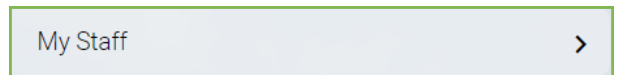


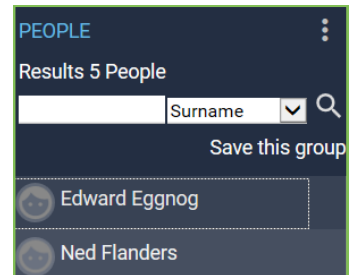
How do I...

...Record the different stages of managing sickness absence?

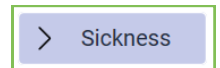
STEP ONE: Log onto **PiP For My Team** and from the shortcut menu click on **My Staff**



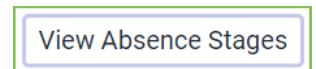
STEP TWO: From the menu on the left hand side either click on the name of your team member you want to record the sickness absence stage for or type their surname in the search field and click on the magnifying glass:



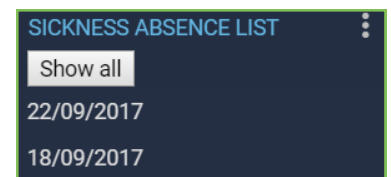
STEP THREE: Click on **Sickness**



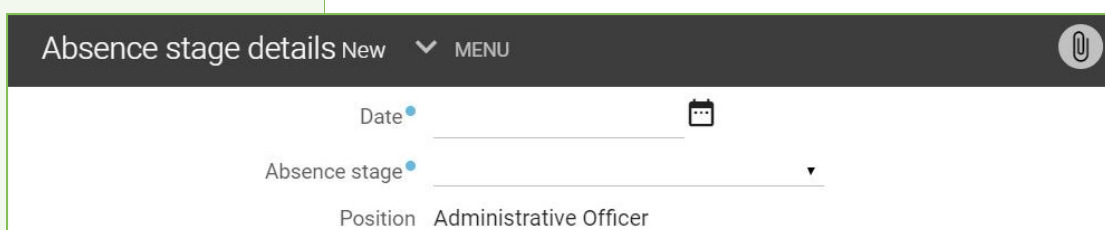
STEP FOUR: Click on **View Absence Stages**



STEP FIVE: Select the relevant sickness absence from the **Sickness Absence List**:



STEP SIX: Complete the date of the absence stage and select the relevant **Absence stage** from the drop down e.g. **Occupational Health Referral** and click **Save**



Absence stage details New MENU

Date

Absence stage

Position Administrative Officer

Do you need support?

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