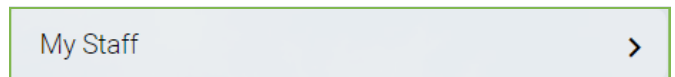


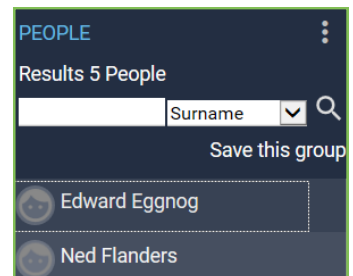
How do I... ...Record Bank Holidays not taken?

Bank Holidays are recorded in hours as part of the holiday entitlement and are automatically deducted on the date of the holiday. If one of your team members is required to work on a bank holiday you can record that date as not taken to give that team member back the hours that have been deducted by the system

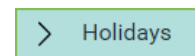
STEP ONE: Log onto **PiP For My Team** and from the shortcut menu click on **My Staff**



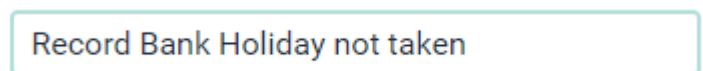
STEP TWO: From the menu on the left hand side either click on the name of your team member you want to record the bank holiday not taken for or type their surname in the search field and click on the magnifying glass:



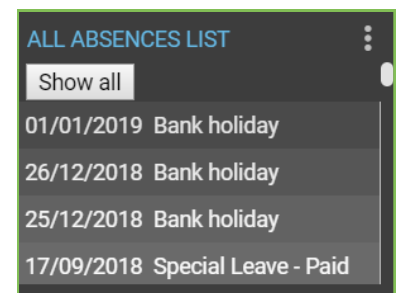
STEP THREE: Click on **Holidays**



STEP FOUR: Click on **Record Bank Holiday not taken**



STEP FIVE: The **All Absences List** will then be shown on the left hand side of the screen—this list includes all the bank holidays for the current leave year, any requested annual leave, other absences and sickness:



STEP SIX: Click on the bank holiday that you want to record as not taken; on the screen that opens tick the **Not taken** box and click **Save**

Absence	
Absence type	Bank holiday
Position	Administrative Officer
Not taken	<input checked="" type="checkbox"/>

NOTE: this function **should not be used** for certain T's and C's, please call the OHR Absence team for advice if you are unsure whether this applies to your employee.

Do you need support?

For advice on TOIL/annual leave please contact the OHR Absence Team, Tel: 685073, email: absence@gov.im