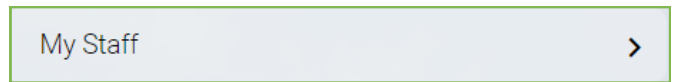


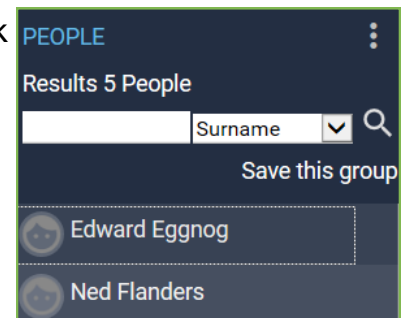
How do I...

...View my team members leave details?

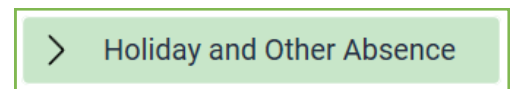
STEP ONE: Log onto **PIP For My Team** and from the shortcut menu click on **My Staff**



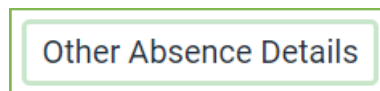
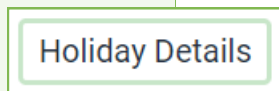
STEP TWO: From the menu on the left hand side either click on the name of your team member you want to view the leave for or type their surname in the search field and click on the magnifying glass:



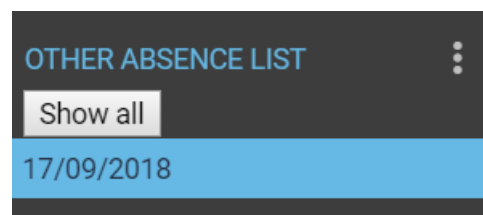
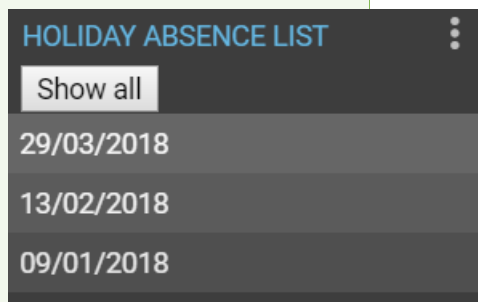
STEP THREE: Click on **Holiday and Other Absence**



STEP FOUR: Click on either **Holiday Details** or **Other Absence Details** depending on the type of leave you want to view



STEP FIVE: All the records for both types of leave will then show as a list on the left hand side of the screen—to view a particular absence click on it from the list



Do you need support?

For advice on absences, TOIL and/or annual leave please contact the OHR Absence Team on 685073 or absence@gov.im