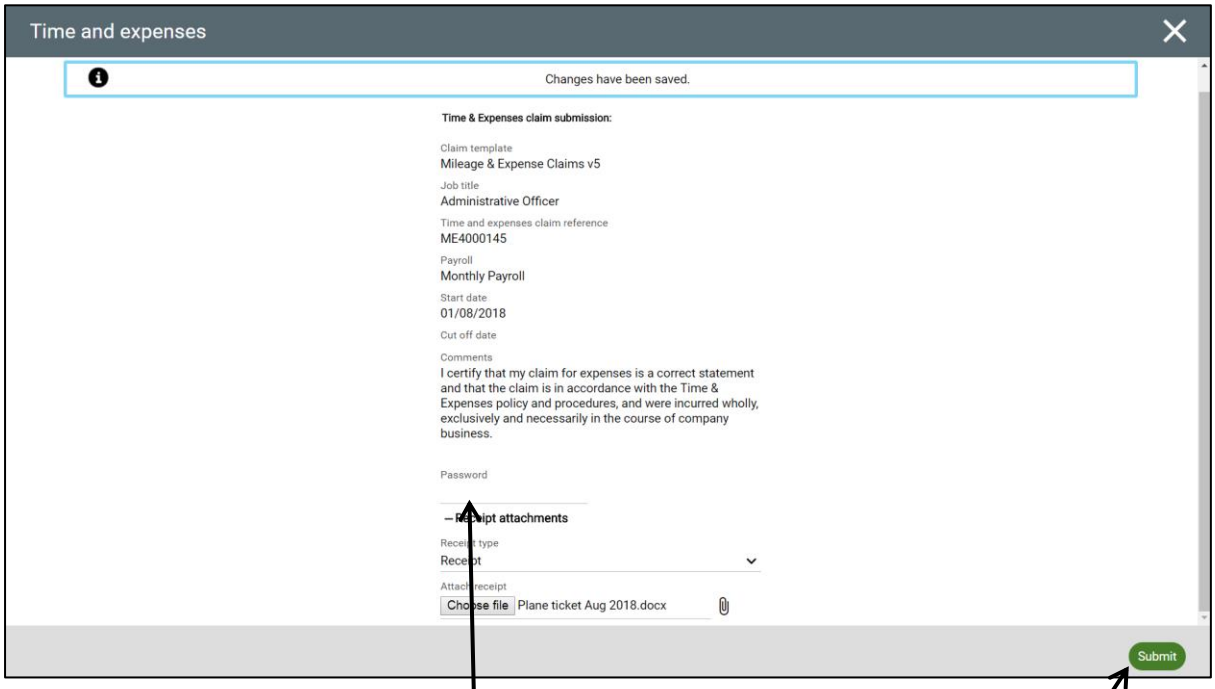


Locate the scanned copy of your receipt using the directory on your PC – see above.



Click on your scanned receipt so that the name of it appears in the **File name** box above and then click **Open**.

Your screen will now look like this:



Enter your **PiP For Me** password **here** to digitally sign your claim and click **Submit**.

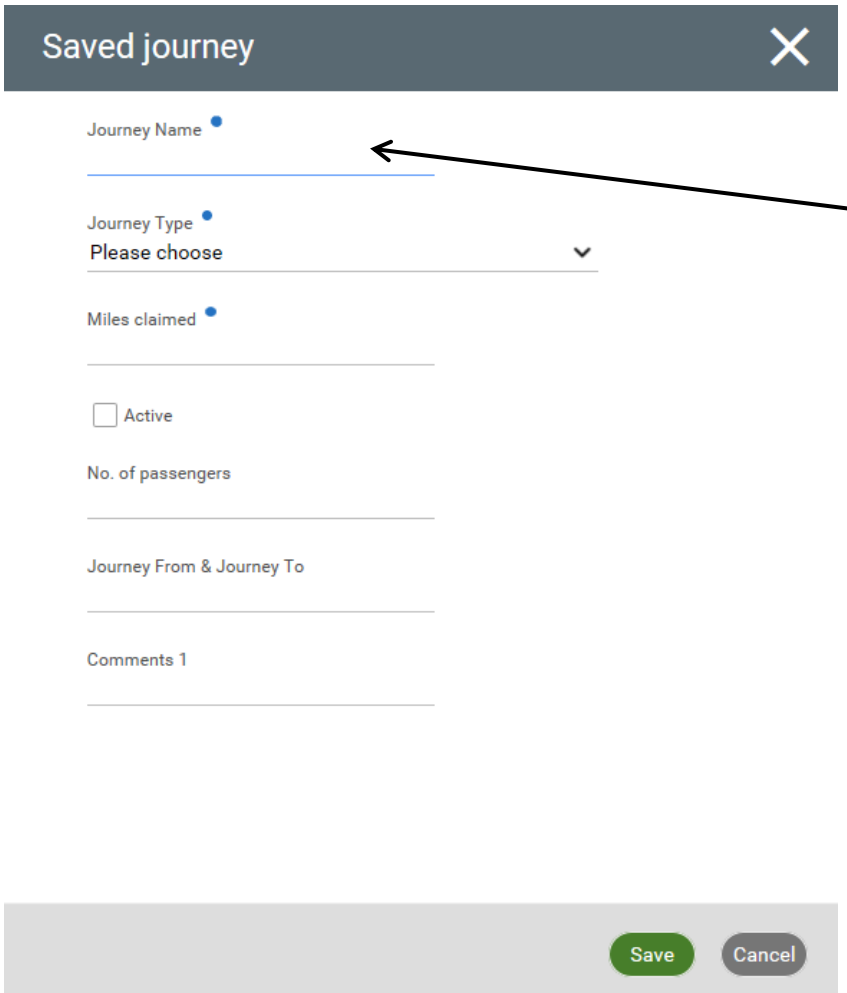
Saved journeys

If you regularly do the same journeys for work using your own vehicle you can create a list of those journeys in the **Saved journeys** section.

