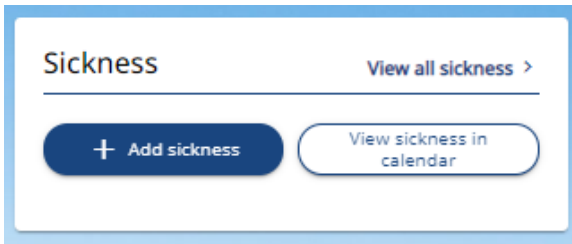


How do I submit a sickness absence in PiP?

Step 1. Log in to **PiP For Me** and you will be taken to your home screen dashboard. Here you have a **Sickness absence** section.



In this section you can:

- View any previous sickness absences
- Submit a sickness absence
- View your absence calendar

Step 2. Click on **Add sickness**

Step 3. Complete the details of your sickness absence in the pop-up window:

Choose **Sickness** for the **Absence type**

Choose the **reason** for your sickness

Select your **absence period** e.g. Part day, Full day or More than one day

When you select your absence period you will then be prompted to select the **date/s** of your sickness

Complete the **End date** with an estimated date of the last day you think you will be off sick before returning to work.

If you choose **Part day** or **More than one day** you will have the option to choose **Morning, Afternoon** or **Specify time**. If you select Specify time you can either add a start time and an end time or just the number of hours you will be absent from work on that date

If you hold **more than one position**, choose the position you are absent from

Step 4. Click **Submit** to record your absence

Note: You cannot save your sickness absence without inputting an end date. However, if your estimated end date is not the actual end date of your sickness absence, your line manager can amend it for you

Step 5. Log off **PiP For Me** now if you are finished with the system

Warning: Be aware of keeping your information confidential, especially if you are using **PiP For Me** in an open or public place.

Require further assistance?

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

