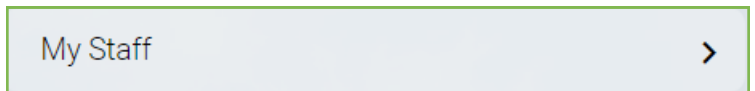
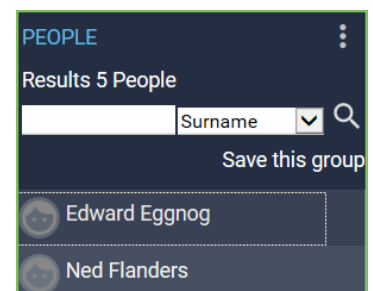


How do I... ...Close a sickness absence?

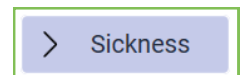
STEP ONE: Log onto **PiP For My Team** and from the shortcut menu click on **My Staff**



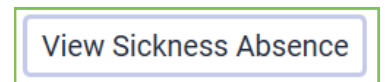
STEP TWO: From the menu on the left hand side either click on the name of your team member you want to close the sickness absence for or type their surname in the search field and click on the magnifying glass:



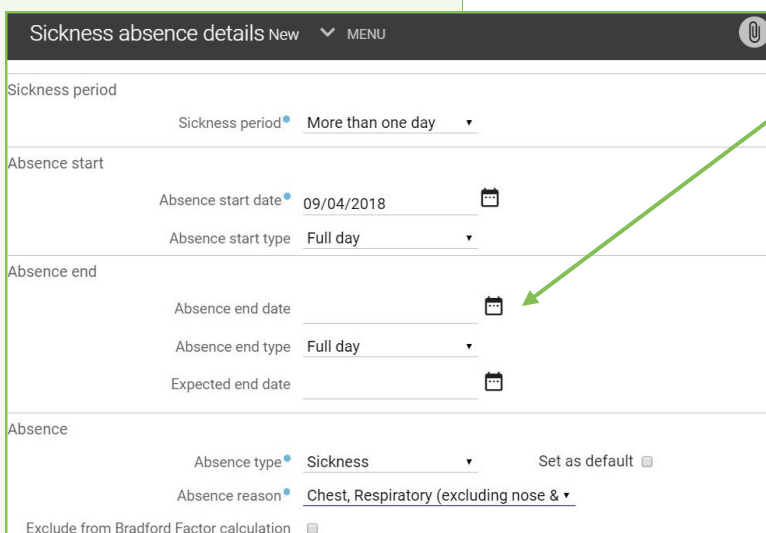
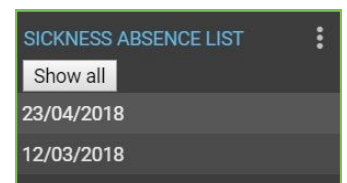
STEP THREE: Click on **Sickness**



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



STEP FIVE: Select the sickness record you want to close from the **Sickness Absence List** on the left hand side of the screen



Sickness absence details New MENU

Sickness period
Sickness period More than one day

Absence start
Absence start date 09/04/2018
Absence start type Full day

Absence end
Absence end date
Absence end type Full day
Expected end date

Absence
Absence type Sickness Set as default
Absence reason Chest, Respiratory (excluding nose &)
Exclude from Bradford Factor calculation

STEP SIX: Complete the **Absence end date** on the **Sickness absence details** screen and click **Save**



NOTE: Check your team member's working pattern is correct for the period of absence

STEP SEVEN: If this absence is due to a proven accident at work or other exceptional circumstances tick the **Exclude from Bradford Factor calculation**

Do you need support?

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