



PiP For Me

(Employee Self Service)

'Full'

User Guide

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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

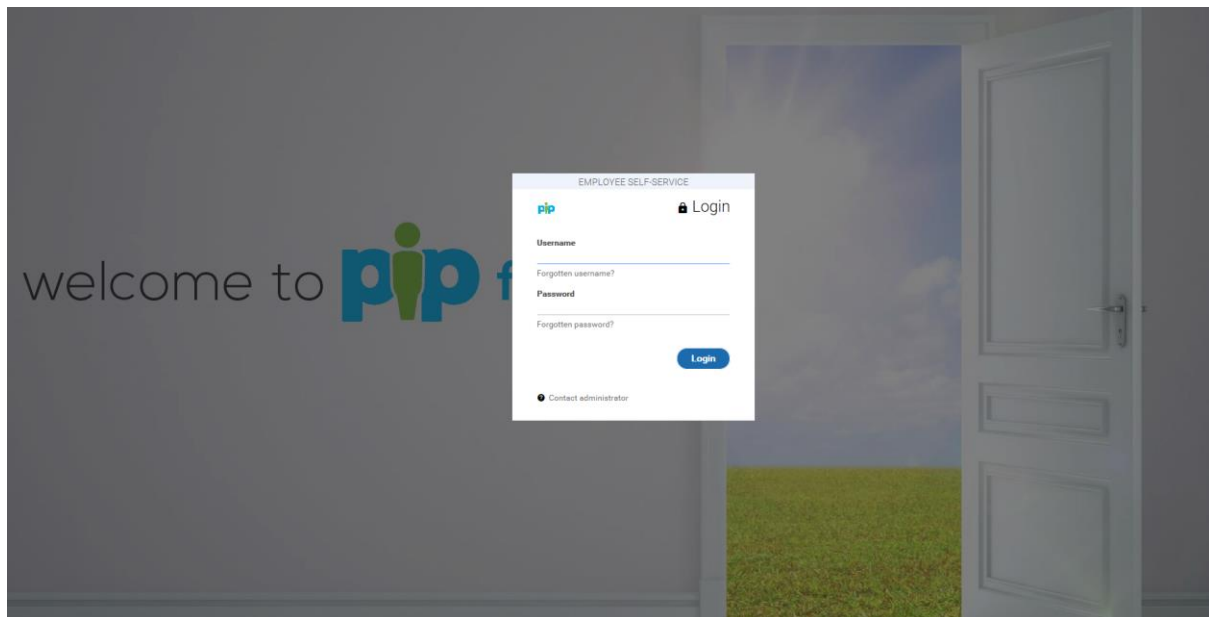
Save this as a favourite in your web browser to make it easier to access in future. **If you access PiP For Me on your phone you can save a shortcut on your home screen, instructions on how to do this on both android and iPhones can be found here:**

<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:

EMPLOYEE SELF-SERVICE

pip Login

Username

Forgotten username?

Password

Forgotten password?

Login

? Contact administrator

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:

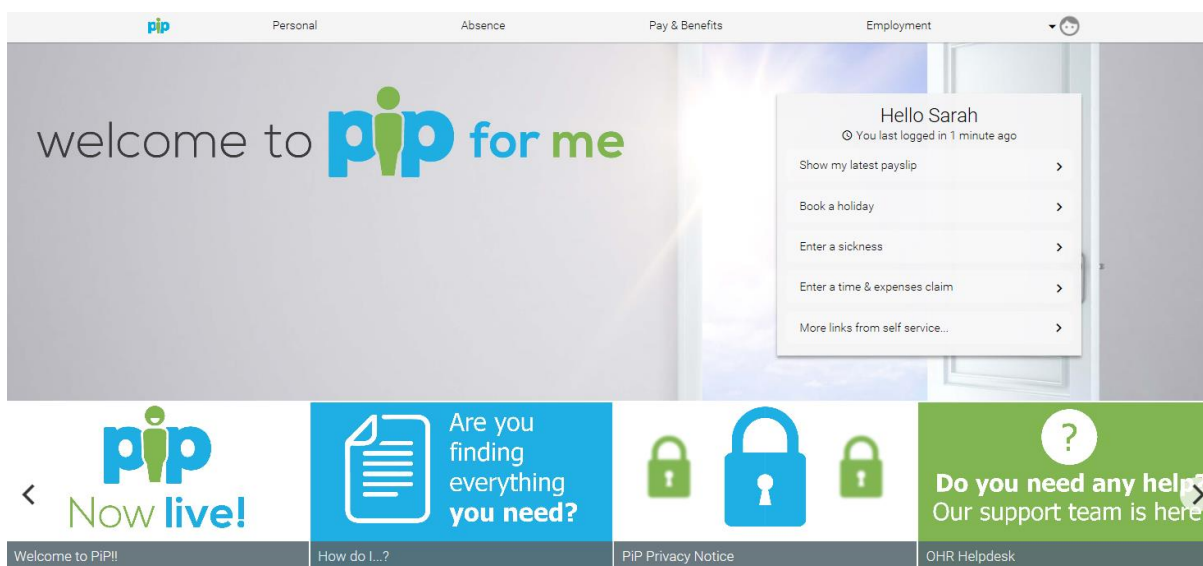


From the pop-up menu click on **Logout**.

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.

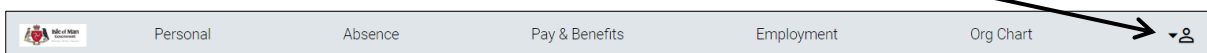
- **Personal** – this section is for reviewing and updating your personal information, including updating your bank details **and adding your vehicle if you claim mileage**
- **Absence** – this section is for booking and reviewing annual leave, sickness absences and special leave
- **Pay & Benefits** – 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.

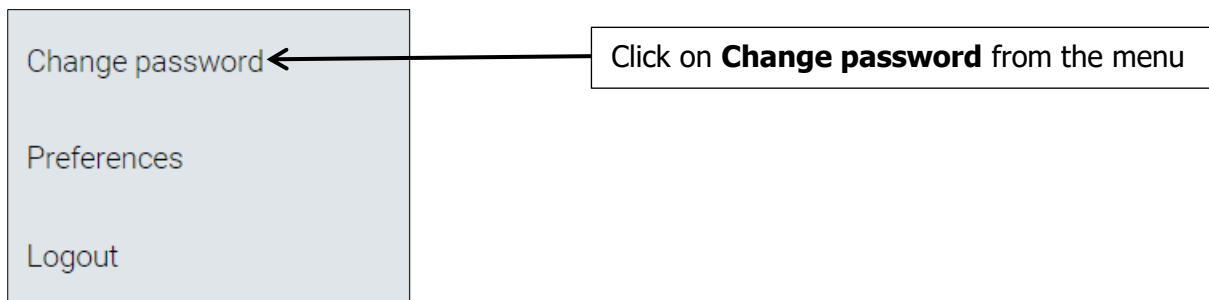
Changing Your Password

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:

Change password 


 The memorable password can only use the characters A-Z, a-z, 0-9, or ! " \$ % ^ & * () - _ + [] { } ? , . ; @ # ~ / | \ < >

Current password 

Enter your current password here

New password 

Enter your new password here

Confirm password 

Enter your new password again here

Save

Cancel

Then click **Save** so that the system remembers your new password

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.

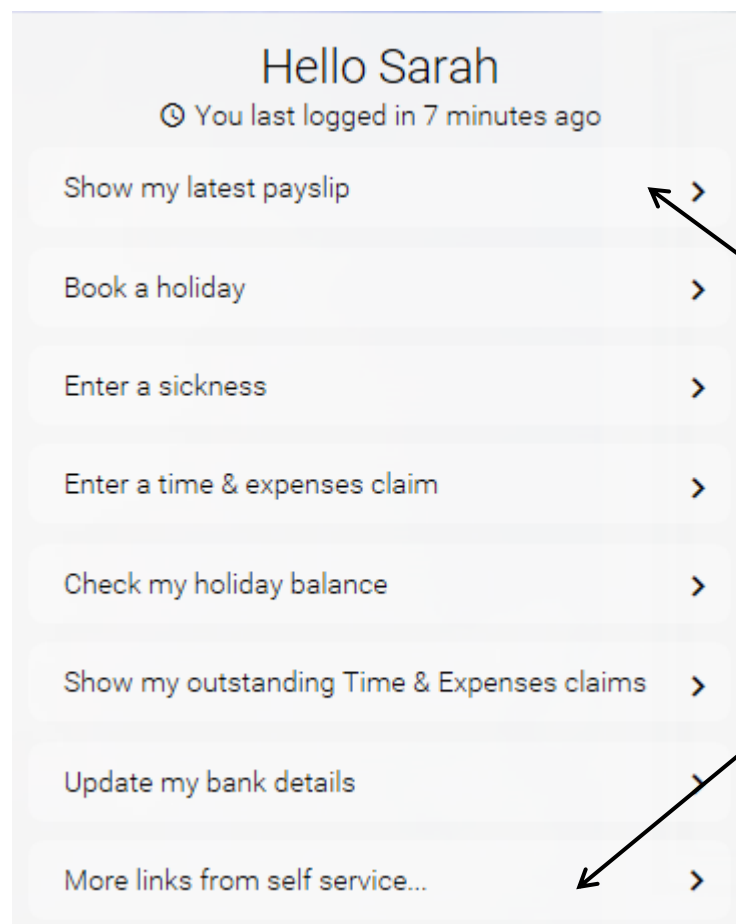
Immediately advise the OHR PiP Helpdesk on 685999 if you suspect someone may have your login details.

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.

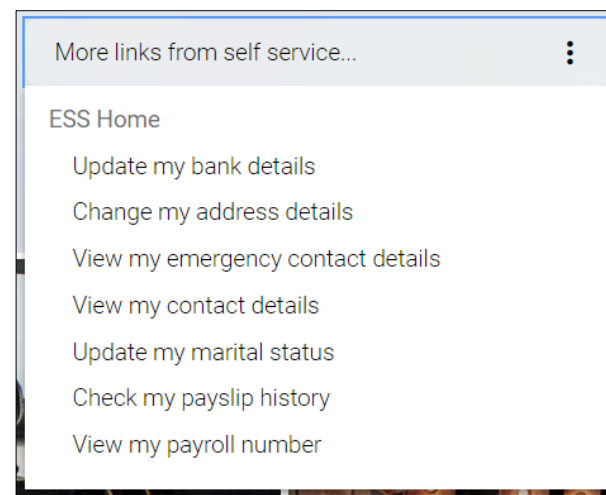
The Rest of the Home screen

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

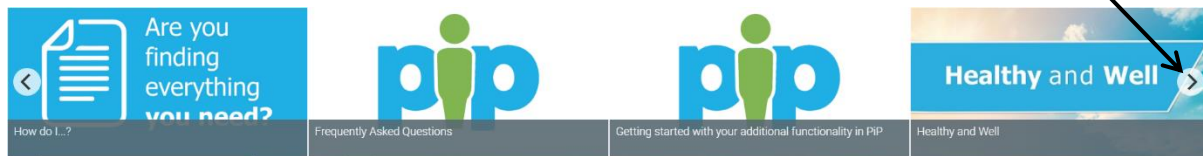


Clicking on each of the options that has an arrow beside it will take you to the relevant section where you can access that information or function

Clicking here gives you some more quick link options:



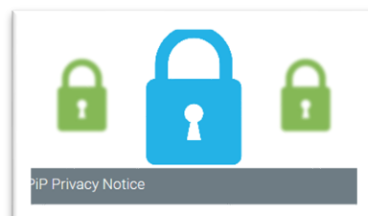
Across the bottom of the home screen are links to useful information and news that may be important for you to read, **these will updated from time to time**. Use the < > arrows to scroll through the company news articles.



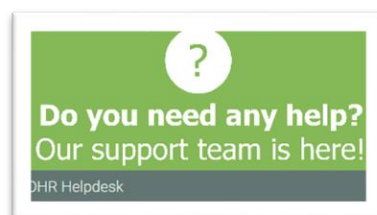
A Getting Started with PiP For Me message – this section will contain guidance to help you get started on PiP and what you need to do to begin using the new features



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:

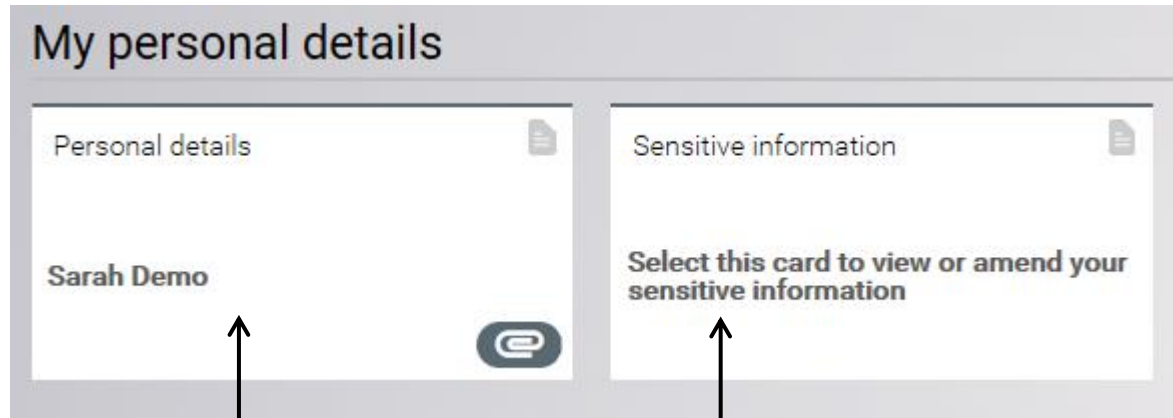
The screenshot displays the 'Personal' tab interface. At the top, there are navigation tabs: 'Personal', 'Absence', 'Pay & Benefits', and 'Employment'. The 'Personal' tab is active. Below the navigation bar, the title 'Personal' is shown with a close button (X). The main content area is divided into several sections:

- My personal details:** Contains two cards. The first card, titled 'Personal details', shows 'Sarah Demo' and has an edit icon. The second card, titled 'Sensitive information', has a message: 'Select this card to view or amend your sensitive information'.
- Contact information:** Contains two cards. The first card, titled 'Home - Mailing address', shows 'Illiam Dhone House', 'Circular Road', 'Douglas', 'IM1 1AG'. The second card, titled 'Contact details', shows 'Mobile telephone' and '123456'. There is an '+ Add' button to the right.
- Emergency Contacts:** Contains one card titled 'Emergency contact' showing 'Joe Bloggs', 'Other Family Member', 'Primary contact', and '123456'. There is an '+ Add emergency contact' button to the right.
- Bank details:** Contains one card titled 'Miss Sarah Demo' showing '559100' and 'Isle of Man Bank Limited'.