This makes it easier for you when making a claim for mileage because you can select one of your saved journeys from the list on the claim form rather than having to type the number of miles and details of where you have journeyed from and to every time you claim the mileage for one of those regularly journeys.

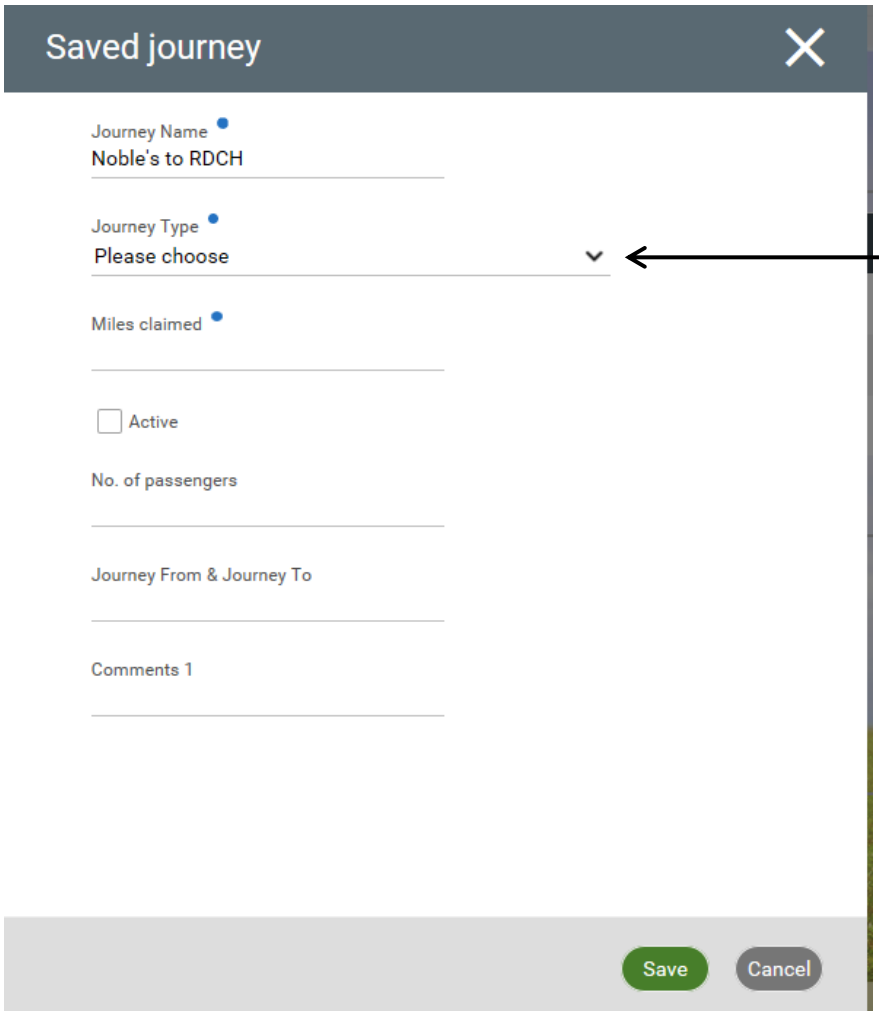
Under the **Saved journeys** section simply click on the **Add journey** button:

Your screen will now look like this:



