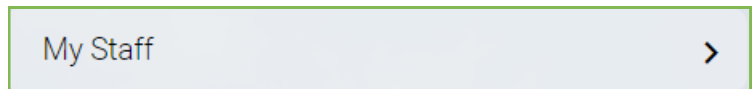
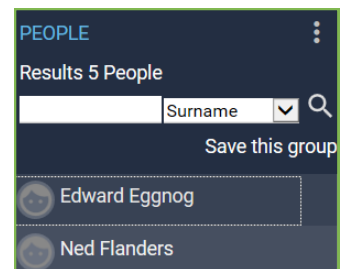


# How do I... ...View a sickness absence?

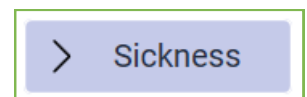
**STEP ONE:** Log onto **PiP For My Team** and from the shortcut menu click on **My Staff**



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



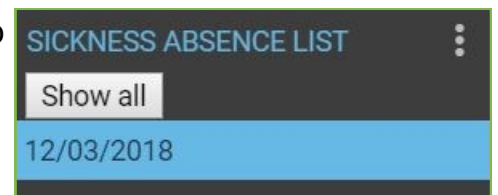
**STEP THREE:** Click on **Sickness**



**STEP FOUR:** Click on **View Sickness Absence**



**STEP FIVE:** Click on the sickness absence you want to view from the **Sickness Absence List**



Sickness absence details Bernie Brown MENU

Sickness period	Sickness period	Full day
Absence start	Absence start date	23/04/2018
Absence end	Expected end date	
Absence	Absence type	Sickness
	Absence reason	Allergic Reaction
	Authorisation	Awaiting authorisation
	Exclude from Bradford Factor calculation	<input type="checkbox"/>
	Position	Administrative Officer (Current)

You can now view the details of the sickness absence you clicked on

## Do you need support?

For advice on sickness absences please contact the OHR Absence Team on 685073 or [absence@gov.im](mailto:absence@gov.im)