A large, semi-transparent image of an open door looking out onto a bright, sunny landscape is overlaid on the right side of the interface.

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:

The screenshot shows the gov.im website with a red header bar containing the text "Gov.im uses cookies to make the site simpler. [Find out more about cookies](#)". The main navigation bar includes the gov.im logo, a search bar, and links for Terms and Conditions, Help, Contact Us, and Privacy. A secondary navigation bar shows "Home" and "About The Government". On the left, a sidebar menu lists various government services. The main content area displays the "Notification of changes to personal details (OHR4)" form, which includes tabs for Introduction, Current Personal Details, Employee Details To Be Amended, and Declaration. The form contains instructions for government employees and a "Next" button.

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gov.im THE OFFICIAL ISLE OF MAN GOVERNMENT WEBSITE

Terms and Conditions • Help • Contact Us • Privacy

Search For...

Home About The Government

About The Government

- Freedom of Information
- Existing Access to Government Information
- Government
- Departments
- Statutory Boards
- Offices
- Data protection & GDPR on the Isle of Man
- Equality Act
- Council of Ministers

Notification of changes to personal details (OHR4)

Introduction Current Personal Details Employee Details To Be Amended Declaration

This form is to be used by Government Employees to record any change in their personal circumstances for example: change of home address, change of name as a result of marriage etc.

If you are changing your name, please have a copy of relevant official documentation ready to upload on the next page e.g. Marriage Certificate.

The information you provide will be used to update PIP, the Isle of Man Government's database which pays your salary, notify Payroll and the Public Sector Pensions Authority where appropriate. Please note in respect of a change to your marital status you will also need to notify the Income Tax Office so that your tax details can be updated.

If you require any assistance please contact the Employment Changes Team on +44 1624 686300.

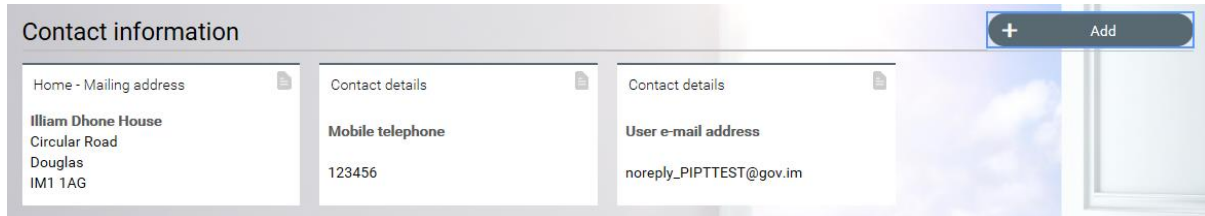
Next Cancel

eForms by AchieveForms

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

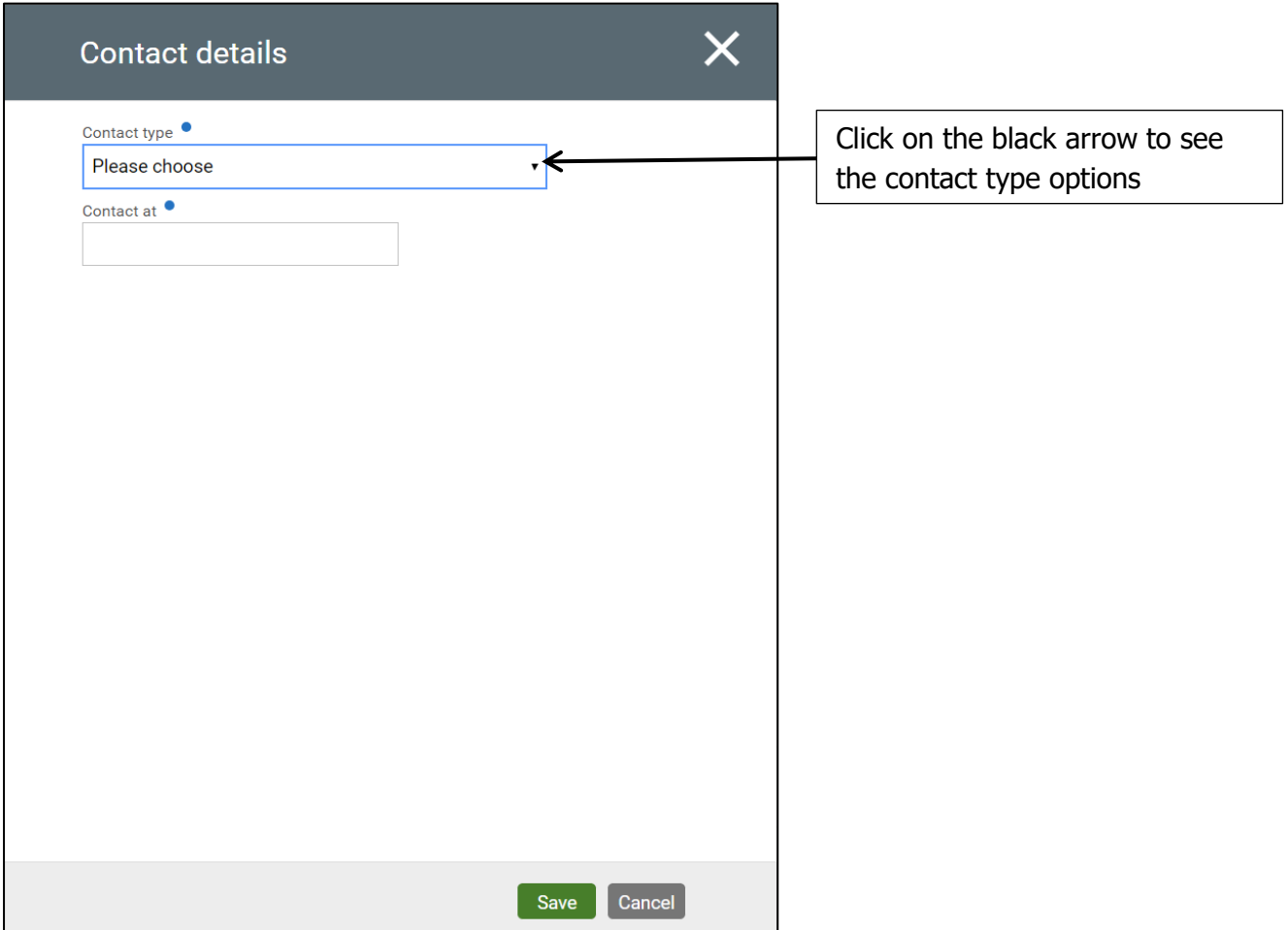
You will then be given the option to add another address or add contact details. Click on the option you require.

Adding an additional address:

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

Adding additional contact information (other than address)

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

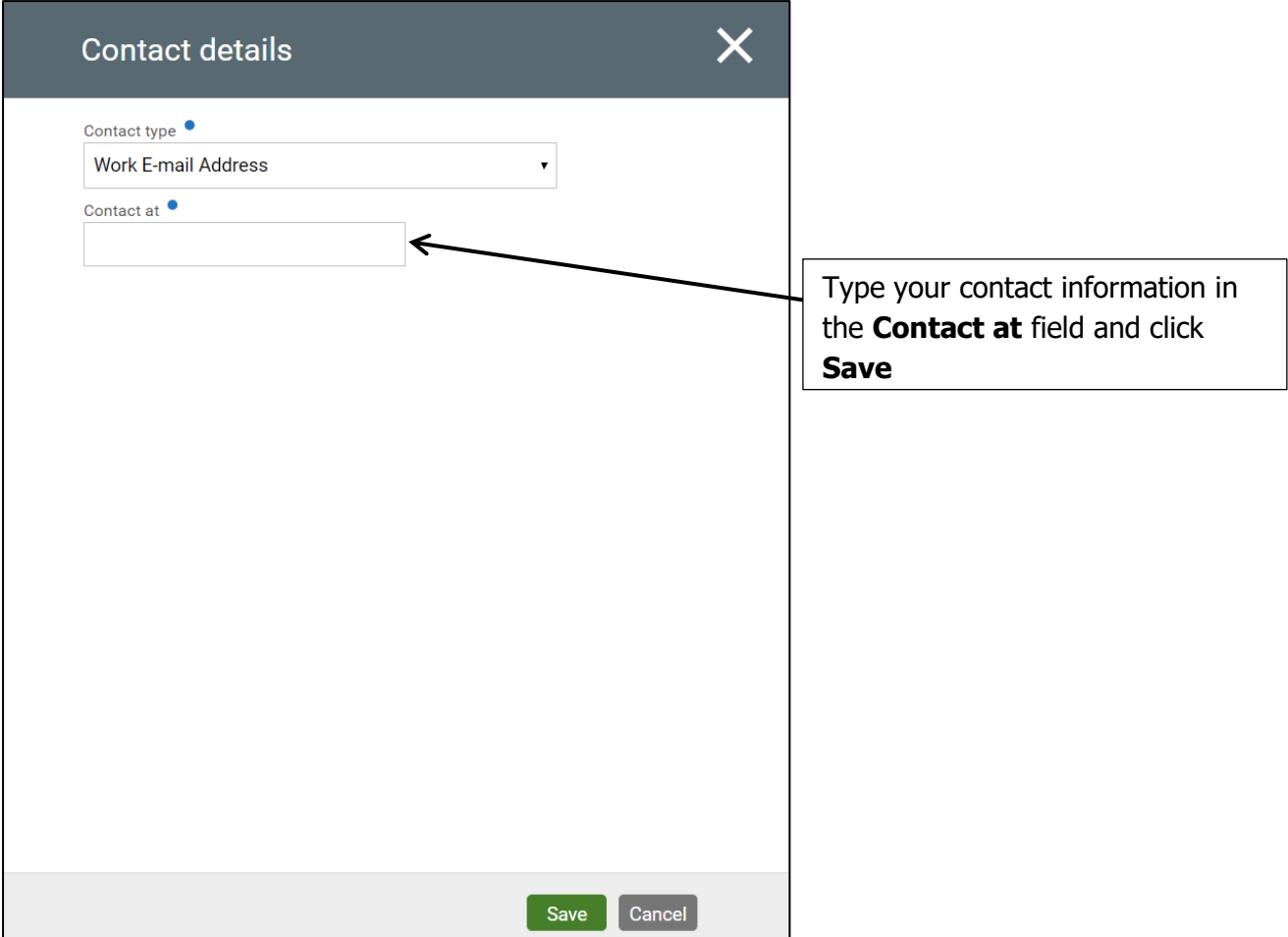


The screenshot shows a 'Contact details' form with a dark header bar containing a close button (X). The form has two main sections: 'Contact type' and 'Contact at'. The 'Contact type' section has a dropdown menu with the text 'Please choose' and a small black arrow pointing to the right. A callout box with a black border points to this arrow with the text 'Click on the black arrow to see the contact type options'. The 'Contact at' section has a text input field. At the bottom of the form are two buttons: 'Save' (green) and 'Cancel' (grey).

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

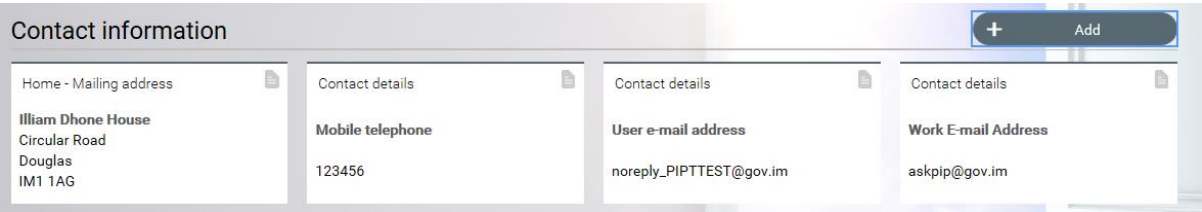
- Email address
- Home telephone number
- Internal telephone number – if you have a landline phone number at work
- Pager – if you carry a pager for work
- Personal mobile phone
- User e-mail address – if you have a personal e-mail address e.g. anybody@manx.net
- Work e-mail address – if you have an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



The screenshot shows a 'Contact details' modal window. It has a dark header with a close button (X). Below the header, there are two fields: 'Contact type' with a dropdown menu currently showing 'Work E-mail Address', and 'Contact at' with an empty text input field. An arrow points from a text box on the right to the 'Contact at' field. The text box contains the instruction: 'Type your contact information in the **Contact at** field and click **Save**'. At the bottom of the modal, there are 'Save' and 'Cancel' buttons.

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



The screenshot shows a 'Contact information' summary screen. It has a header with a '+ Add' button. Below the header, there are four cards representing different contact details: 'Home - Mailing address' (William Dhone House, Circular Road, Douglas, IM1 1AG), 'Contact details' (Mobile telephone: 123456), 'Contact details' (User e-mail address: noreply_PIPTTEST@gov.im), and 'Contact details' (Work E-mail Address: askpip@gov.im).

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.

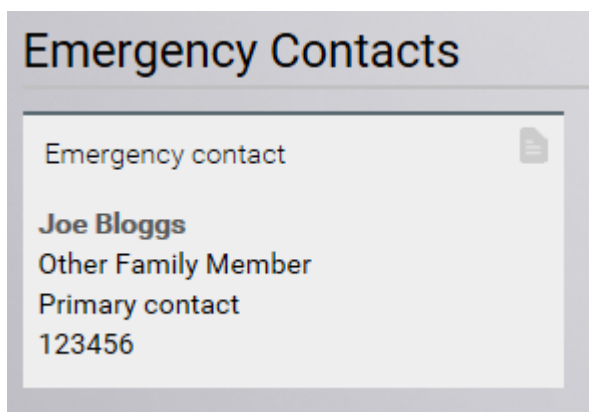
Emergency Contacts

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:

Emergency contact

Contact name
Joe Bloggs

Relationship to me
Other Family Member

Contact Number
123456

Contact email

☒ Primary contact

☒ Use my home address

Address Line 1
Illiam Dhone House

Address Line 2
Circular Road

Address Line 3

Town
Douglas

County

Postcode
IM1 1AG

Country

Save
Cancel
Delete

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: ☒ 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:**

☒ 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.

Emergency contact 


Test Emergency Contact


Wife


Primary contact

0162442610

You will then see the following screen:

Emergency contact 

Contact name 
Test Emergency Contact

Relationship to me
Wife 

Contact Number
0162442610

Contact email

☒ Primary contact

☐ Use my home address

Address Line 1




Address Line 2

Address Line 3

Town

County

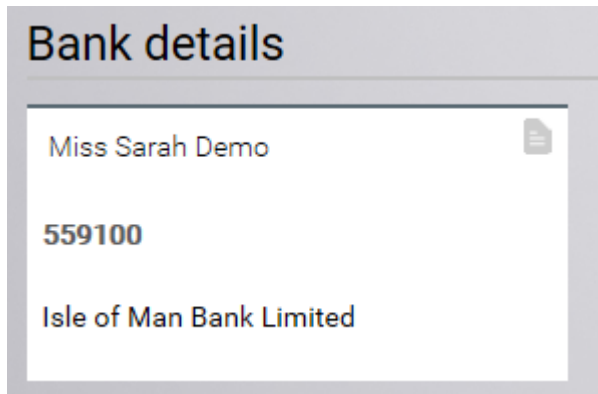
Postcode

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:

Bank details

i These details are used to make all salary payments, please check them carefully before saving. Any changes will take immediate effect on the system but will be subject to payroll deadlines for pay purposes.

