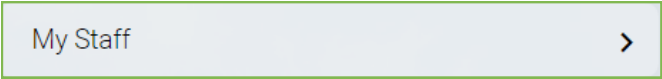


How do I...

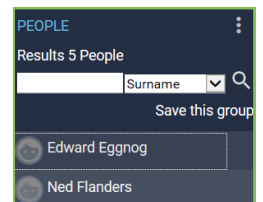
...Add a MATB1 to a maternity absence?

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 add the MATB1 to 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 **View Maternity Details**



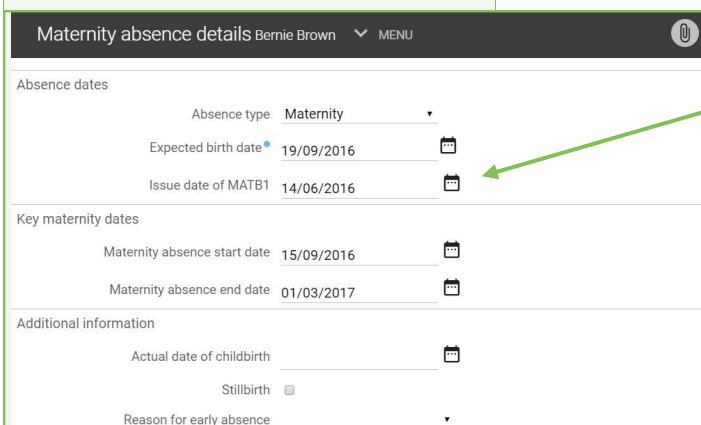
View Maternity Details

STEP FIVE: Click on the relevant absence from the **Maternity Absence List**



MATERNITY ABSENCE LIST
19/09/2016

STEP SIX: Complete the **Issue date of MATB1** and click **Save**



Maternity absence details Bernie Brown MENU

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

Do you need support?

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