

PiP For My Team

Adding details of Doctors' certificates

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 add the Doctor's Certificate to or type their surname in the search field and click on the **magnifying glass**:



Step 3. Click on **Sickness**



Step 4. Click on **View Doctors Certificates**



Step 5. Choose the sickness absence you want to add the details of the Doctors' certificate to from the **Sickness Absence List** on the left of the screen:



Step 6. Complete the details on the **Certification details** screen and click **Save**.

NOTE: Adding an **End date** on this screen will trigger a reminder e-mail to you and your team member when the Doctor's Certificate expires

Certification details (23/04/2018 - 23/04/2018) - (Sickness - Allergic Reaction) ▼ MENU 

Certification type • Self certificate ▼

Certification reason

Final certificate

Start date • 23/04/2018 

End date 23/04/2018 

Submission date 23/04/2018 



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