

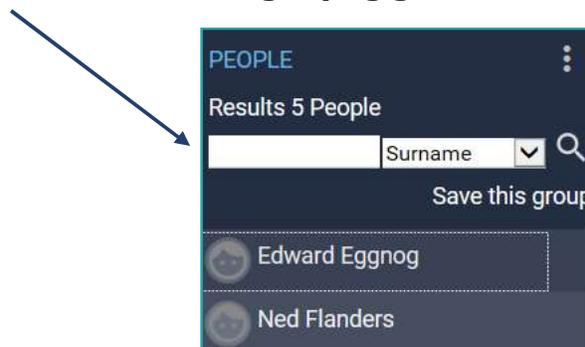
PIP For My Team

Closing a Sickness absence

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



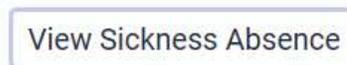
Step 2. From the menu on the left hand side either click on the name of your team member you want to close the sickness absence for or type their surname in the search field and click on the **magnifying glass**. Their record will open.



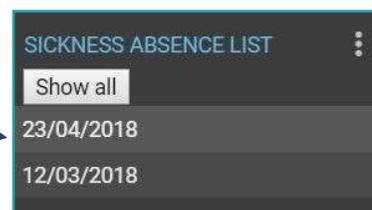
Step 3. Click on the **Sickness** menu



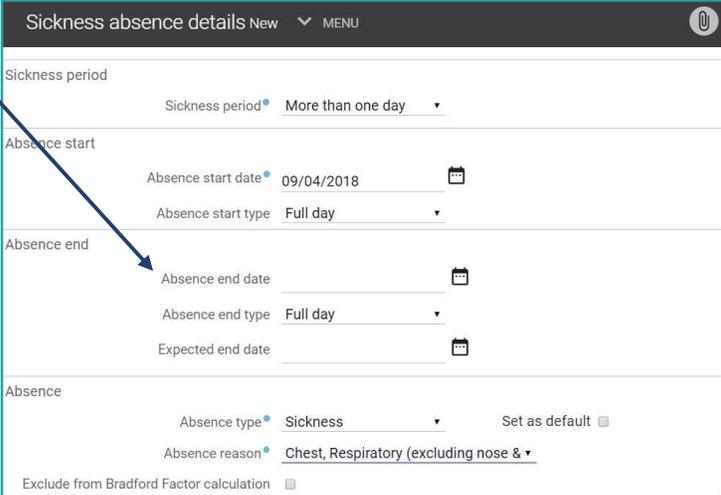
Step 4. Click on **View Sickness Absence**



Step 5. Select the sickness record you want to close from the **Sickness Absence List** on the left hand side of the screen.



Step 6. Complete the **Absence end date** on the **Sickness absence** details screen and click **Save**



The screenshot shows a mobile application interface for 'Sickness absence details'. The form is divided into several sections: 'Sickness period' with a dropdown set to 'More than one day'; 'Absence start' with 'Absence start date' set to '09/04/2018' and 'Absence start type' set to 'Full day'; 'Absence end' with empty 'Absence end date' and 'Expected end date' fields, and 'Absence end type' set to 'Full day'; and 'Absence' with 'Absence type' set to 'Sickness', 'Absence reason' set to 'Chest, Respiratory (excluding nose & ...)', and an 'Exclude from Bradford Factor calculation' checkbox. A blue arrow points from the text above to the 'Absence end date' field.

NOTE: Check your team member's working pattern is correct for the period of absence.

Step 7. If this absence is due to a proven accident at work or other exceptional circumstances tick the **Exclude from Bradford Factor calculation**.



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