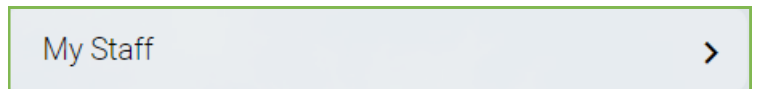


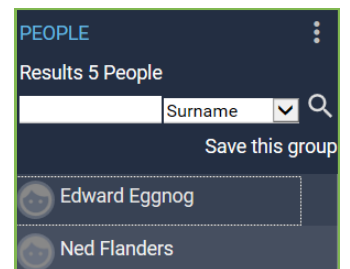
How do I... ...Create a sickness absence?

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

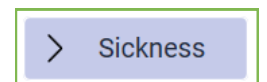
NOTE: You can also create a sickness absence directly from the **Team Calendar**



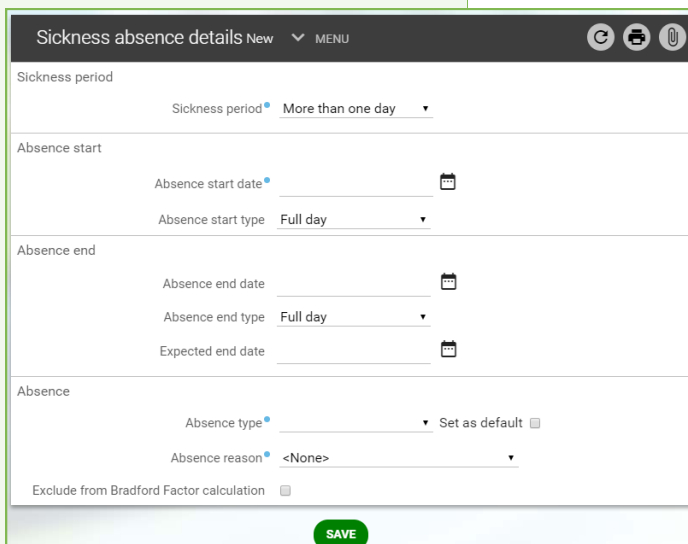
STEP TWO: From the menu on the left hand side either click on the name of your team member you want to add the sickness absence for or type their surname in the search field and click on the magnifying glass:



STEP THREE: Click on **Sickness**



STEP FOUR: Click on **Create New Sickness Absence**



STEP FIVE: Complete the details of the sickness absence on the screen and click **Save**.

NOTE: You can create a new sickness absence on the first day the absence, leaving the absence end details blank. These can be completed once your member of staff is back in work.

You can add absence stages to a sickness absence including details of the Return to Work conversation when your team member returns to work following a sickness absence,

SEE: How do I record the different stages of sickness absence for more information

For long-term sickness absence you should also record details of any Doctors' Certificates, including attaching copies of the relevant certificates to the corresponding sickness absence

Do you need support?

For advice on sickness absence please contact the OHR Absence Team, Tel: 694303, email: pipchanges@gov.im