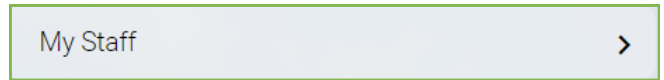
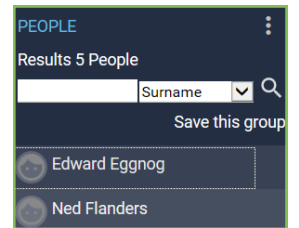


How do I... ...Add details of Doctors' Certificates?

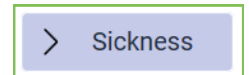
STEP ONE: Log onto **PiP For My Team** and from the shortcut menu click on **My Staff**



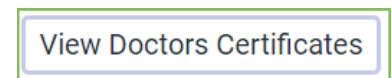
STEP TWO: From the menu on the left hand side either click on the name of your team member you want to add the Doctor's Certificate to or type their surname in the search field and click on the magnifying glass:



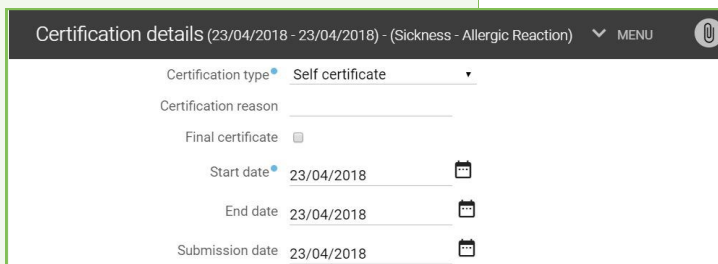
STEP THREE: Click on **Sickness**



STEP FOUR: Click on **View Doctors Certificates**



STEP FIVE: Choose the sickness absence you want to add the details of the Doctors' certificate to from the **Sickness Absence List** on the left of the screen:



Certification details (23/04/2018 - 23/04/2018) - (Sickness - Allergic Reaction) MENU

Certification type: Self certificate

Certification reason: _____

Final certificate:

Start date: 23/04/2018

End date: 23/04/2018

Submission date: 23/04/2018

STEP SIX: Complete the details on the **Certification details** screen and click **Save**

NOTE: Adding an **End date** on this screen will trigger a reminder e-mail to you and your team member when the Doctor's Certificate expires

Do you need support?

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