Sort code •
559100

Bank name
Isle of Man Bank Limited

Roll number

Account number •
12345671

Account name •
Miss Sarah Demo

Save Cancel

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:

Vehicle details

Vehicle type

Please choose

Vehicle registration

Start date (dd/mm/yyyy)

End date (dd/mm/yyyy)

Engine size (cc)

Fuel type

☐ Default vehicle for expenses

Insurance checked

No

Save

Cancel

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:

☒ Default vehicle for expenses

Your screen will now look like this:

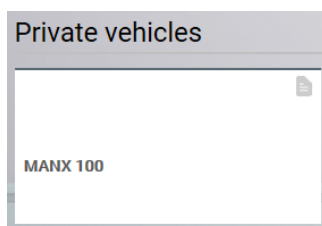


Car Insurance

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:

Vehicle details

Vehicle type

Car

Vehicle registration

MANX 100

Start date (dd/mm/yyyy)

01/04/2019

End date (dd/mm/yyyy)

Engine size (cc)

200

Fuel type

Not applicable

☒ Default vehicle for expenses

Insurance checked

No

Save

Cancel

Delete

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

| Holidays: 209.05 hours available | | | | | | |
|--|----------------|----------|------------------|------------------------|------------------------|--|
| Holiday balances My calendar Add holiday | | | | | | |
| Start date | End date | Duration | Type | Position | Authorisation | |
| 7 May 2018 | 8 May 2018 | 15.0 | Personal holiday | Administrative Officer | Awaiting authorisation | |
| 2 Apr 2018 | 20 Apr 2018 | 112.5 | Personal holiday | Administrative Officer | Awaiting authorisation | |
| 19 Mar 2018 AM | 19 Mar 2018 AM | 3.75 | Personal holiday | Administrative Officer | Awaiting authorisation | |

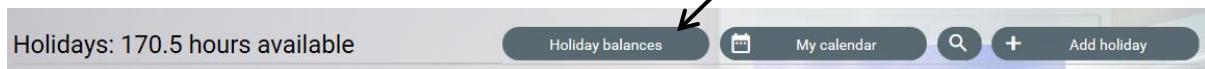
Checking your leave entitlement

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.

| Holidays: 149.55 hours available | | | | | | |
|--|--|--|--|--|--|--|
| Holiday balances My calendar Add holiday | | | | | | |

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:

Holiday Balances

The balance takes account of all recorded holidays including any awaiting authorisation

Administrative Officer

Flexi

| | |
|----------------|--------------------------|
| Holiday Period | 1 Apr 2019 - 31 Mar 2020 |
| Entitlement | 0 hours |
| Taken | 0 hours |
| Scheduled | 0 hours |
| Balance | 0 hours |

Flexi

| | |
|----------------|--------------------------|
| Holiday Period | 1 Apr 2020 - 31 Mar 2021 |
| Entitlement | 0 hours |
| Taken | 0 hours |
| Scheduled | 0 hours |
| Balance | 0 hours |

Flexi

| | |
|----------------|--------------------------|
| Holiday Period | 1 Apr 2021 - 31 Mar 2022 |
| Entitlement | 0 hours |
| Taken | 0 hours |
| Scheduled | 0 hours |
| Balance | 0 hours |

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:

Holiday Balances

Administrative Officer

PSC CS Annual Leave Bands A&B

| | |
|----------------|--------------------------|
| Holiday Period | 1 Apr 2019 - 31 Mar 2020 |
| Entitlement | 0 hours |
| Taken | 51.8 hours |
| Scheduled | 0 hours |
| Balance | -51.8 hours |

PSC CS Annual Leave Bands A&B

| | |
|----------------|--------------------------|
| Holiday Period | 1 Apr 2020 - 31 Mar 2021 |
| Entitlement | 90 hours |
| Taken | 37 hours |
| Scheduled | 37 hours |
| Balance | 16 hours |

PSC CS Annual Leave Bands A&B

| | |
|----------------|--------------------------|
| Holiday Period | 1 Apr 2021 - 31 Mar 2022 |
| Entitlement | 252 hours |
| Taken | 0 hours |
| Scheduled | 0 hours |
| Balance | 252 hours |

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:

Holiday Balances
✕

| | |
|---------|----------|
| Balance | 16 hours |
|---------|----------|

PSC CS Annual Leave Bands A&B

| | |
|-----------------------|--------------------------|
| Holiday Period | 1 Apr 2021 - 31 Mar 2022 |
| Entitlement | 252 hours |
| Taken | 0 hours |
| Scheduled | 0 hours |
| Balance | 252 hours |

Administrative Officer

TOIL

| | |
|-----------------------|--------------------------|
| Holiday Period | 1 Apr 2019 - 31 Mar 2020 |
| Entitlement | 7.4 hours |
| Taken | 0 hours |
| Scheduled | 0 hours |
| Balance | 7.4 hours |

TOIL

| | |
|-----------------------|--------------------------|
| Holiday Period | 1 Apr 2020 - 31 Mar 2021 |
| Entitlement | 10.4 hours |
| Taken | 0 hours |
| Scheduled | 0 hours |
| Balance | 10.4 hours |

TOIL

| | |
|-----------------------|--------------------------|
| Holiday Period | 1 Apr 2021 - 31 Mar 2022 |
| Entitlement | 0 hours |
| Taken | 0 hours |
| Scheduled | 0 hours |
| Balance | 0 hours |

[Book a holiday](#)
[Cancel](#)

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).

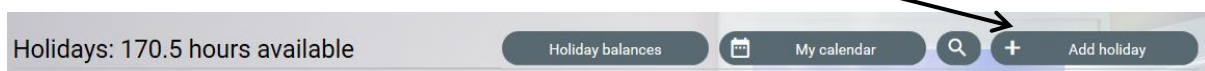
Why is the annual leave entitlement displayed in hours and not days?

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:

Holiday details

Absence type

Please choose

Holiday period

Please choose

Notes

Save

Cancel

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.



Absence type
Personal holiday

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

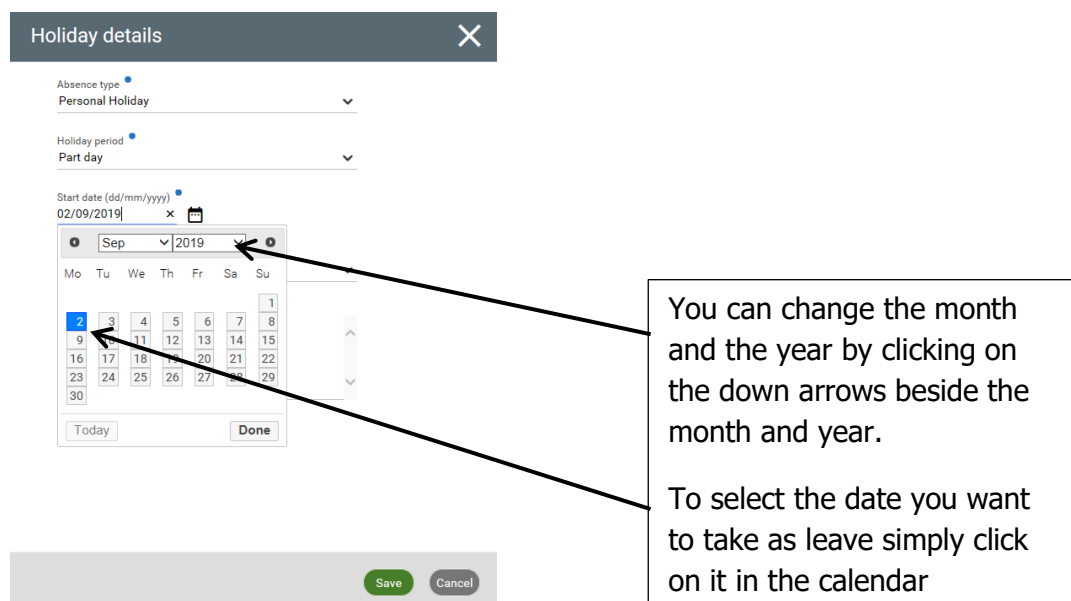
- **Part day** – to book a half day or part of day off as leave
- **Full day** – to book one full day
- **More than one full day** – to book two or more full days leave

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



Holiday details ✕

Absence type
Personal Holiday

Holiday period
Part day

Start date (dd/mm/yyyy)
02/09/2019

Mo Tu We Th Fr Sa Su
1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16
17 18 19 20 21 22 23 24
25 26 27 28 29 30

Today Done

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

Save Cancel

Your screen will now look like this:

Holiday details
✕

Absence type ●
Personal Holiday ▼

Holiday period ●
Part day ▼

Start date (dd/mm/yyyy) ●
02/09/2019 📅

Morning or Afternoon ●
Morning ▼

Notes

Save
Cancel

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:

Holiday details
✕

Absence type ●
Personal Holiday ▼

Holiday period ●
Part day ▼

Start date (dd/mm/yyyy) ●
02/09/2019 📅

Morning or Afternoon ●

Morning
Afternoon
Specify time

Notes

Save
Cancel

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:

Holiday details
✕

Absence type

Personal Holiday

Holiday period

Part day

Start date (dd/mm/yyyy)

02/09/2019

Morning or Afternoon

Afternoon

Position

<All Jobs>

Administrative Officer Test (Current)

Executive Officer (Current)

Notes

Save

Cancel

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:

Holiday details
✕

Absence type

Personal Holiday

Holiday period

Part day

Start date (dd/mm/yyyy)

02/09/2019

Morning or Afternoon

Afternoon

Position

<All Jobs>

Administrative Officer Test (Current)

Executive Officer (Current)

Notes

Trip to Port Erin

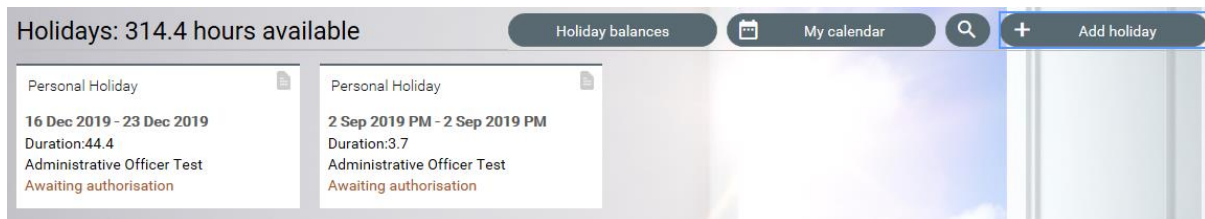
Save

Cancel

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

Holiday details



Absence type

Personal Holiday



Holiday period

Full day



Start date (dd/mm/yyyy)

05/11/2019



Nov

2019

| Mo | Tu | We | Th | Fr | Sa | Su |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

Today
Done

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

Save


Cancel

Your screen will now look like this:

Holiday details
 ✕

Absence type
 •
 Personal Holiday
 ▼

Holiday period
 •
 Full day
 ▼

Start date (dd/mm/yyyy)
 •
 05/11/2019
 

Position
 <All Jobs>
 Administrative Officer Test (Current)
 ▼

Executive Officer (Current)

Notes

↑
↓

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

←

Save
 Cancel

Your screen will now look this:

Holiday details
✕

Absence type

Personal Holiday

Holiday period

Full day

Start date (dd/mm/yyyy)

05/11/2019

📅

Position

<All Jobs>
 Administrative Officer Test (Current)
Executive Officer (Current)

Notes

Save

Cancel

You can add a note to your leave request by typing it in the **Notes** box here, but you don't have to if you don't want to or need to

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

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

| | | |
|--|--|---|
| <div>Personal Holiday</div> <div>6 Jan 2020 PM - 9 Jan 2020 AM</div> <div>Duration:22.2</div> <div>Administrative Officer Test</div> <div>Awaiting authorisation</div> | <div>Personal Holiday</div> <div>16 Dec 2019 - 23 Dec 2019</div> <div>Duration:44.4</div> <div>Administrative Officer Test</div> <div>Awaiting authorisation</div> | <div>Personal Holiday</div> <div>5 Nov 2019 - 5 Nov 2019</div> <div>Duration:7.4</div> <div>Executive Officer</div> <div>Awaiting authorisation</div> |
|--|--|---|

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

Holiday details

Absence type

Personal Holiday

Holiday period

More than one day

Start date (dd/mm/yyyy)

Jan

2020

| | | | | | | |
|----|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Today

Done

<All Jobs>

Administrative Officer Test (Current)

Executive Officer (Current)

Notes

Save

Cancel

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:

Holiday details

×

Absence type

Personal Holiday

▼

Holiday period

More than one day

▼

Start date (dd/mm/yyyy)

06/01/2020

📅

Full or part day

Afternoon

▼

End date (dd/mm/yyyy)

📅

Full or part day

Full day

▼

Position

<All Jobs>

Administrative Officer Test (Current)

Executive Officer (Current)

▼

Notes

↑

Save

Cancel

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

Holiday details

×

Absence type

Personal Holiday

▼

Holiday period

More than one day

▼

Start date (dd/mm/yyyy)

06/01/2020

📅

Full or part day

Afternoon

▼

End date (dd/mm/yyyy)

09/01/2020

📅

Jan

▼

2020

▼

Mo

Tu

We

Th

Fr

Sa

Su

6

7

8

9

10

11

12

13

14

15

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21

22

23

24

25

26

27

28

29

30

31

Done

Save

Cancel

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:

Holiday details

X

Absence type

Personal Holiday

▼

Holiday period

More than one day

▼

Start date (dd/mm/yyyy)

06/01/2020

Full or part day

Afternoon

▼

End date (dd/mm/yyyy)

09/01/2020

Full or part day

Morning

▼

Position

<All Jobs>

Administrative Officer Test (Current)

Executive Officer (Current)

▼

Notes

▲

Save

Cancel

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:

Holiday details
✕

Absence type

Personal Holiday

Holiday period

More than one day

Start date (dd/mm/yyyy)

06/01/2020

Full or part day

Afternoon

End date (dd/mm/yyyy)

09/01/2020

Full or part day

Morning

Position

<All Jobs>

Administrative Officer Test (Current)

Executive Officer (Current)

Notes

Save

Cancel

You can add a note to your leave request by typing it in the **Notes** box here, but you don't have to if you don't want to or need to

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

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

Holidays: 292.2 hours available

Holiday balances

My calendar

+

Add holiday

| | | |
|--|--|---|
| <div style="background-color: #f5f5f5; padding: 5px; border: 1px solid #ccc;"> <div style="display: flex; justify-content: space-between;"> Personal Holiday 📄 </div> <div style="font-size: 0.8em;"> 6 Jan 2020 PM - 9 Jan 2020 AM Duration:22.2 Administrative Officer Test Awaiting authorisation </div> </div> | <div style="background-color: #f5f5f5; padding: 5px; border: 1px solid #ccc;"> <div style="display: flex; justify-content: space-between;"> Personal Holiday 📄 </div> <div style="font-size: 0.8em;"> 16 Dec 2019 - 23 Dec 2019 Duration:44.4 Administrative Officer Test Awaiting authorisation </div> </div> | <div style="background-color: #f5f5f5; padding: 5px; border: 1px solid #ccc;"> <div style="display: flex; justify-content: space-between;"> Personal Holiday 📄 </div> <div style="font-size: 0.8em;"> 2 Sep 2019 PM - 2 Sep 2019 PM Duration:3.7 Administrative Officer Test Awaiting authorisation </div> </div> |
|--|--|---|

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**.