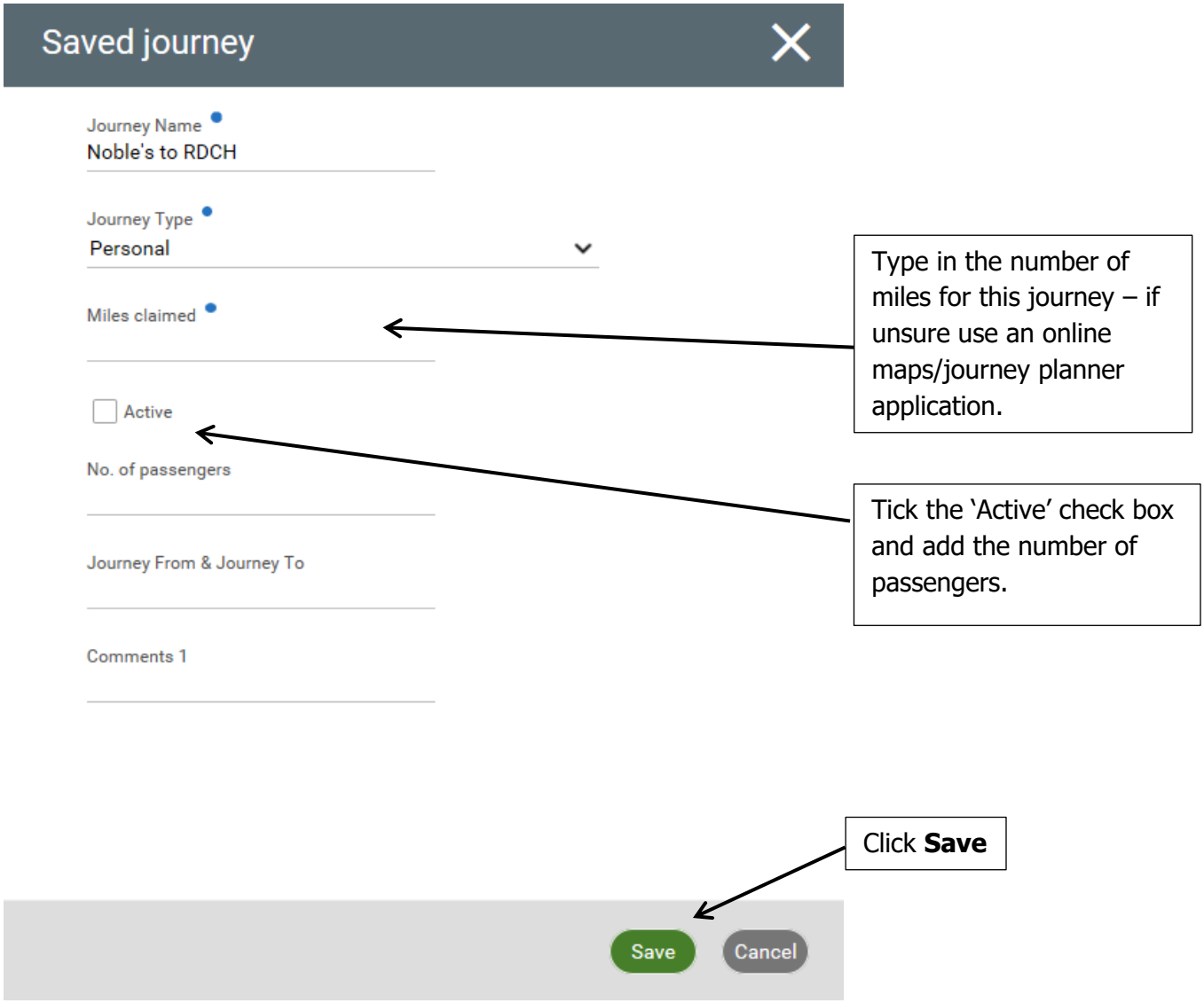
Give your journey a name – something that will mean something to you and your line manager e.g. Nobles to RDCH

Your screen will now look like this:

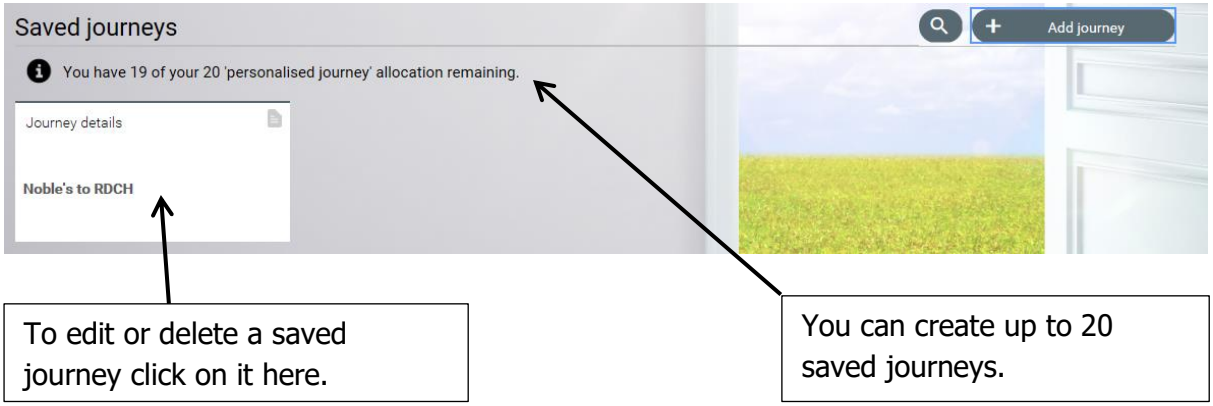


Click on the drop down arrow for **Journey Type** and select **Personal**

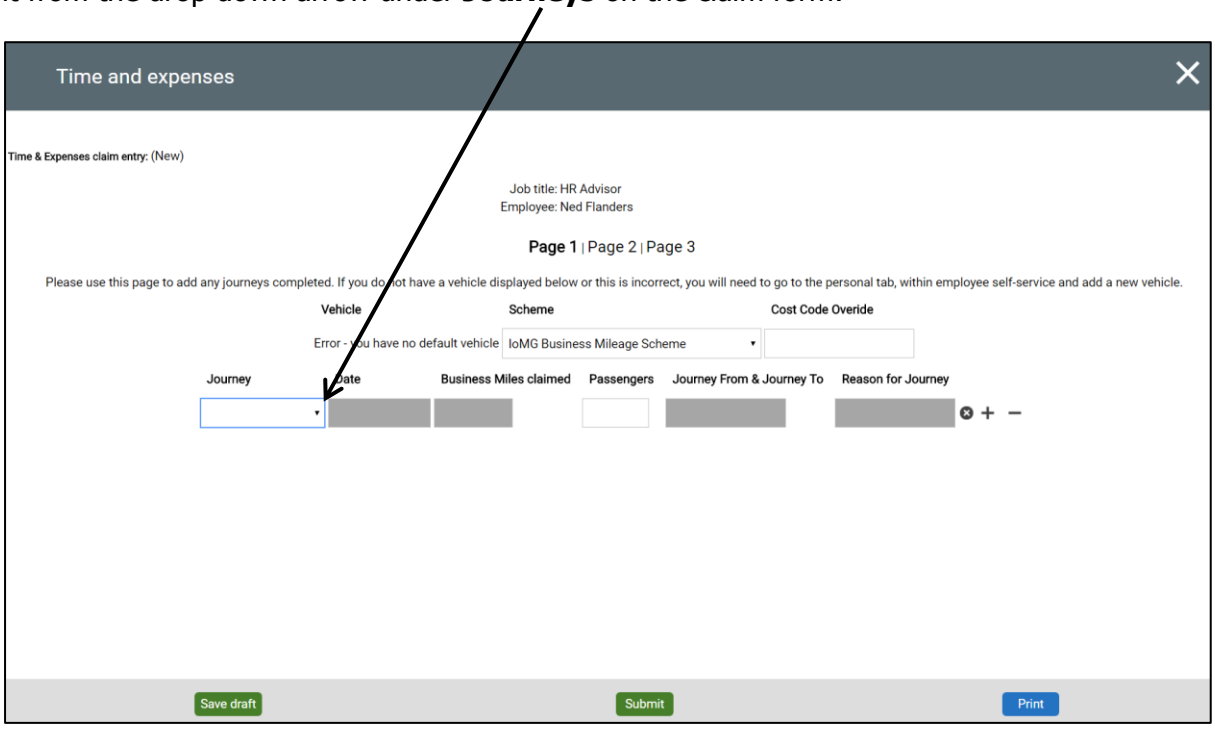
Your screen will now look like this:



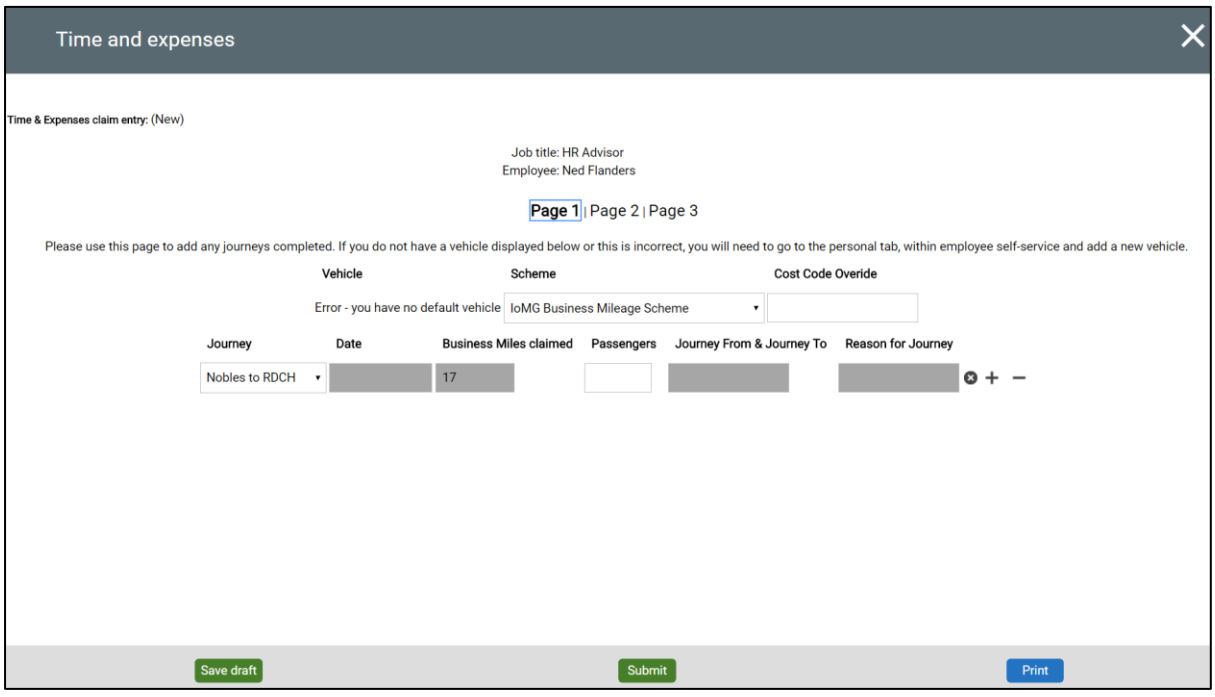
Your screen will now look like this:



When you make a mileage claim now for one your saved journeys you will be able to select it from the drop down arrow under **Journeys** on the claim form:

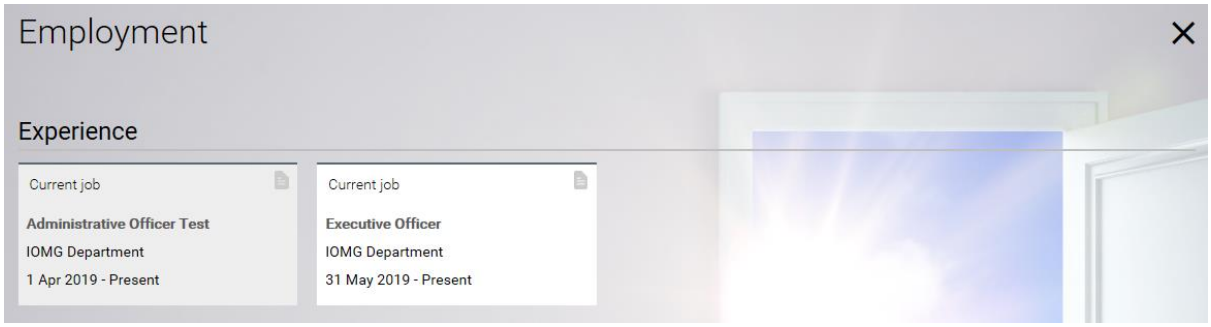


Your screen will now look like this:



The Employment Tab

Under the **Employment Tab** you can view details of your current contract of employment with Isle of Man Government and also enter notification of your resignation if you are leaving the organisation.

