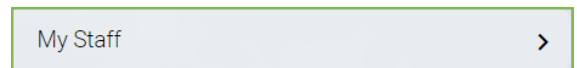


How do I...

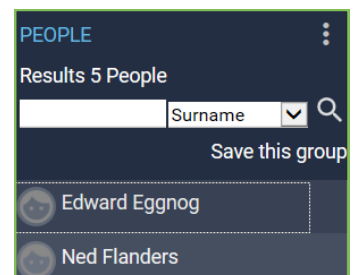
...Record a phased return to work?

NOTE: Refer to the relevant Terms and Conditions/Department Policies for information about return to work entitlements

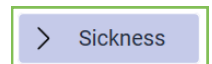
STEP ONE: Log onto **PiP For My Team** and from the shortcut menu click on **My Staff**



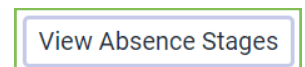
STEP TWO: From the menu on the left hand side either click on the name of your team member you want to add the phased return to work for or type their surname in the search field and click on the magnifying glass:



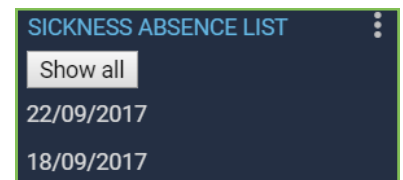
STEP THREE: Click on **Sickness**



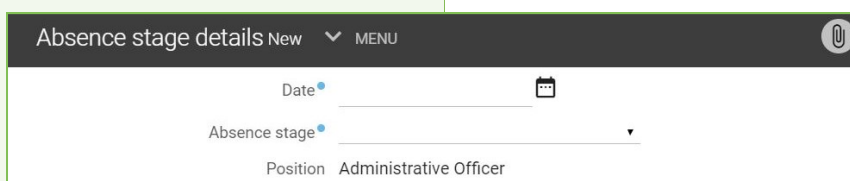
STEP FOUR: Click on **View Absence Stages**



STEP FIVE: Select the relevant sickness absence from the **Sickness Absence List**:



STEP SIX: Complete the **Absence stage details** selecting the relevant phased return option as the **Absence stage** and click **Save**

A screenshot of the "Absence stage details" form. It includes a header "Absence stage details New" with a "MENU" icon and a "Save" icon. The form has fields for "Date" (with a calendar icon), "Absence stage" (with a dropdown arrow), and "Position" (with the value "Administrative Officer").

Do you need support?

For advice on sickness absence please contact the OHR Absence Team, Tel: 685073, email: absence@gov.im