

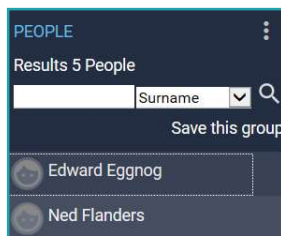
PiP For My Team

Viewing a Sickness absence

Step 1. Log onto **PiP For My Team** and from the menu click on **My Staff**



Step 2. From the menu on the left hand side either click on the name of your staff member you want to view the sickness absence for or type their surname in the search field and click on the **magnifying glass**:



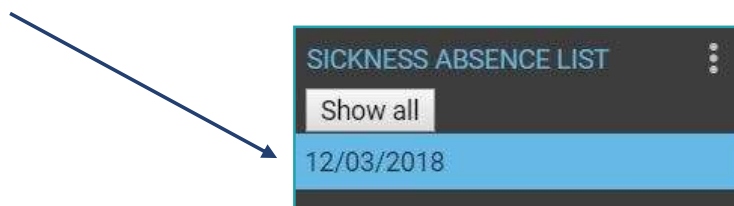
Step 3. Click on **Sickness**



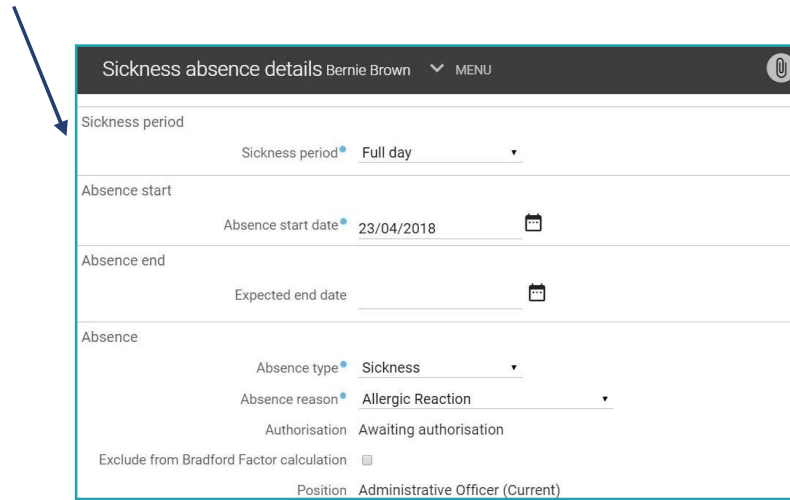
Step 4. Click on **View Sickness Absence**



Step 5. Click on the sickness absence you want to view from the **Sickness Absence List**



You can now view the details of the sickness absence you clicked on



Sickness absence details Bernie Brown MENU

Sickness period
Sickness period Full day

Absence start
Absence start date 23/04/2018

Absence end
Expected end date

Absence
Absence type Sickness
Absence reason Allergic Reaction
Authorisation Awaiting authorisation
Exclude from Bradford Factor calculation
Position Administrative Officer (Current)



For support please contact the PiP Changes Team on 694303 or email pipchanges@gov.im