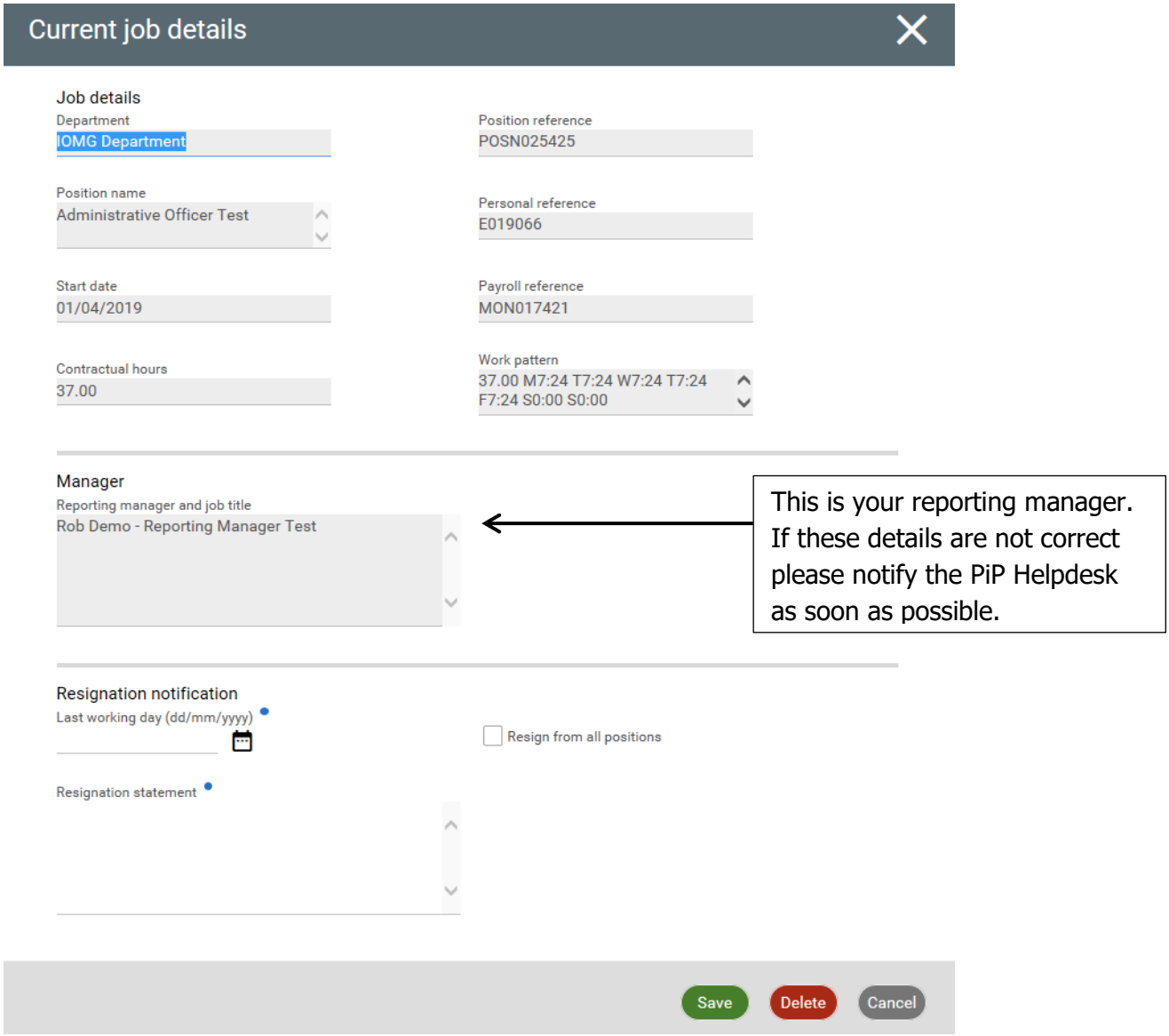


Only your current role/s will appear here initially. From the date PiP went live, if you move roles this screen will retain the history of all your roles from that date onwards.

If you have more than one current role e.g. full time Day Support Worker and Bank Healthcare Assistant, you will see cards for both roles in this section.

To view some basic employment details simply click on the role.

