PiP For My Team
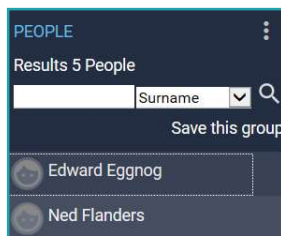# Viewing a Sickness absence

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

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**:
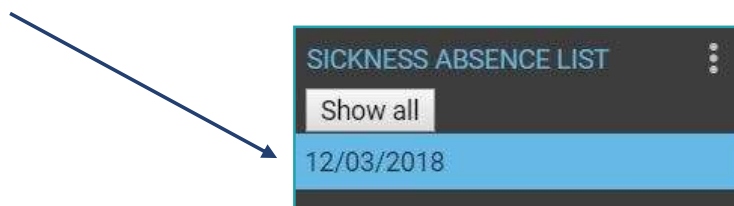
PEOPLE
Results 5 People
Surname Q
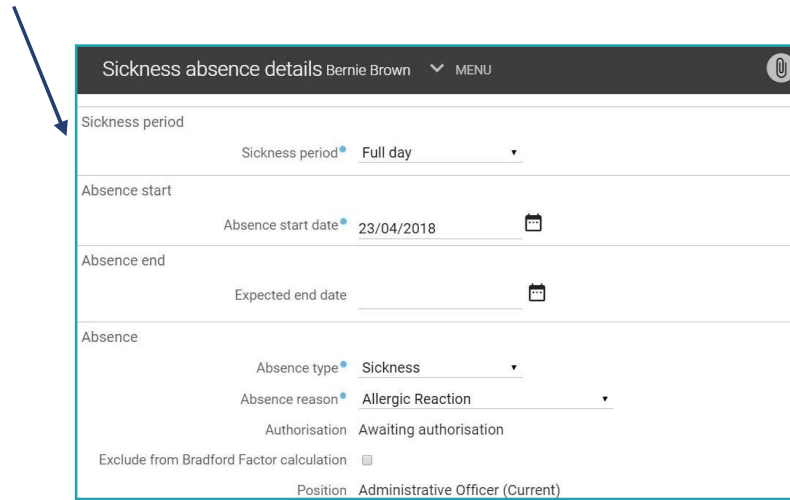Save this group
Edward Eggnog
Ned Flanders

Step 3. Click on **Sickness**

> Sickness

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

View Sickness Absence

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

SICKNESS ABSENCE LIST
Show all
12/03/2018

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