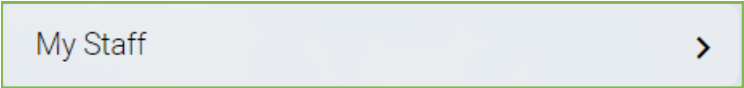


How do I...

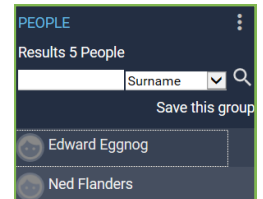
...View a maternity, paternity or adoption absence?

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



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 absence for or type their surname in the search field and click on the magnifying glass:



STEP THREE: Click on **Maternity, Adoption and Paternity**



Maternity, Adoption & Paternity

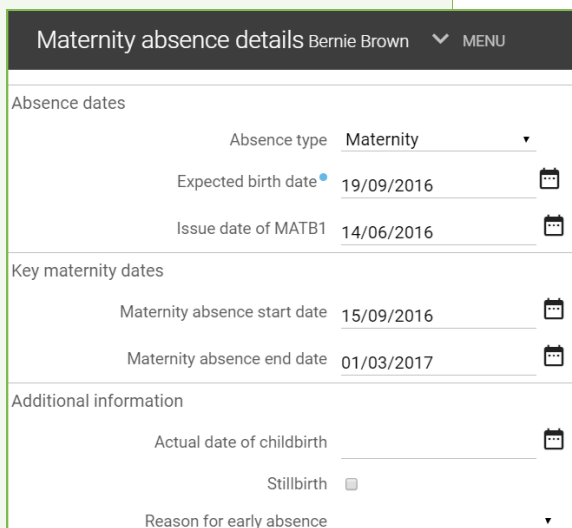
STEP FOUR: Click on either **View Maternity Details**, **View Paternity Details** or **View Adoption Details**

STEP FIVE: Click on the absence you want to view from the absence list such as the **Maternity Absence List**



MATERNITY ABSENCE LIST

19/09/2016



Maternity absence details Bernie Brown

Absence dates

Absence type: Maternity

Expected birth date: 19/09/2016

Issue date of MATB1: 14/06/2016

Key maternity dates

Maternity absence start date: 15/09/2016

Maternity absence end date: 01/03/2017

Additional information

Actual date of childbirth:

Stillbirth:

Reason for early absence:

You should then see the details of that absence on the screen

Do you need support?

For advice on maternity/paternity/adoption please contact the OHR Employment Changes Team, Tel: 686300, email: HRChanges@gov.im