Holiday details
 ✕

Absence type

Flexi
 Personal Holiday
 TOIL

Holiday period
 Please choose
 ▼

Notes

Save

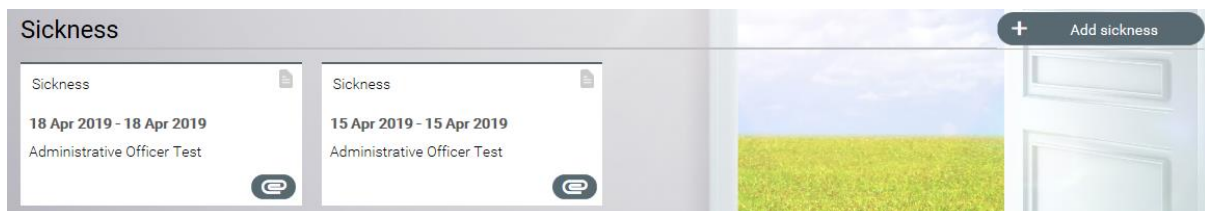
Cancel

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.

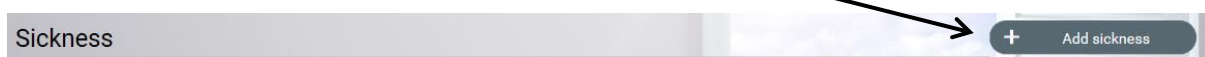
You or your line manager, depending on the standard approach in your workplace, can add a sickness absence to **PiP For Me** and this will appear on your **Absence** tab under the **Sickness** section:



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:

Sickness Details

Absence type
Please choose

Absence reason
Please choose

Sickness period
Please choose

Save Cancel

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:

Sickness Details

Absence type
Sickness

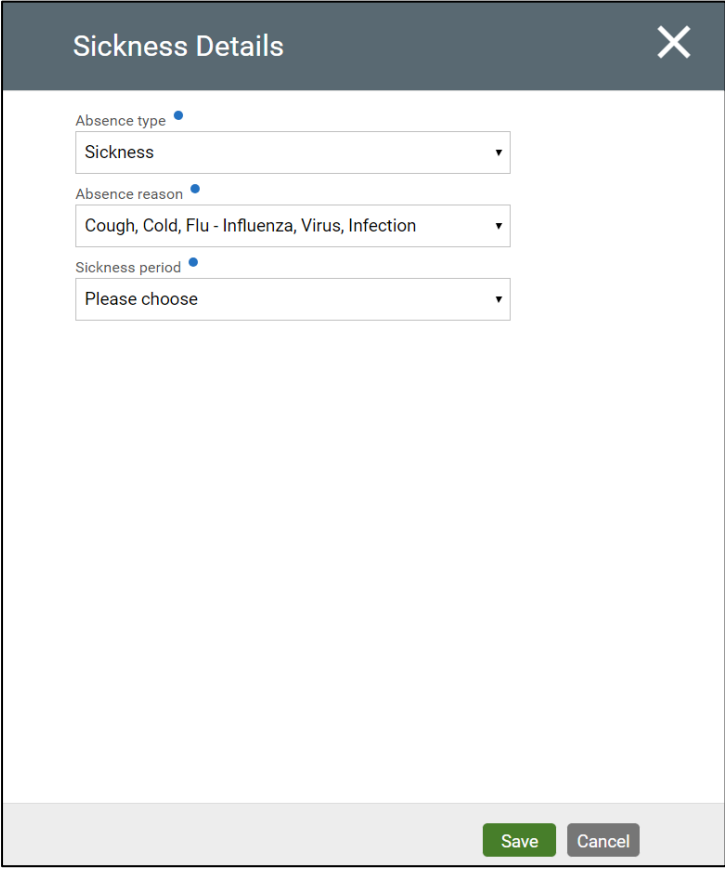
Absence reason
Please choose

Sickness period
Please choose

Save Delete Cancel

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:



Sickness Details [X]

Absence type •
Sickness ▼

Absence reason •
Cough, Cold, Flu - Influenza, Virus, Infection ▼

Sickness period •
Please choose ▼

[Save] [Cancel]

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

Sickness Details

Absence type

Sickness

Absence reason

Cough, Cold, Flu - Influenza, Virus, Infection

Sickness period

Part day

Start date (dd/mm/yyyy)

May

2019

| | | | | | | |
|----|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Today

Done

Save

Delete

Cancel

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

46 | Page

Your screen will now look like this:

Sickness Details

Absence type

Sickness

Absence reason

Cough, Cold, Flu - Influenza, Virus, Infection

Sickness period

Part day

Start date (dd/mm/yyyy)

31/05/2019

Morning or Afternoon

Morning

Position

<All Jobs>

Administrative Officer Test (Current)

Executive Officer (Current)

Save

Delete

Cancel

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:

Sickness Details

Absence type

Sickness

Absence reason

Cough, Cold, Flu - Influenza, Virus, Infection

Sickness period

Part day

Start date (dd/mm/yyyy)

31/05/2019

Morning or Afternoon

Morning

Position

<All Jobs>

Administrative Officer Test (Current)

Executive Officer (Current)

Save

Delete

Cancel

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

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

| Sickness | | |
|---|---|---|
| <div>Sickness</div> <div>31 May 2019 AM - 31 May 2019 AM</div> <div>Administrative Officer Test</div> <div>Awaiting authorisation</div> | <div>Sickness</div> <div>18 Apr 2019 - 18 Apr 2019</div> <div>Administrative Officer Test</div> | <div>Sickness</div> <div>15 Apr 2019 - 15 Apr 2019</div> <div>Administrative Officer Test</div> |

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

Sickness Details

Absence type

Sickness

Absence reason

Cough, Cold, Flu - Influenza, Virus, Infection

Sickness period

Full day

Start date (dd/mm/yyyy)

12/03/2019

Mar

2019

Mo

Tu

We

Th

Fr

Sa

Su

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Today

Done

Position

<All Jobs>

Administrative Officer

Executive Officer (Curriculum)

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

Save

Delete

Cancel

49 | Page

Your screen will now look like this:

Sickness Details

Absence type

Sickness

Absence reason

Cough, Cold, Flu - Influenza, Virus, Infection

Sickness period

Full day

Start date (dd/mm/yyyy)

12/03/2019

Position

<All Jobs>

Administrative Officer Test (Current)
 Executive Officer (Current)

Save

Delete

Cancel

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:

Sickness Details
✕

Absence type

Sickness
▼

Absence reason

Cough, Cold, Flu - Influenza, Virus, Infection
▼

Sickness period

Full day
▼

Start date (dd/mm/yyyy)

12/03/2019

📅

Position

<All Jobs>

Administrative Officer Test (Current)

Executive Officer (Current)

▼

Save

Delete

Cancel

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

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

Sickness Details
✕

Absence type

Sickness

Absence reason

Cough, Cold, Flu - Influenza, Virus, Infection

Sickness period

More than one day

Start date (dd/mm/yyyy)

Full or part day

Full day

End date (dd/mm/yyyy)

Full or part day

Full day

Position

<All Jobs>

Administrative Officer Test (Current)
▼

Executive Officer (Current)
▼

Save

Delete

Cancel

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

Sickness Details



Absence type

Sickness



Absence reason

Cough, Cold, Flu - Influenza, Virus, Infection



Sickness period

More than one day



Start date (dd/mm/yyyy)

22/05/2019



May
2019

| Mo | Tu | We | Th | Fr | Sa | Su |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Today
Done

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

<All Jobs>

Administrative Officer Test (Current)

Executive Officer (Current)



Save

Delete

Cancel

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:

Sickness Details

Absence type

Sickness

Absence reason

Cough, Cold, Flu - Influenza, Virus, Infection

Sickness period

More than one day

Start date (dd/mm/yyyy)

18/09/2017

Full or part day

Specify time

Start time

Hours absent

End date (dd/mm/yyyy)

Full or part day

Full day

Position

All Jobs

Save

Cancel

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:

Sickness Details

Absence type

Sickness

Absence reason

Cough, Cold, Flu - Influenza, Virus, Infection

Sickness period

More than one day

Start date (dd/mm/yyyy)

22/05/2019

Full or part day

Specify time

Start time

13:30

Hours absent

3:30

End date (dd/mm/yyyy)

Full or part day

Full day

Position

<All Jobs>

Administrative Officer Test (Current)

Executive Officer (Current)

Save

Delete

Cancel

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

Sickness Details

Absence type

Sickness

Absence reason

Cough, Cold, Flu - Influenza, Virus, Infection

Sickness period

More than one day

Start date (dd/mm/yyyy)

22/05/2019

Full or part day

Specify time

Start time

13:30

Hours absent

3:30

End date (dd/mm/yyyy)

23/05/2019

May

2019

| | | | | | | |
|----|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| | | | 1 | 2 | 3 | 4 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Today

Done

Save

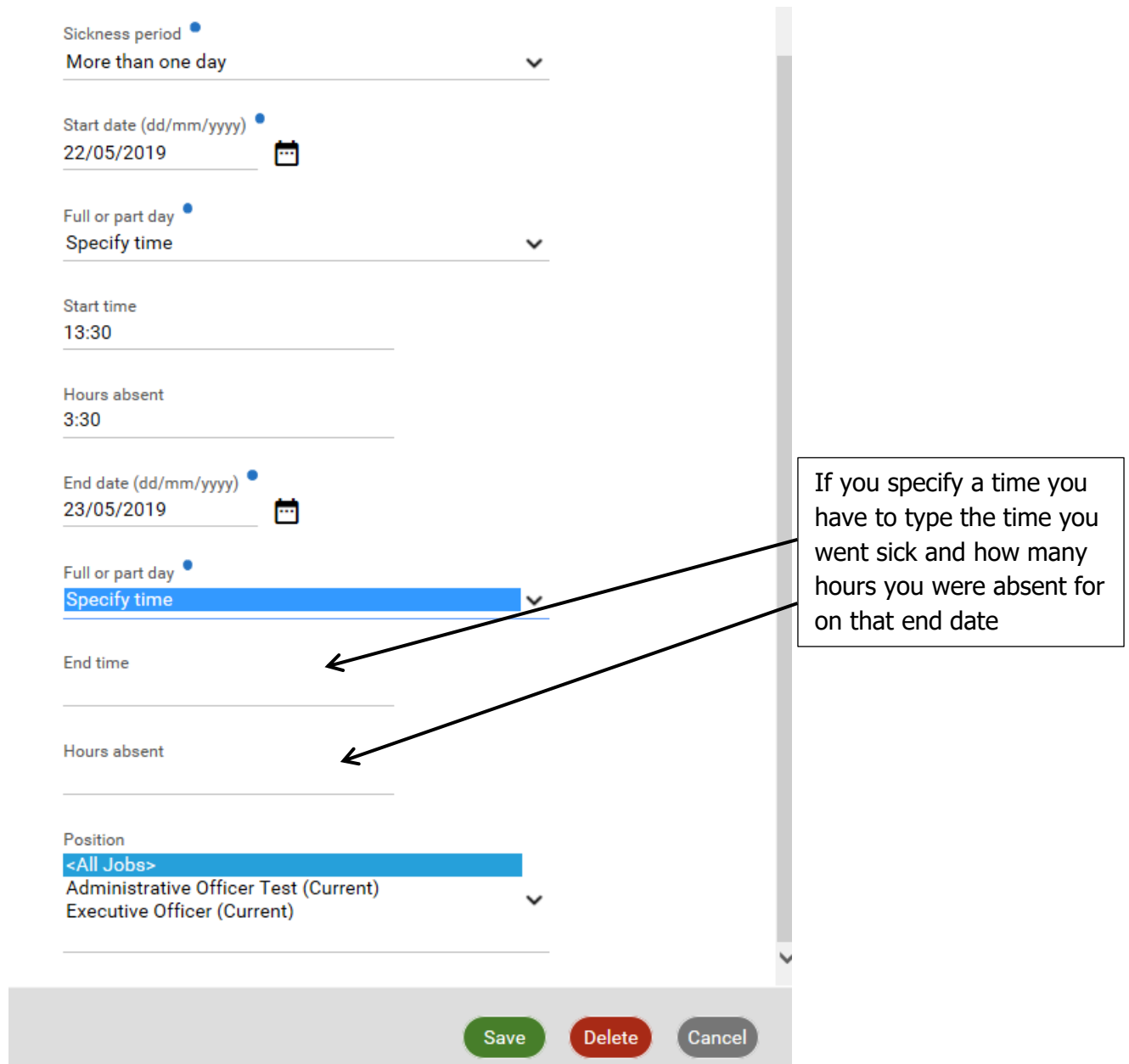
Delete

Cancel


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:




Sickness period •
More than one day ▼

Start date (dd/mm/yyyy) •
22/05/2019 

Full or part day •
Specify time ▼

Start time
13:30

Hours absent
3:30

End date (dd/mm/yyyy) •
23/05/2019 

Full or part day •
Specify time ▼

End time

Hours absent

Position
<All Jobs>
Administrative Officer Test (Current) ▼
Executive Officer (Current)

Save Delete Cancel

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:

Sickness period
More than one day

Start date (dd/mm/yyyy)
22/05/2019

Full or part day
Specify time

Start time
13:30

Hours absent
3:30

End date (dd/mm/yyyy)
23/05/2019

Full or part day
Specify time

End time
11:25

Hours absent
2:25

Position
<All Jobs>
Administrative Officer Test (Current)
Executive Officer (Current)

Save Delete Cancel

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:

