**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 team member you want to add the sickness absence for or type their surname in the search field and click on the **magnifying glass:**
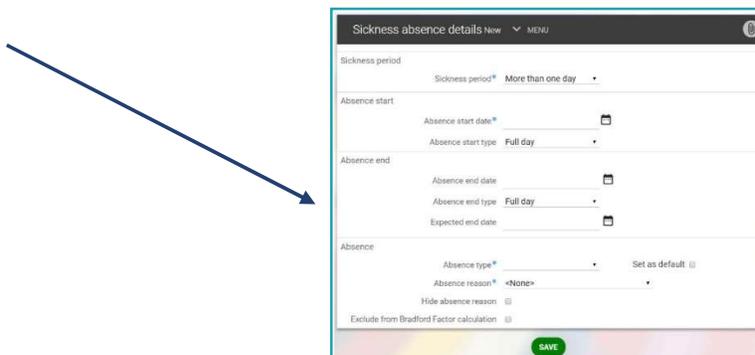
PEOPLE
Results 5 People
[          ] Surname [v] Q
Save this group
Edward Eggnog
Ned Flanders

**Step 3.** Click on **Sickness**

> Sickness

**Step 4.** Click on **Create New Sickness Absence**

Create New Sickness Absence

**Step 5.** Complete the details of the sickness absence on the screen and click **Save**:

Sickness absence details New  v MENU

Sickness period
  Sickness period* More than one day •
Absence start
  Absence start date* [📅]
  Absence start type Full day •
Absence end
  Absence end date [📅]
  Absence end type Full day •
  Expected end date [📅]
Absence
  Absence type* [•]  Set as default
  Absence reason* <None> [•]
  Hide absence reason
  Exclude from Bradford Factor calculation
  SAVE

pip

**NOTE:**

- You can create a new sickness absence on the first day the absence, leaving the absence end details blank:
  - The option at the top should be selected as 'More than one day'
  - The end date of the absence can then be added once your member of staff is back in work.

- For a half pay you should select Part day in the 'Sickness period' field

Sickness period* [ Part day          ⌄ ]

Then select Half Day – PM or AM in the 'Absence start type' field

Half Day - PM
Half Day - AM

**Step 6.** For long-term sickness absence you should also record details of any Doctors' Certificates which correspond to a sickness absence.

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. For more information refer to the document: **Record the different stages of managing sickness absence.**