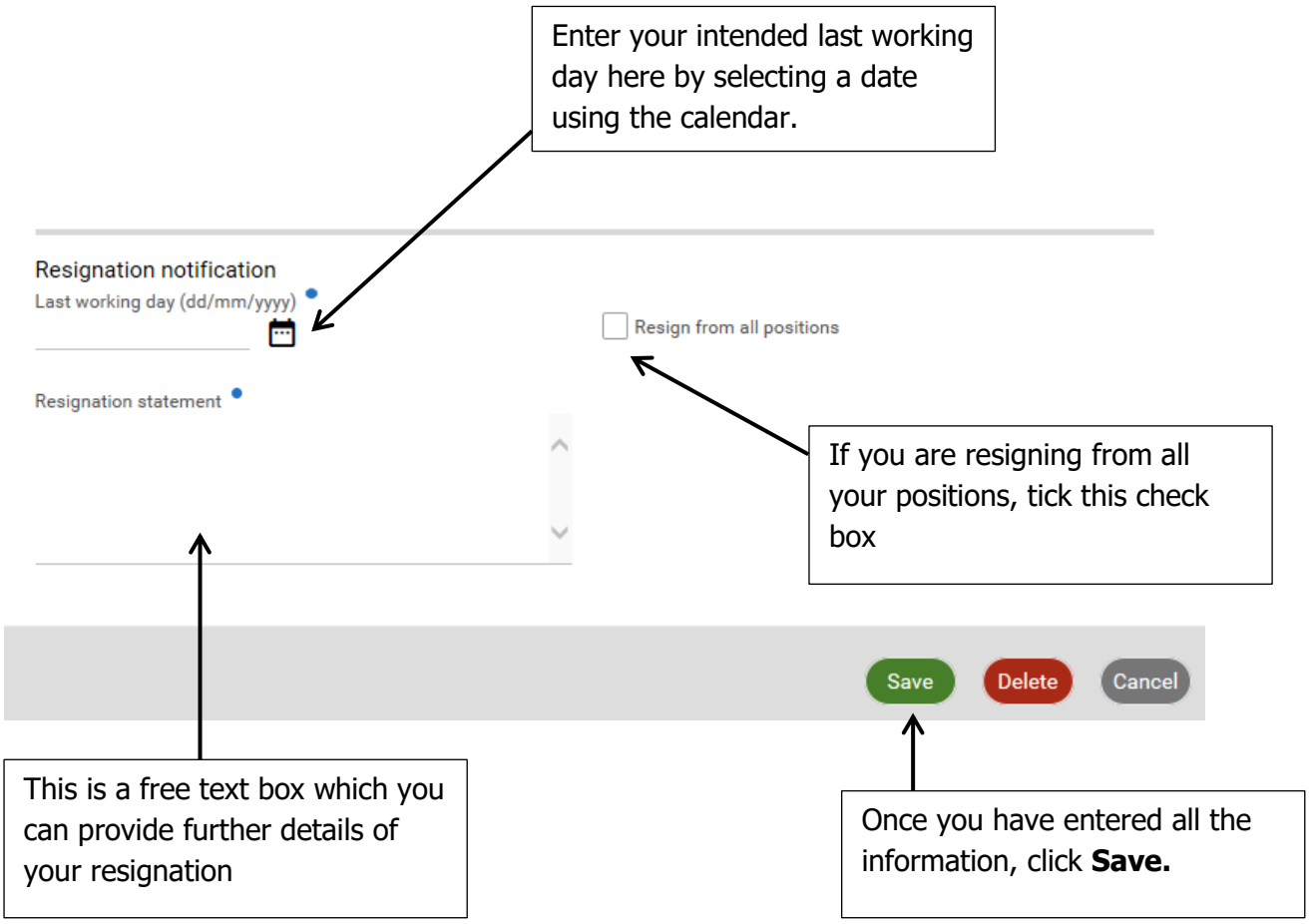
Your screen will now look like this:



If any of the details on this screen are incorrect speak to your line manager and the Office of Human Resources to make sure it is corrected.

Resignation notification

If you are planning on resigning from your position you should notify your line manager in person of your intention to leave. Following your conversation you can submit your notification via this section of PiP.



Once you submit details of your intention to resignation, your manager will receive notification in PiP the next day.

Retracting your resignation

If you wish to retract your resignation, please notify your manager who can reverse this for you.

Help & Support

PiP Buddies

If you have a general query regarding PiP please speak to a PiP buddy within your area who should be able to help you in the first instance. PiP Buddies are people across the organisation who have volunteered and been trained to provide on-site help and support to their colleagues as they get used to using PiP.

OHR support

Should you need support with any of the new processes please contact the following OHR teams who will be happy to talk through the process with you:

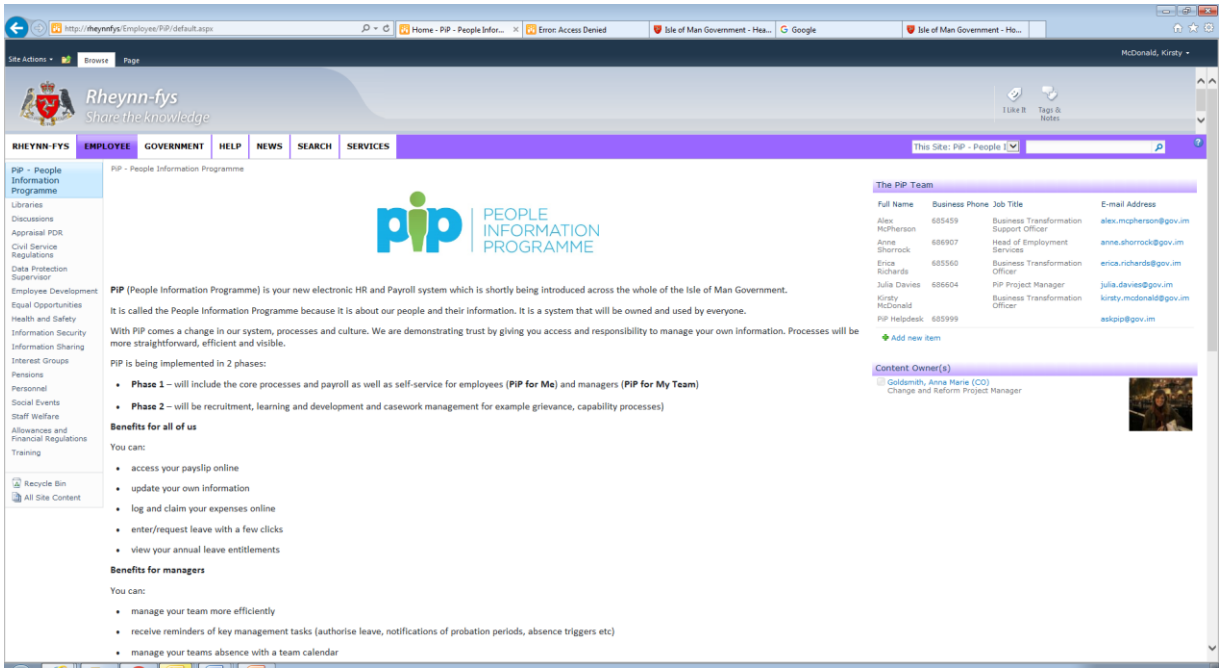
Absence processes: Absence Team, Tel: 685073, email: absence@gov.im

Employment Changes processes: Employment Changes Team, Tel: 686300, email: HRChanges@gov.im

Time and Expenses: Payroll Team, Tel: 685595 email: payroll@gov.im

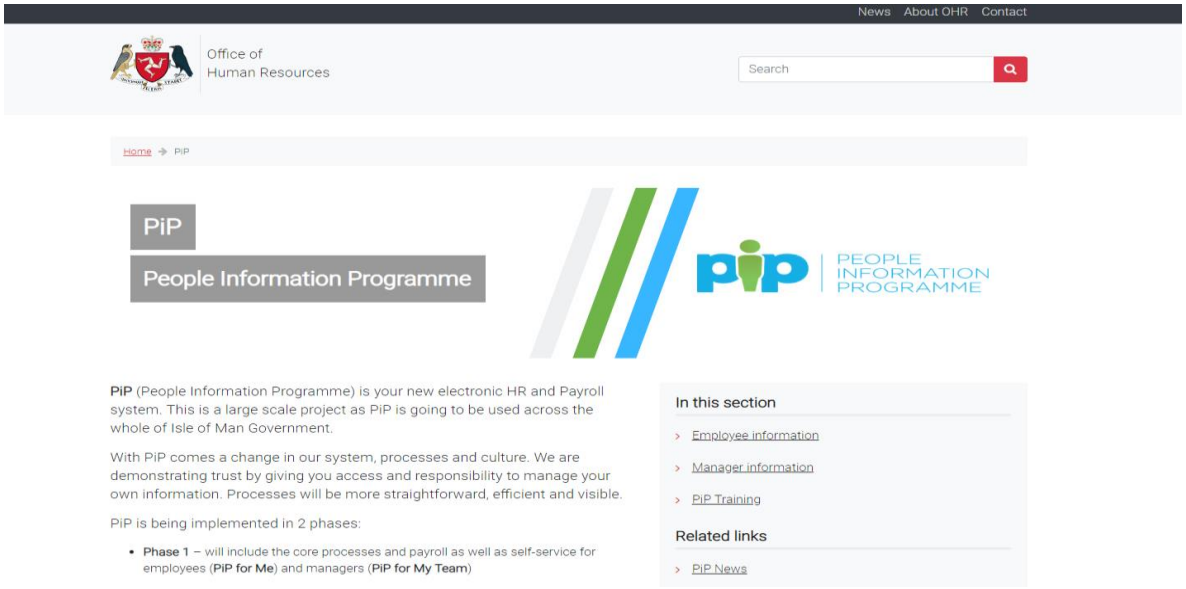
Login or technical support: PiP Helpdesk Tel: 685999 Email: askpip@gov.im

Rheynn-Fys and It's Learning has been updated to provide very useful links to all our **training documentation including quick one page how to guides** and **monthly updates.** Please check this out to **keep up to date with our progress!**



OHR Website

The PiP section within the OHR website contains links to all PiP training material and the latest PiP news.



Team Member – Frequently Asked Questions

I don't have access to a computer as part of my job, how will I use PiP?

The PiP project team have been working closely with Departments to identify those who spend a minimum or no time using a computer. Where this is the case, resources will be in place at your Department base for you to access PiP so check with your manager. You can also view your personal employee self-service (PiP for Me) area remotely on a personal device e.g. smart phone, tablet, iPad or personal computer at home.

How will PiP work for me if I don't have the right IT skills?

PiP is very easy to use so if you have used any websites like Amazon, Facebook or booked a holiday online then you will be able to use PiP. If you would like more assistance with your IT Skills, training is available through LEaD (Learning, Education and Development team). Your line manager should be able to help you apply for a course.

Alternatively, there are various "Get Online" initiatives available out in the community, some of which can be found at https://www.gov.im/digitalinclusion and the University College Isle of Man also has computer skills courses which are open to everyone.