Sickness period
More than one day

Start date (dd/mm/yyyy)
22/05/2019

Full or part day
Specify time

Start time
13:30

Hours absent
3:30

End date (dd/mm/yyyy)
23/05/2019

Full or part day
Specify time

End time
11:25

Hours absent
2:25

Position
<All Jobs>
Administrative Officer Test (Current)
Executive Officer (Current)

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

Save Delete Cancel

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:

Other Absence Details

Absence type

Please choose

Absence reason

Please choose

Absence period

Please choose

Save

Cancel

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:

Other Absence Details

Absence type

Special Leave - Paid

Absence reason

Please choose

Absence period

Please choose

Save Cancel

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:

Other Absence Details

Absence type

Special Leave - Paid

Absence reason

Parental Leave (Paid)

Absence period

Please choose

Save Cancel

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:

Other Absence Details ✕

Absence type •
Special Leave - Paid ▼

Absence reason •
Parental Leave (Paid) ▼

Absence period •
Part day ▼

Start date (dd/mm/yyyy) •
17/06/2019 ✕ 📅

🕒

Jun ▼ 2019 ▼ 🕒

Mo Tu We Th Fr Sa Su

| | | | | | | |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Today Done

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

Save

Cancel

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Your screen will now look like this:

Other Absence Details

Absence type
Special Leave - Paid

Absence reason
Parental Leave (Paid)

Absence period
Part day

Start date (dd/mm/yyyy)
17/06/2019

Morning or Afternoon
Morning

Position
<All Jobs>
Administrative Officer Test (Current)
Executive Officer (Current)

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

Save

Cancel

Your screen will now look like this:

Other Absence Details
✕

Absence type

Special Leave - Paid

Absence reason

Parental Leave (Paid)

Absence period

Part day

Start date (dd/mm/yyyy)

17/06/2019

Morning or Afternoon

Morning

Position

<All Jobs>

Administrative Officer Test (Current)

Executive Officer (Current)

Save
Cancel

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

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

Other
🔍
+
Add other

Special Leave - Paid

17 Jun 2019 AM - 17 Jun 2019 AM

Executive Officer

Awaiting authorisation

📄

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:

Other Absence Details ✕

Absence type •

Special Leave - Paid ▼

Absence reason •

Parental Leave (Paid) ▼

Absence period •

Full day ▼

Start date (dd/mm/yyyy) •

Jun

▼

2019

▼

Mo

Tu

We

Th

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Su

| | | | | | | |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Today

Done

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

Save

Cancel

Your screen will now look like this:

Other Absence Details

Absence type
Special Leave - Paid

Absence reason
Parental Leave (Paid)

Absence period
Full day

Start date (dd/mm/yyyy)
27/06/2019

Position
<All Jobs>
Administrative Officer Test (Current)
Executive Officer (Current)

Save

Cancel

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:

Other Absence Details
✕

Absence type

Special Leave - Paid
▼

Absence reason

Parental Leave (Paid)
▼

Absence period

Full day
▼

Start date (dd/mm/yyyy)

27/06/2019

📅

Position

<All Jobs>
 Administrative Officer Test (Current)
Executive Officer (Current)
▼

Save

Cancel

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

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

| Other | | 🔍 | + Add other |
|---|---|---|-------------|
| <div>Special Leave - Paid</div> <div>27 Jun 2019 - 27 Jun 2019</div> <div>Executive Officer</div> <div>Awaiting authorisation</div> | <div>Special Leave - Paid</div> <div>17 Jun 2019 AM - 17 Jun 2019 AM</div> <div>Executive Officer</div> <div>Awaiting authorisation</div> | | |

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

Other Absence Details

Absence type
Special Leave - Paid

Absence reason
Parental Leave (Paid)

Absence period
More than one day

Start date (dd/mm/yyyy)

Full or part day
Full day

End date (dd/mm/yyyy)

Full or part day
Full day

Position
<All Jobs>
Administrative Officer Test (Current)
Executive Officer (Current)

Save Cancel

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

Other Absence Details

Absence type
Special Leave - Paid

Absence reason
Parental Leave (Paid)

Absence period
More than one day

Start date (dd/mm/yyyy)

May
2019

Mo
Tu
We
Th
Fr
Sa
Su

6

13

20

27

7

14

21

28

8

15

22

29

1

16

23

30

2

17

24

31

3

10

25

4

11

18

26

5

12

19

Today
Done

<All Jobs>

Administrative Officer Test (Current)

Executive Officer (Current)

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

Save
Cancel

70 | Page

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:

Other Absence Details

Absence type

Special Leave - Paid

Absence reason

Parental Leave (Paid)

Absence period

More than one day

Start date (dd/mm/yyyy)

15/07/2019

Full or part day

Specify time

Start time

Hours absent

End date (dd/mm/yyyy)

Full or part day

Full day

Position

<All Jobs>

Administrative Officer Test (Current)

Executive Officer (Current)

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:

Other Absence Details

Absence type
Special Leave - Paid

Absence reason
Parental Leave (Paid)

Absence period
More than one day

Start date (dd/mm/yyyy)
15/07/2019

Full or part day
Specify time

Start time
10:15

Hours absent
6:45

End date (dd/mm/yyyy)

Full or part day
Full day

Position
<All Jobs>
Administrative Officer Test (Current)
Executive Officer (Current)

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

Absence type

Special Leave - Paid

Absence reason

Parental Leave (Paid)

Absence period

More than one day

Start date (dd/mm/yyyy)

15/07/2019

Full or part day

Specify time

Start time

10:15

Hours absent

6:45

End date (dd/mm/yyyy)

Jul

2019

| Mo | Tu | We | Th | Fr | Sa | Su |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Done

Save

Cancel

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:

Other Absence Details

Start date (dd/mm/yyyy)

06/09/2017

Full or part day

Specify time

Start time

10:15

Hours absent

6:45

End date (dd/mm/yyyy)

08/09/2017

Full or part day

Specify time

End time

Hours absent

Position

<All Jobs>

HR Administrative Officer (Current)

HR Advisor (Current)

Save

Cancel

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:

Absence period
More than one day

Start date (dd/mm/yyyy)
15/07/2019

Full or part day
Specify time

Start time
10:15

Hours absent
6:45

End date (dd/mm/yyyy)

Full or part day
Specify time

End time
12:00

Hours absent
3:00

Position
<All Jobs>
Administrative Officer Test (Current)
Executive Officer (Current)

Save Cancel

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:

Absence period
More than one day

Start date (dd/mm/yyyy)
15/07/2019

Full or part day
Specify time

Start time
10:15

Hours absent
6:45

End date (dd/mm/yyyy)

Full or part day
Specify time

End time
12:00

Hours absent
3:00

Position
<All Jobs>
Administrative Officer Test (Current)
Executive Officer (Current)

Save Cancel

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

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

| Other | | | + | Add other |
|---|---|---|---|-----------|
| <p>Special Leave - Paid</p> <p>15 Jul 2019 - 18 Jul 2019</p> <p>Executive Officer</p> <p>Awaiting authorisation</p> | <p>Special Leave - Paid</p> <p>27 Jun 2019 - 27 Jun 2019</p> <p>Executive Officer</p> <p>Awaiting authorisation</p> | <p>Special Leave - Paid</p> <p>17 Jun 2019 AM - 17 Jun 2019 AM</p> <p>Executive Officer</p> <p>Awaiting authorisation</p> | | |

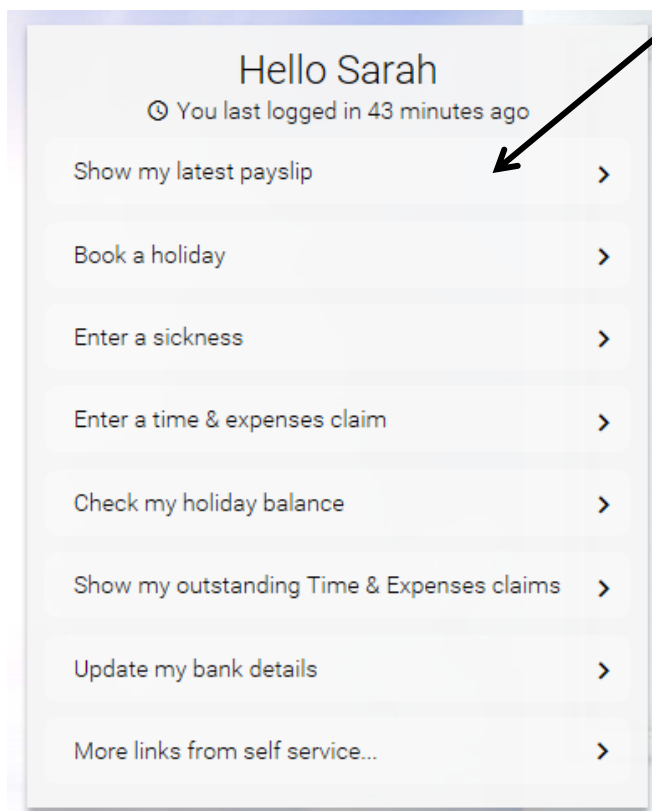
The Pay & Benefits Tab

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 | | | Download |
|---|--------------|-----------|----------|
| Pay date ▲ | Tax period ▲ | Net pay ▲ | |
|  23 Aug 2019 | 5 | 1,618.25▲ | |
|  25 Jul 2019 | 4 | 1,618.25▲ | |
|  25 Jun 2019 | 3 | 1,618.25▼ | |

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**:

| Payslips | | | Download |
|---|--------------|-----------|----------|
| Pay date ▲ | Tax period ▲ | Net pay ▲ | |
|  23 Aug 2019 | 5 | 1,618.25▲ | |
|  25 Jul 2019 | 4 | 1,618.25▲ | |
|  25 Jun 2019 | 3 | 1,618.25▼ | |

Payslip search

Start date (dd/mm/yyyy)

End date (dd/mm/yyyy)

Search

Cancel

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

Start date (dd/mm/yyyy)

End date (dd/mm/yyyy)

Download payslips

i If neither Start date nor End date are entered then all payslips will be printed

Start date (dd/mm/yyyy)
01/01/2019

End date (dd/mm/yyyy)
31/03/2019

Search Cancel

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

i If neither Start date nor End date are entered then all payslips will be displayed

Start date (dd/mm/yyyy)
01/01/2019

End date (dd/mm/yyyy)
31/03/2019

Results: 4 items

| | | |
|----------|-------------|--|
| Pay date | 25 Mar 2019 | |
| Net pay | 1,618.29 | |
| Pay date | 28 Feb 2019 | |
| Net pay | 1,618.29 | |
| Pay date | 25 Feb 2019 | |
| Net pay | 1,618.29 | |
| Pay date | 25 Jan 2019 | |
| Net pay | 1,618.29 | |

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:



Administrative Officer Test

Sarah Demo
 Iliam Dhone House
 Circular Road
 Douglas
 IM1 1AG

PRIVATE AND CONFIDENTIAL

| | | | |
|-------------------------------|-----------------|----------------------|------------|
| Payroll Name | Monthly Payroll | Paydate | 23/08/2019 |
| Employee Name | Sarah Demo | Tax Period | 5 |
| Position Reference No. | MON017421 | Tax code | 1325F |
| | | N.I. Number | MA123456A |
| | | N.I. Code | A |
| | | Tax Reference | |

| Payments | | | | Deductions | | This Period | |
|--------------|-----|------|----------|-------------|--------|-----------------------|----------|
| Description | T/U | Rate | Cash | Description | Cash | Description | Cash |
| Basic Salary | | | 1,860.25 | NI (IOM) | 145.01 | NI (IOM) | 145.01 |
| | | | | Tax (IOM) | 96.95 | Pensionable Pay YTD | 1,860.25 |
| | | | | | | Tax (IOM) | 96.95 |
| | | | | | | IOM Employer's NI - A | 168.74 |
| | | | | | | IOM Niable 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 Niable 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 |
|----------------|----------|

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

V1.9


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:

| Payslips | | | Download |
|-------------|------------|----------|----------|
| Pay date | Tax period | Net pay | |
| 23 Aug 2019 | 5 | 1,618.29 | |
| 25 Jul 2019 | 4 | 1,618.29 | |
| 25 Jun 2019 | 3 | 1,618.29 | |

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:



Isle of Man
Government

Administrative Officer Test

Sarah Demo
William Dhone House
Circular Road
Douglas
IM1 1AG

PRIVATE AND CONFIDENTIAL

| | | | |
|---|--|---|--|
| Payroll Name Monthly Payroll | | Paydate 23/08/2019 | |
| Employee Name Sarah Demo | | Tax Period 5 Tax code 1325F N.I. Number MA123456A N.I. Code A Tax Reference | |
| Position Reference No. MON017421 | | | |

| Payments | | Deductions | | This Period | |
|--------------|---------------|-------------|--------|-----------------------|----------|
| Description | T/U Rate Cash | Description | Cash | Description | Cash |
| Basic Salary | | NI (IOM) | 145.01 | NI (IOM) | 145.01 |
| | 1,860.25 | Tax (IOM) | 96.95 | Pensionable Pay YTD | 1,860.25 |
| | | | | Tax (IOM) | 96.95 |
| | | | | IOM Employer's NI - A | 168.74 |
| | | | | IOM Niabie 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 Niabie 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

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

Printing a payslip

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

X

| Payment | Cash | Benefit | Cash | Deduction | Cash |
|--------------|----------|-----------------|----------|--------------|--------|
| Basic Salary | 1,860.25 | Absence Benefit | 1,860.25 | NI (IoM) - A | 145.01 |
| | | | | Tax (IoM) | 96.95 |

Name: Sarah Demo
Pay date: 23/08/2019


Tax code: 1325F
Tax month: 5
NI category: A
Legislation: IOM
Currency: British Pound
Social security number: MA123456A

