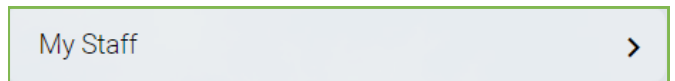


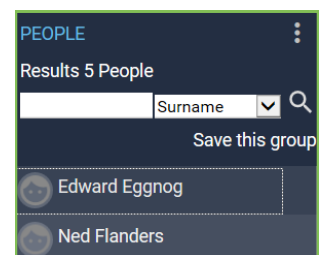
How do I...

...Amend annual leave or other absences?

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 amend the annual leave or other absence for or type their surname in the search field and click on the magnifying glass:

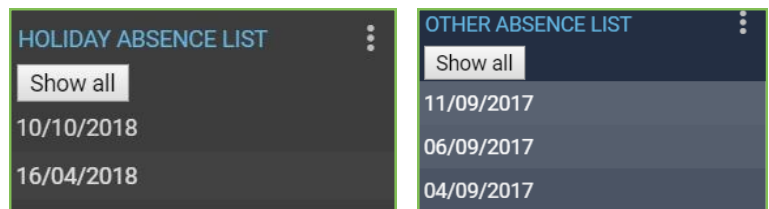


STEP THREE: Click on **Holidays or Other Absence** depending on what absence you want to amend:



STEP FOUR: Click on either **Holiday Absence Details** or **Other Absence Details**

STEP FIVE: Click on the relevant annual leave or other absence from either the **Holiday Absence List** or the **Other Absence List**



STEP SIX: Amend the annual leave or other absence as required and click **Save**



Do you need support?

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