What is the new functionality going live now?

PiP For Me includes:

- Annual leave
- Requesting flexi leave
- TOIL
- Sickness absence
- Special leave requests
- Mileage and expenses
- Workflow emails

PiP For My Team (MSS)

- My Staff – full access
- Absence (sickness, annual leave, special leave, maternity, paternity and adoption)
- Employment changes
- Dashboard absence analytics
- Workflow and key task reminders (absence reminders, LTA end dates approaching, etc)

What do I need to do when I first log on after the new functionality is live?

Log in as normal and just click on the "Getting Started" tab at the bottom of the dashboard and it will take you, step by step, through what checks you need to do to ensure that your record is up to date and correct.

How will I know when a change has been made to my details in PiP for Me?

Any change you make in Employee Self Service (ESS) will be confirmed to you by email. For example if you change your bank account, this is the email notification you will receive.

> *Hello "Name"*
> *Thank you for updating your bank details on PiP, your record has been updated.*

If you request an absence or submit an expenses claim, this will be automatically sent to your Manager for approval. You will receive an email confirming your request and your Manager will receive an email advising that a request is pending.

You will be able to see any changes you have made by logging in to Employee Self Service (ESS).

What do I do if I am off sick?

If you are not going to be able to get into work due to sickness, then you should follow your standard absence process, e.g. phone and speak to your Manager.

Within Employee Self Service (PiP for Me) you will have access to open a sickness record. Alternatively, your Manager can do this for you. This does not replace any conversations you need to have with your Manager.

What do I need to do in PiP if I am absent from work long term?

If you are absent from work for an extended period of time, you should make sure your email address for PiP is changed if needed, so you can continue to receive your email notifications of PiP while not in work.

You should also log into PiP occasionally, at least once a month to ensure your password remains active. If you have any problems logging in while on long term absence, please contact the PiP Helpdesk askpip@gov.im

Can I view my colleague's calendars so I know if anyone else is on leave before I request a holiday in PiP?

No, this can't currently be viewed in PiP so please continue to have conversations with your colleagues about this, as you do now.

Will PiP know when my annual leave anniversary is?

PiP has all the leave bands built in against your terms and conditions and knows your employment start date to increase your leave on its anniversary.

However, if you were given an "annual leave credit" when you joined us PiP won't know this – there weren't ever entered into Oracle so couldn't be converted over. To get any credited for annual leave date added to your record, contact the Absence Team on 685073 or absence@gov.im

I'm part time, are my bank holidays pro-rated in PiP?

Yes, your annual leave entitlement and bank holidays are automatically pro-rated in PiP if you working pattern is set to a part time schedule.

How will flexi work?

You can request flexi leave through Employee Self Service (ESS) and this will need to be authorised by your Manager.

PiP does not hold flexi balances so your Department will confirm how you will do this (e.g. Etarmis/Spreadsheet).

Why should we put Flexi Leave requests through PiP if the system cannot record Flexi?

This is important as your manager will need a record of all absences against your record to be able to ensure that, when they approve leave across your team, there are still sufficient people in work to provide cover.

In a future roll out it may be possible to load flexi balances and, at this point, you can stop using other systems to record this.

Will I be able to submit mileage claims in PiP?

Yes, within PiP in the Pay and Benefits section there time and expenses forms where you can submit your claims and attach any receipts, for expenses. Your claims will automatically be sent to your line manager for authorisation. Once your line manager has approved the claim it will automatically go in to your next available salary payment.

You will also be able to track the progress of your claim in PiP.

Some areas are going to carry on using timesheets for now so check with you manager about what is happening for you.

Do I need to add a GL code and cost centre into a Mileage and Expense Claim?

Yes, when you make a claim please add the GL and cost centre code into the "Cost Code Override" field. You will need to enter the 19 digit code. The first 10 digits should be the cost centre, then a space, then the 8 digit GL code.

Your manager can help you do this if you don't know which code to allocate the claim to.

Why do I need to provide evidence of my vehicle's business insurance coverage?

It's always been a requirement of the Financial Regulations for anyone who is claiming mileage, so this check just ensures that individuals and managers are covering their responsibilities.

Will I be able to submit overtime claims in PiP?

Not yet but it will be coming soon, watch this space

Will there be user guides to support me using PiP?

Yes, all our training materials (How to Guides, video's, manuals etc.) will be easily accessible in PiP. When you login you will see a section at the bottom of the dashboard designated to training. You can also find all the learning materials on our website here: https://hr.gov.im/pip/ We also have PiP buddies in each area of the organisation who will make themselves available to help you so you will be very well supported.

I have two different jobs; does that mean I will have two log-ins?

No, you will only have one login and within Employee Self Service you will be able to see your all roles with the Isle of Man Government. When you book leave, enter sickness absence or make a time and expenses claim you will be able to select which position this is for.

Bear in mind though that, during the roll out period, if you have jobs in different Departments then you will only be able to make requests/claims for your job/s in the Departments that are live.

The only exception to this once all Departments are live will be if you are receiving an IOMG Pension and also work for us e.g. as a bank and casual worker. If this applies to you, you will have one record as a pensioner and another as a worker.

When I log in it says I'm on probation but I'm not – how can I get this corrected?

You don't need to take any action. This issue is in the process of being corrected by the PiP team and should be resolved within the next few weeks.

Have we answered all your questions? We hope so but if not, please contact the PiP Team askpip@gov.im or speak to your Department Representative