Total payments: 1,860.25
Total deductions: 241.96

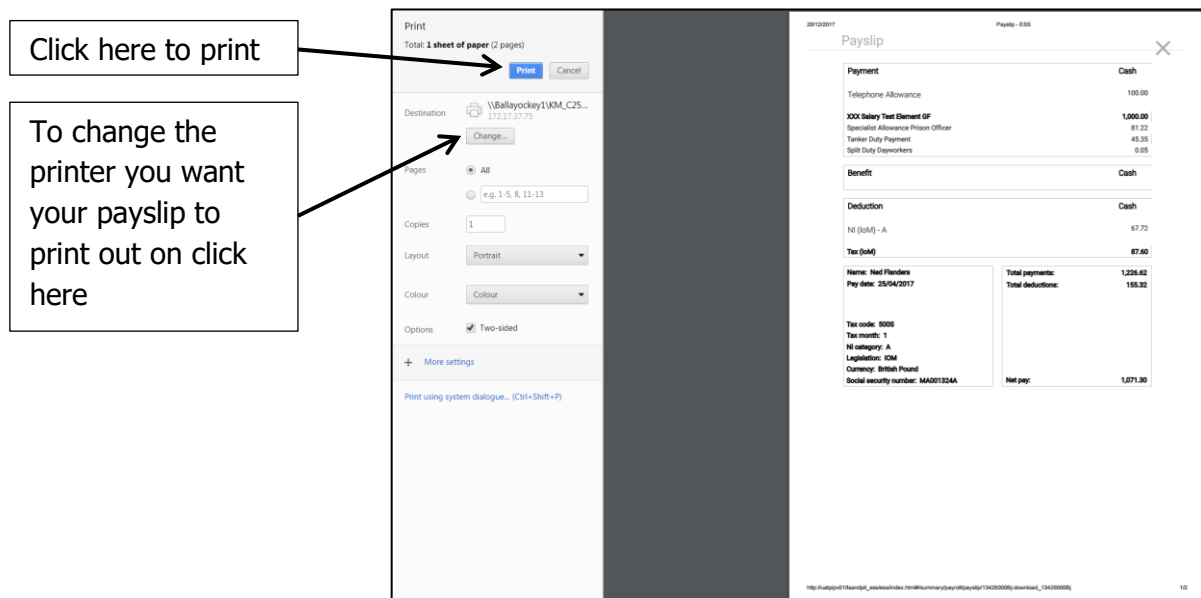
Net pay: 1,618.29

Print
Cancel
Download

Click on the **Print**



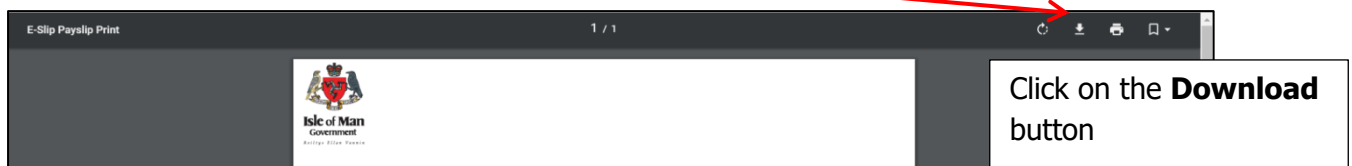
Your screen will now look like this:



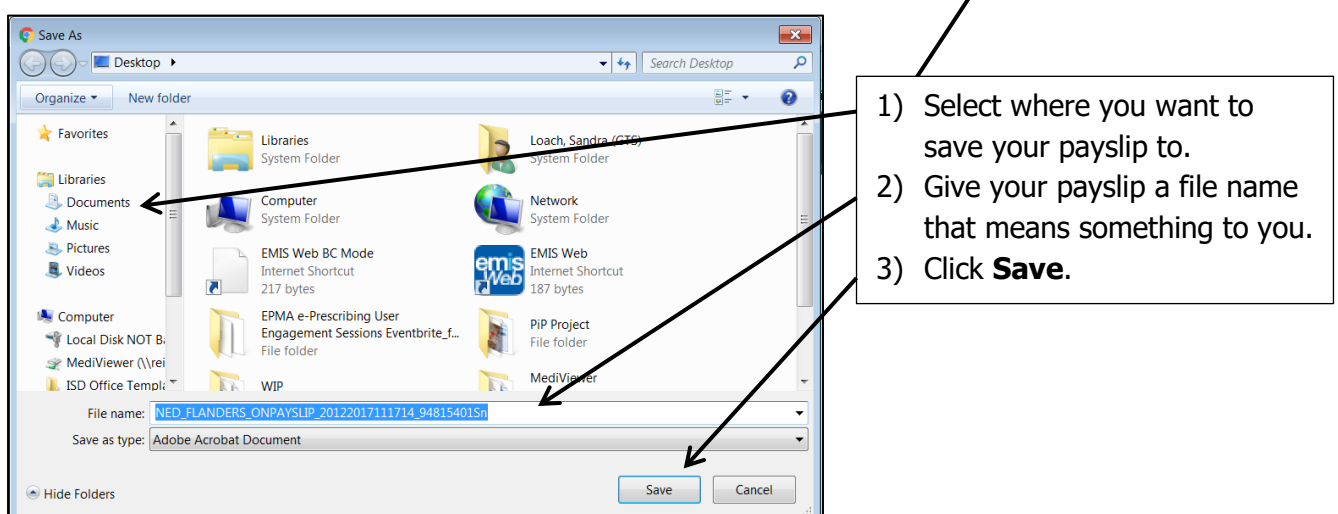
When you open a .pdf version of a payslip there a couple of things you can do with it, if you would like to:

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

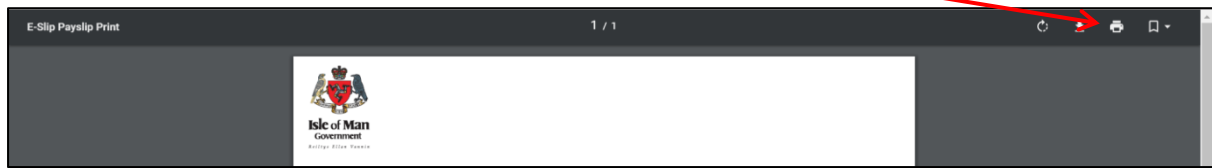
To **save** a copy simply click **here**



Your screen will now something look like this:



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.

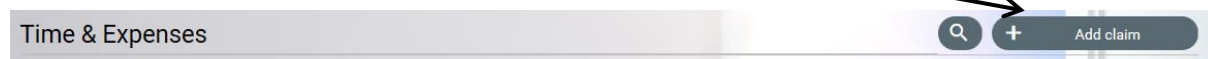
Under this section you will also see any previous claims you have made since PiP For Me went live so you can check them at any time.

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:



Time & Expenses claim entry: New

Start date



Job title

Administrative Officer - OCCE000001PPB984 ▼

Claim template

Please choose ▼

Enter the **Start date** for your claim

The start date should be the date you are starting your claim from e.g. 2nd December 2019.

New

Please choose

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

87 | Page

Your screen will now look like this:

Expenses

×

Time & Expenses claim entry: New

Start date

02/12/2019

Job title

Administrative Officer - OCCE000001PPB984

▼

Claim template

Please choose

▼

New

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:

Expenses

Time & Expenses claim entry: New

Start date

02/12/2019

Job title

Administrative Officer - OCCE000001PPB984

Claim template

Mileage & Expense Claims

New

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:

Expenses

Time & Expenses claim entry: New

Start date

02/12/2019

Job title

Administrative Officer - OCCE000001PPB984

Claim template

Mileage & Expense Claims

New

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

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

Expenses

Time & Expenses claim entry: (New)

Job title: Administrative Officer
Employee: Andrews, Adam

Page 1 | Page 2 | Page 3

Mileage

Please use this page to add any journeys completed. If you do not have a vehicle displayed below or this is incorrect, you will need to go to the personal tab, within employee self-service and add a new vehicle.

Journey – Claiming for a return journey? We have tried to keep the list as short as possible so haven't included all "from" and "to" options. If you are claiming for a return journey, e.g. Douglas to Peel then Peel to Douglas, just select Douglas to Peel twice.

Cost Code Override – this is an optional field. This claim will automatically allocate against a salary budget code for you in this job. If this journey (page 1) or expense (pages 2 & 3) needs claiming against another code, you can add it in here.

| | Vehicle | Scheme | Cost Code Override |
|--|-------------------------------------|------------------------------|--------------------|
| | Error - you have no default vehicle | IoMG Business Mileage Scheme | |

| Journey | Date | Business Miles claimed | Passengers | Journey From & Journey To | Reason for Journey |
|---------|------|------------------------|------------|---------------------------|--------------------|
| | | | | | |

Save draft
Submit

Expenses

Time & Expenses claim entry: (New)

Job title: Administrative Officer
Employee: Andrews, Adam

Page 1 | Page 2 | Page 3

Mileage

Please use this page to add any journeys completed. If you do not have a vehicle displayed below or this is incorrect, you will need to go to the personal tab, within employee self-service and add a new vehicle.

Journey – Claiming for a return journey? We have tried to keep the list as short as possible so haven't included all "from" and "to" options. If you are claiming for a return journey, e.g. Douglas to Peel then Peel to Douglas, just select Douglas to Peel twice.

Cost Code Override – this is an optional field. This claim will automatically allocate against a salary budget code for you in this job. If this journey (page 1) or expense (pages 2 & 3) needs claiming against another code, you can add it in here.

| | Vehicle | Scheme | Cost Code Override |
|--|-------------------------------------|------------------------------|--------------------|
| | Error - you have no default vehicle | IoMG Business Mileage Scheme | |

| Journey | Date | Business Miles claimed | Passengers | Journey From & Journey To | Reason for Journey |
|---------|------|------------------------|------------|---------------------------|--------------------|
| | | | | | |

Save draft
Submit

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.

Expenses



Time & Expenses claim entry: (New)

Job title: Administrative Officer
Employee: Andrews, Adam

[Page 1](#) | [Page 2](#) | [Page 3](#)

Mileage

Please use this page to add any journeys completed. If you do not have a vehicle displayed below or this is incorrect, you will need to go to the personal tab, within employee self-service and add a new vehicle.

Journey – Claiming for a return journey? We have tried to keep the list as short as possible so haven't included all "from" and "to" options. If you are claiming for a return journey, e.g. Douglas to Peel then Peel to Douglas, just select Douglas to Peel twice.

Cost Code Override – this is an optional field. This claim will automatically allocate against a salary budget code for you in this job. If this journey (page 1) or expense (pages 2 & 3) needs claiming against another code, you can add it in here.

| Journey | Date | Business Miles claimed | Passengers | Journey From & Journey To | Reason for Journey |
|-----------------|------|------------------------|------------|---------------------------|--------------------|
| Douglas to Peel | | 11 | | Douglas to Peel | |

Vehicle Scheme Cost Code Override
 Error - you have no default vehicle IoMG Business Mileage Scheme

Save draft Submit

Add the date of your journey here

Your screen will now look like this:

Expenses✕

Time & Expenses claim entry: (New)

Job title: Administrative Officer
Employee: Andrews, Adam

Page 1 | Page 2 | Page 3

Mileage

Please use this page to add any journeys completed. If you do not have a vehicle displayed below or this is incorrect, you will need to go to the personal tab, within employee self-service and add a new vehicle.

Journey – Claiming for a return journey? We have tried to keep the list as short as possible so haven't included all "from" and "to" options. If you are claiming for a return journey, e.g. Douglas to Peel then Peel to Douglas, just select Douglas to Peel twice.

Cost Code Override – this is an optional field. This claim will automatically allocate against a salary budget code for you in this job. If this journey (page 1) or expense (pages 2 & 3) needs claiming against another code, you can add it in here.

| Journey | Date | Business Miles claimed | Passengers | Journey From & Journey To | Reason for Journey |
|-----------------|------------|------------------------|------------|---------------------------|--------------------|
| Douglas to Peel | 10/02/2020 | 11 | | Douglas to Peel | |

Save draft Submit

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:

Expenses✕

Time & Expenses claim entry: (New)

Job title: Administrative Officer
Employee: Andrews, Adam

Page 1 | Page 2 | Page 3

Mileage

Please use this page to add any journeys completed. If you do not have a vehicle displayed below or this is incorrect, you will need to go to the personal tab, within employee self-service and add a new vehicle.

Journey – Claiming for a return journey? We have tried to keep the list as short as possible so haven't included all "from" and "to" options. If you are claiming for a return journey, e.g. Douglas to Peel then Peel to Douglas, just select Douglas to Peel twice.

Cost Code Override – this is an optional field. This claim will automatically allocate against a salary budget code for you in this job. If this journey (page 1) or expense (pages 2 & 3) needs claiming against another code, you can add it in here.

| Journey | Date | Business Miles claimed | Passengers | Journey From & Journey To | Reason for Journey |
|-----------------|------------|------------------------|------------|---------------------------|--------------------|
| Douglas to Peel | 10/02/2020 | 11 | 1 | Douglas to Peel | |

Save draft Submit

Expenses



Time & Expenses claim entry: (New)

Job title: Administrative Officer
Employee: Andrews, Adam

Page 1 | Page 2 | Page 3

Mileage

Please use this page to add any journeys completed. If you do not have a vehicle displayed below or this is incorrect, you will need to go to the personal tab, within employee self-service and add a new vehicle.

Journey – Claiming for a return journey? We have tried to keep the list as short as possible so haven't included all "from" and "to" options. If you are claiming for a return journey, e.g. Douglas to Peel then Peel to Douglas, just select Douglas to Peel twice.

Cost Code Override – this is an optional field. This claim will automatically allocate against a salary budget code for you in this job. If this journey (page 1) or expense (pages 2 & 3) needs claiming against another code, you can add it in here.

| Vehicle | | Scheme | | Cost Code Override | |
|-------------------------------------|--|------------------------------|--|--------------------|--|
| Error - you have no default vehicle | | IoMG Business Mileage Scheme | | | |

| Journey | Date | Business Miles claimed | Passengers | Journey From & Journey To | Reason for Journey |
|-----------------|------------|------------------------|------------|---------------------------|--------------------|
| Douglas to Peel | 10/02/2020 | 11 | 1 | Douglas to Peel | |

Save draft Submit

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:

| Vehicle | | Scheme | | Cost Code Override | |
|-------------------------------------|--|------------------------------|--|--------------------|--|
| Error - you have no default vehicle | | IoMG Business Mileage Scheme | | | |

| Journey | Date | Business Miles claimed | Passengers | Journey From & Journey To | Reason for Journey |
|-----------------|------------|------------------------|------------|---------------------------|--------------------|
| Douglas to Peel | 10/02/2020 | 11 | 1 | Douglas to Peel | Meeting |

Save draft Submit

Expenses



Time & Expenses claim entry: (New)

Job title: Administrative Officer
Employee: Andrews, Adam

Page 1 | Page 2 | Page 3

Mileage

Please use this page to add any journeys completed. If you do not have a vehicle displayed below or this is incorrect, you will need to go to the personal tab, within employee self-service and add a new vehicle.

Journey – Claiming for a return journey? We have tried to keep the list as short as possible so haven't included all "from" and "to" options. If you are claiming for a return journey, e.g. Douglas to Peel then Peel to Douglas, just select Douglas to Peel twice.

Cost Code Override – this is an optional field. This claim will automatically allocate against a salary budget code for you in this job. If this journey (page 1) or expense (pages 2 & 3) needs claiming against another code, you can add it in here.

| Vehicle | | Scheme | | Cost Code Override | |
|-------------------------------------|------------|------------------------------|------------|---------------------------|--------------------|
| Error - you have no default vehicle | | IoMG Business Mileage Scheme | | | |
| Journey | Date | Business Miles claimed | Passengers | Journey From & Journey To | Reason for Journey |
| Douglas to Peel | 10/02/2020 | 11 | 1 | Douglas to Peel | Meeting |
| | | | | | ✖ + - |

Save draft
Submit

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.

Expenses

Time & Expenses claim entry: (New)

Job title: Administrative Officer
Employee: Andrews, Adam

Page 1 | Page 2 | Page 3

Mileage

Please use this page to add any journeys completed. If you do not have a vehicle displayed below or this is incorrect, you will need to go to the personal tab, within employee self-service and add a new vehicle.

Journey – Claiming for a return journey? We have tried to keep the list as short as possible so haven't included all "from" and "to" options. If you are claiming for a return journey, e.g. Douglas to Peel then Peel to Douglas, just select Douglas to Peel twice.

Cost Code Override – this is an optional field. This claim will automatically allocate against a salary budget code for you in this job. If this journey (page 1) or expense (pages 2 & 3) needs claiming against another code, you can add it in here.

| Vehicle | Scheme | Cost Code Override |
|-------------------------------------|------------------------------|--------------------|
| Error - you have no default vehicle | IoMG Business Mileage Scheme | |

| Journey | Date | Business Miles claimed | Passengers | Journey From & Journey To | Reason for Journey |
|-------------------|------------|------------------------|------------|---------------------------|--------------------|
| Douglas to Peel | 10/02/2020 | 11 | 1 | Douglas to Peel | Meeting |
| Peel to Port Erin | 10/02/2020 | 14 | 1 | Peel to Port Erin (via | Site visit |

Save draft
Submit

If you are not ready to submit your claim to your line manager yet you can save it as a

Save draft

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:

Mileage & Expense Claims

Start date 10 Feb 2020
Reference ME0000036
Provisional

Summary

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.

Expenses
✕

Time & Expenses claim entry: (New)

Job title: Administrative Officer
Employee: Andrews, Adam

Page 1 | Page 2 | Page 3

Mileage

Please use this page to add any journeys completed. If you do not have a vehicle displayed below or this is incorrect, you will need to go to the personal tab, within employee self-service and add a new vehicle.

Journey – Claiming for a return journey? We have tried to keep the list as short as possible so haven't included all "from" and "to" options. If you are claiming for a return journey, e.g. Douglas to then Peel to Douglas, just select Douglas to Peel twice.

Cost Code Override – this is an optional field. This claim will automatically allocate against a salary budget code for you in this job. If this journey (page 1) or expense (pages 2 & 3) needs claim against another code, you can add it in here.

| Vehicle | Scheme | Cost Code Override |
|--|--------|--------------------|
| Error - you have no default vehicle IoMG Business Mileage Scheme | | |

| Journey | Date | Business Miles claimed | Passengers | Journey From & Journey To | Reason for Journey | |
|-------------------|------------|------------------------|------------|---------------------------|--------------------|-------|
| Douglas to Peel | 10/02/2020 | 1.1 | 1 | Douglas to Peel | Meeting | ✕ + - |
| Peel to Port Erin | 10/02/2020 | 1.4 | 1 | Peel to Port Erin (via | Site visit | ✕ + - |

Save draft
Submit

To delete a line from your claim click on the '**minus**' sign beside that line

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.

Expenses
✕

Job title
Administrative Officer

Time and expenses claim reference
ME0000036

Payroll
M_fgfbf

Start date
10/02/2020

Comments
I certify that my claim for expenses is a correct statement and that the claim is in accordance with the Time & Expenses policy and procedures, and were incurred wholly, exclusively and necessarily in the course of company business.

Password

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

+ Receipt attachments

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:

Mileage & Expense Claims

Start date 10 Feb 2020

Reference ME0000036

Awaiting authorisation

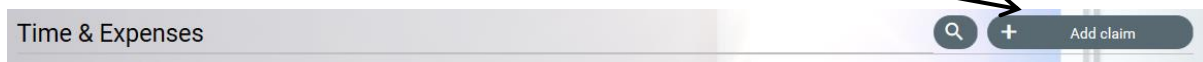
Summary

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 you 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:

Expenses

Time & Expenses claim entry: New

Start date

Job title

Administrative Officer - OCCE000001PPB988

Claim template

Please choose

New

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

Your screen will now look like this:

Expenses

Time & Expenses claim entry: New

Start date

11/02/2020

Job title

Administrative Officer - OCCE000001PPB988

Claim template

Please choose

New

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:

Expenses

Time & Expenses claim entry: New

Start date

11/02/2020

Job title

Administrative Officer - OCCE000001PPB988

Claim template

Please choose

New

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:

Expenses

Time & Expenses claim entry: New

Start date
11/02/2020

Job title
Administrative Officer - OCCE000001PPB988

Claim template
Mileage & Expense Claims

New

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

Your screen will now look like this:

Expenses

ime & Expenses claim entry: (New)

Job title: Administrative Officer
Employee: Evans, Ellen

Page 1 | Page 2 | Page 3

Mileage

Please use this page to add any journeys completed. If you do not have a vehicle displayed below or this is incorrect, you will need to go to the personal tab, within employee self-service and add a new vehicle.

Journey – Claiming for a return journey? We have tried to keep the list as short as possible so haven't included all "from" and "to" options. If you are claiming for a return journey, e.g. Douglas to Peel then Peel to Douglas, just select Douglas to Peel twice.

Cost Code Override – this is an optional field. This claim will automatically allocate against a salary budget code for you in this job. If this journey (page 1) or expense (pages 2 & 3) needs claiming against another code, you can add it in here.

| Vehicle | | Scheme | | Cost Code Override | |
|---|------|------------------------|------------|---------------------------|--------------------|
| Enter – you have no default vehicle. IoMG Business Mileage Scheme | | | | | |
| Journey | Date | Business Miles claimed | Passengers | Journey From & Journey To | Reason for Journey |
| | | | | | |

Click on **Page 2** here:

Your screen will now look like this:

Job title: Administrative Officer
Employee: Evans, Ellen

Page 1 | Page 2 | Page 3

Receipted Expenses

This page is for IoMG receipted expenses only.
Click here to view the IoMG expenses policy.
Please submit your weekly expenses to your manager for approval.

| Element | Date | Details of receipted expenses | Cost Code Override | Value of receipted expenses |
|---------|------|-------------------------------|--------------------|-----------------------------|
| | | | | 0.00 |

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

Your screen will now look like this:

Job title: Administrative Officer
Employee: Evans, Ellen

Page 1 | **Page 2** | Page 3

Receipted Expenses

This page is for IoMG receipted expenses only.
Click here to view the IoMG expenses policy.
Please submit your weekly expenses to your manager for approval.

| Element | Date | Details of receipted expenses | Cost Code Override | Value of receipted expenses | |
|------------|------------|---|--------------------|-----------------------------|-----|
| Expenses ▾ | 11/02/2020 |  | | | + - |
| | | | | 0.00 | |

Add the date you incurred the expense here:


Your screen will now look like this:

Job title: Administrative Officer
Employee: Evans, Ellen

Page 1 | **Page 2** | Page 3

Receipted Expenses

This page is for IoMG receipted expenses only.
Click here to view the IoMG expenses policy.
Please submit your weekly expenses to your manager for approval.

| Element | Date | Details of receipted expenses | Cost Code Override | Value of receipted expenses | |
|------------|------------|---|--------------------|-----------------------------|-----|
| Expenses ▾ | 11/02/2020 |  IOM - Liverpool return flight | | | + - |
| | | | | 0.00 | |

Complete the details of your incurred expense here:

Your screen will now look like this:

Job title: Administrative Officer
Employee: Evans, Ellen

Page 1 | **Page 2** | Page 3

Receipted Expenses

This page is for IoMG receipted expenses only.
Click here to view the IoMG expenses policy.
Please submit your weekly expenses to your manager for approval.

| Element | Date | Details of receipted expenses | Cost Code Override | Value of receipted expenses |
|------------|------------|-------------------------------|--------------------|-----------------------------|
| Expenses ▾ | 11/02/2020 | IOM - Liverpool return flight | | 0.00 |

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:

Job title: Administrative Officer
Employee: Evans, Ellen

Page 1 | **Page 2** | Page 3

Receipted Expenses

This page is for IoMG receipted expenses only.
Click here to view the IoMG expenses policy.
Please submit your weekly expenses to your manager for approval.

| Element | Date | Details of receipted expenses | Cost Code Override | Value of receipted expenses |
|------------|------------|-------------------------------|--------------------|-----------------------------|
| Expenses ▾ | 11/02/2020 | IOM - Liverpool return flight | | 145.00 |

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

Save draft

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:

Expenses

Mileage & Expense Claims

Start date 11 Feb 2020
Reference ME0000039
Provisional

Summary

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 **Expenses** section.

Your screen will now look like this:

Expenses

Time & Expenses claim entry: Mileage & Expense Claims

Job title: Administrative Officer
Employee: Evans, Ellen
Reference: ME0000039
Payroll: M_Jgbfb

Page 1 | Page 2 | Page 3
Mileage

Please use this page to add any journeys completed. If you do not have a vehicle displayed below or this is incorrect, you will need to go to the personal tab, within employee self-service and add a new vehicle.

Journey - Claiming for a return journey? We have tried to keep the list as short as possible so haven't included all "from" and "to" options. If you are claiming for a return journey, e.g. Douglas to Peel then Peel to Douglas, just select Douglas to Peel twice.

Cost Code Override - this is an optional field. This claim will automatically allocate against a salary budget code for you in this job. If this journey (page 1) or expense (pages 2 & 3) needs claiming against another code, you can add it in here.

| Journey | Date | Business Miles claimed | Passengers | Journey From & Journey To | Reason for Journey |
|---|------|------------------------|------------|---------------------------|--------------------|
| <div> Vehicle: Error - you have no default vehicle. IOMG Business Mileage Scheme </div> | | | | | |

Save draft Delete Submit

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:

Job title: Administrative Officer
Employee: Evans, Ellen

Page 1 | **Page 2** | Page 3

Receipted Expenses

This page is for IoMG receipted expenses only.
Click here to view the IoMG expenses policy.
Please submit your weekly expenses to your manager for approval.

| Element | Date | Details of receipted expenses | Cost Code Override | Value of receipted expenses | |
|------------|------------|-------------------------------|--------------------|-----------------------------|-----|
| Expenses ▾ | 11/02/2020 | IOM - Liverpool return flight | | 145.00 | + - |
| | | | | 145.00 | |

To delete a line from your claim click on the '**minus**' sign beside that line

↓

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:

Expenses
✕

i
Changes have been saved.

Time & Expenses claim submission:

Claim template
Mileage & Expense Claims

Job title
Administrative Officer

Time and expenses claim reference
ME0000039

Payroll
M_fgbfb

Start date
11/02/2020

Comments
 I certify that my claim for expenses is a correct statement and that the claim is in accordance with the Time & Expenses policy and procedures, and were incurred wholly, exclusively and necessarily in the course of company business.

Password

+ Receipt attachments

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

If you have claimed for expenses on this claim you can upload images of them by clicking **here**

2) Click **Submit**

Submit

Your screen will now look like this:

Expenses

Mileage & Expense Claims

Start date 11 Feb 2020

Reference ME0000039

Awaiting authorisation

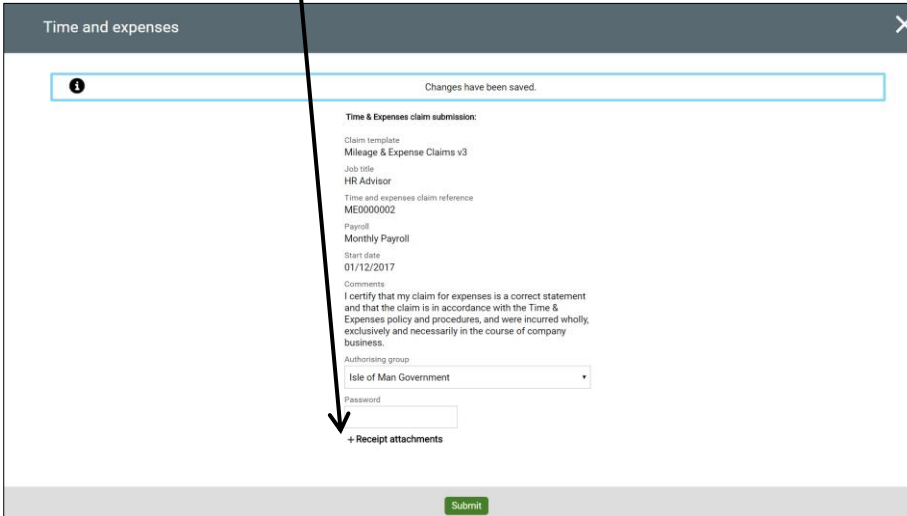
Summary

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**:



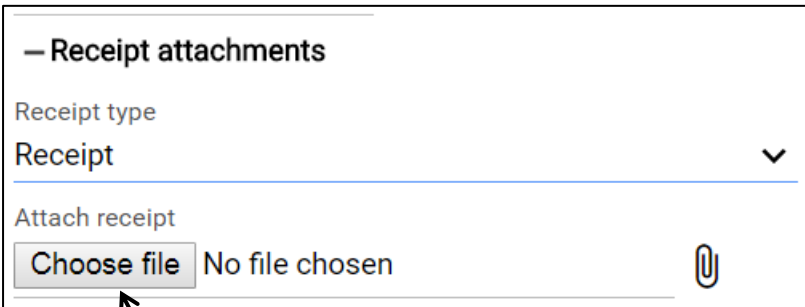
The screenshot shows a web form titled "Time and expenses". At the top, a message says "Changes have been saved." Below this, the form contains several fields: "Claim template" (Mileage & Expense Claims v3), "Job title" (HR Advisor), "Time and expenses claim reference" (ME0000002), "Payroll" (Monthly Payroll), "Start date" (01/12/2017), and a "Comments" section with a pre-filled statement. Below the comments is a dropdown for "Authorising group" (Isle of Man Government) and a "Password" field. At the bottom of the form, there is a green "Submit" button and a link labeled "+ Receipt attachments". An arrow points from the text "click on Receipt attachments:" to this link.

You'll then see the following options:



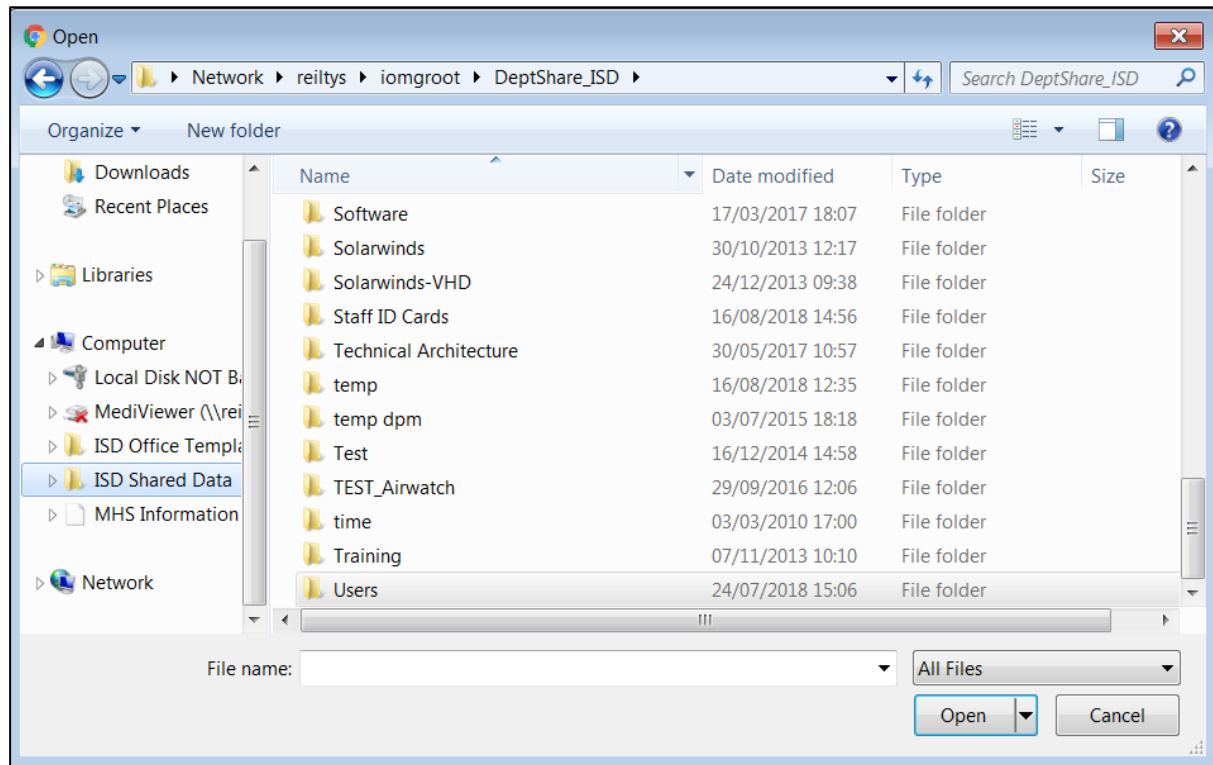
The screenshot shows a section titled "Receipt attachments". It contains a "Receipt type" dropdown menu with a downward arrow. Below this is an "Attach receipt" section with a "Choose file" button, the text "No file chosen", and a paperclip icon. An arrow points from the text "Click on the drop-down arrow under Receipt type and select Receipt:" to the dropdown arrow.

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

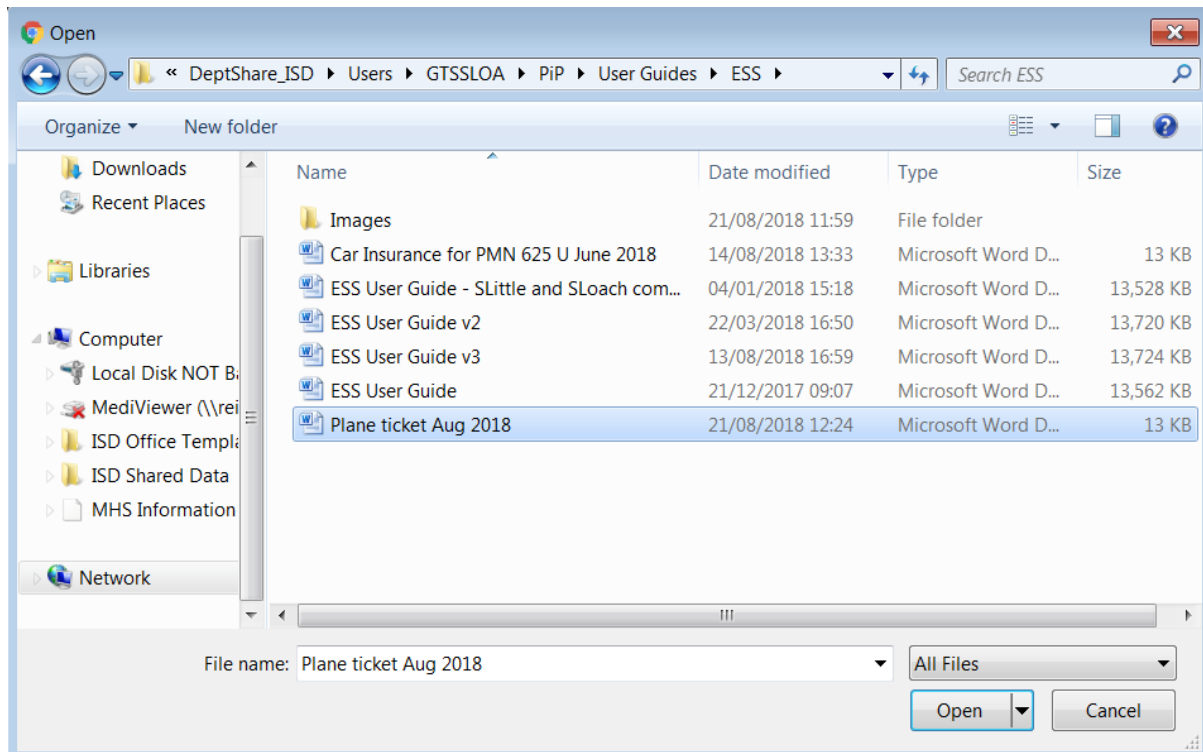


The screenshot shows the "Receipt attachments" section with the "Receipt type" dropdown now set to "Receipt". Below it, the "Attach receipt" section remains the same with the "Choose file" button, "No file chosen" text, and paperclip icon. An arrow points from the text "Click on the drop-down arrow under Receipt type and select Receipt:" to the "Choose file" button.

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:

Time and expenses

Changes have been saved.

Time & Expenses claim submission:

Claim template
Mileage & Expense Claims v5

Job title
Administrative Officer

Time and expenses claim reference
ME4000145

Payroll
Monthly Payroll

Start date
01/08/2018

Cut off date

Comments
I certify that my claim for expenses is a correct statement and that the claim is in accordance with the Time & Expenses policy and procedures, and were incurred wholly, exclusively and necessarily in the course of company business.

Password

Receipt attachments

Receipt type
Receipt

Attach receipt
Choose file Plane ticket Aug 2018.docx

Submit

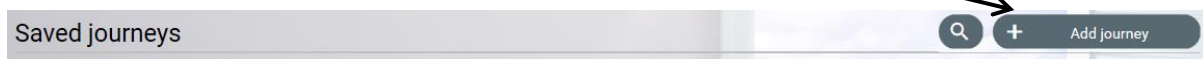
Enter your **PiP For Me** password **here** to digitally sign your claim and click **Submit**.

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:

Saved journey

×

Journey Name

Journey Type

Please choose

▼

Miles claimed

☐ Active

No. of passengers

Journey From & Journey To

Comments 1

Save

Cancel

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:

X

Journey Name
Noble's to RDCH

Journey Type
Please choose

Miles claimed

☐ Active

No. of passengers

Journey From & Journey To

Comments 1

Save
Cancel

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

Your screen will now look like this:

×

Journey Name

Noble's to RDCH

Journey Type

Personal

▼

Miles claimed

☐ Active

No. of passengers

Journey From & Journey To

Comments 1

Click **Save**

Your screen will now look like this:

Saved journeys

🔍 + Add journey

📌 You have 19 of your 20 'personalised journey' allocation remaining.

Journey details

Noble's to RDCH

To edit or delete a saved journey click on it [here](#).

You can create up to 20 saved journeys.

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:

Time and expenses [X]

Time & Expenses claim entry: (New)

Job title: HR Advisor
Employee: Ned Flanders

Page 1 | Page 2 | Page 3

Please use this page to add any journeys completed. If you do not have a vehicle displayed below or this is incorrect, you will need to go to the personal tab, within employee self-service and add a new vehicle.

Vehicle: Error - you have no default vehicle | Scheme: IoMG Business Mileage Scheme | Cost Code Override: []

| Journey | Date | Business Miles claimed | Passengers | Journey From & Journey To | Reason for Journey |
|---------|------|------------------------|------------|---------------------------|--------------------|
| [] | [] | [] | [] | [] | [] |

[Save draft] [Submit] [Print]

Your screen will now look like this:

Time and expenses [X]

Time & Expenses claim entry: (New)

Job title: HR Advisor
Employee: Ned Flanders

Page 1 | Page 2 | Page 3

Please use this page to add any journeys completed. If you do not have a vehicle displayed below or this is incorrect, you will need to go to the personal tab, within employee self-service and add a new vehicle.

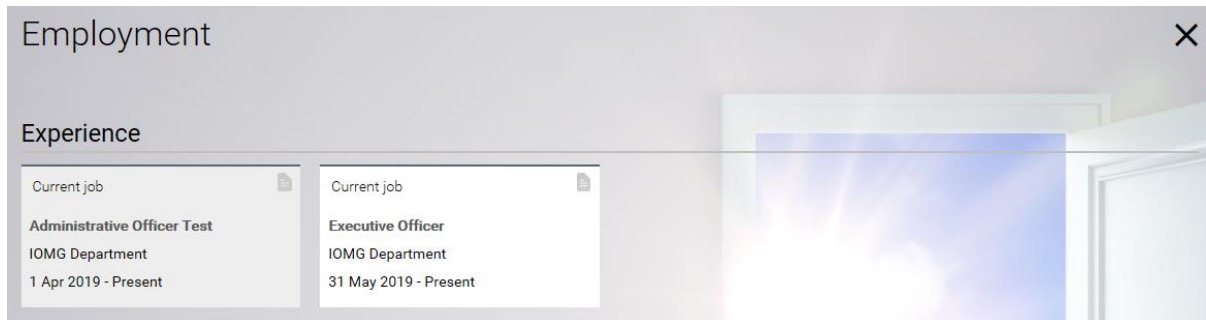
Vehicle: Error - you have no default vehicle | Scheme: IoMG Business Mileage Scheme | Cost Code Override: []

| Journey | Date | Business Miles claimed | Passengers | Journey From & Journey To | Reason for Journey |
|----------------|------|------------------------|------------|---------------------------|--------------------|
| Nobles to RDCH | [] | 17 | [] | [] | [] |

[Save draft] [Submit] [Print]

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:

Current job details



Job details

Department

OMG Department

Position reference

POSN025425

Position name

Administrative Officer Test

Personal reference

E019066

Start date

01/04/2019

Payroll reference

MON017421

Contractual hours

37.00

Work pattern

37.00 M7:24 T7:24 W7:24 T7:24
F7:24 S0:00 S0:00

Manager

Reporting manager and job title

Rob Demo - Reporting Manager Test

This is your reporting manager.
If these details are not correct
please notify the PiP Helpdesk
as soon as possible.

Resignation notification

Last working day (dd/mm/yyyy)


☐

Resign from all positions

Resignation statement

Save

Delete

Cancel

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.

The screenshot shows the 'Resignation notification' form. It includes a 'Last working day (dd/mm/yyyy)' field with a calendar icon, a 'Resign from all positions' checkbox, a 'Resignation statement' text area, and 'Save', 'Delete', and 'Cancel' buttons at the bottom. Callout boxes provide instructions for each field.

Enter your intended last working day here by selecting a date using the calendar.

If you are resigning from all your positions, tick this check box

This is a free text box which you can provide further details of your resignation

Once you have entered all the information, click **Save.**

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!**

The screenshot shows the Rheynn-Fys website with the following content:

- Navigation Menu:** RHEYNN-FYS, EMPLOYEE, GOVERNMENT, HELP, NEWS, SEARCH, SERVICES.
- Left Sidebar:**
 - PIP - People Information Programme
 - Libraries
 - Discussions
 - Appraisal PDR
 - Civil Service
 - Regulations
 - Data Protection
 - Supervisor
 - Employee Development
 - Equal Opportunities
 - Health and Safety
 - Information Security
 - Information Sharing
 - Interest Groups
 - Pensions
 - Personnel
 - Social Events
 - Staff Welfare
 - Allowances and Financial Regulations
 - Training
 - Recycle Bin
 - All Site Content
- Main Content Area:**

PIP (People Information Programme) is your new electronic HR and Payroll system which is shortly being introduced across the whole of the Isle of Man Government. It is called the People Information Programme because it is about our people and their information. It is a system that will be owned and used by everyone. With PIP comes a change in our system, processes and culture. We are demonstrating trust by giving you access and responsibility to manage your own information. Processes will be more straightforward, efficient and visible.

PIP is being implemented in 2 phases:

 - Phase 1** – will include the core processes and payroll as well as self-service for employees (**PIP for Me**) and managers (**PIP for My Team**)
 - Phase 2** – will be recruitment, learning and development and casework management for example grievance, capability processes)

Benefits for all of us

You can:

 - access your payslip online
 - update your own information
 - log and claim your expenses online
 - enter/request leave with a few clicks
 - view your annual leave entitlements

Benefits for managers

You can:

 - manage your team more efficiently
 - receive reminders of key management tasks (authorise leave, notifications of probation periods, absence triggers etc)
 - manage your teams absence with a team calendar
- Right Sidebar:**

The PiP Team


| Full Name | Business Phone | Job Title | E-mail Address |
|-----------------|----------------|---|--|
| Alex McPherson | 685439 | Business Transformation Support Officer | alex.mcpherson@gov.im |
| Anne Shorrocks | 686907 | Head of Employment Services | anne.shorrocks@gov.im |
| Erica Richards | 685560 | Business Transformation Officer | erica.richards@gov.im |
| Julia Davies | 686604 | PIP Project Manager | julia.davies@gov.im |
| Kirsty McDonald | 685999 | Business Transformation Officer | kirsty.mcdonald@gov.im |
| PIP Helpdesk | 685999 | | askpip@gov.im |

Content Owner(s)

Goldsmith, Anna Marie (CO)
Change and Reform Project Manager

OHR Website

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





Office of
Human Resources

[News](#)
[About OHR](#)
[Contact](#)

[Home](#) → [PiP](#)

PiP

People Information Programme

PEOPLE
INFORMATION
PROGRAMME

PIP (People Information Programme) is your new electronic HR and Payroll system. This is a large scale project as PiP is going to be used across the whole of Isle of Man Government.

With PiP comes a change in our system, processes and culture. We are demonstrating trust by giving you access and responsibility to manage your own information. Processes will be more straightforward, efficient and visible.

PiP is being implemented in 2 phases:

- **Phase 1** – will include the core processes and payroll as well as self-service for employees (**PIP for Me**) and managers (**PIP for My Team**)

In this section

- > [Employee information](#)
- > [Manager information](#)
- > [PiP Training](#)

Related links

- > [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 your 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