PiP For My Team
Recording the different stages of managing Sickness absence
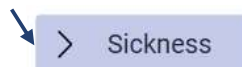
Office of Human Resources

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

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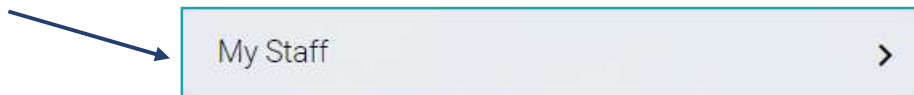
Step 2. From the menu on the left hand side either click on the name of your team member you want to record the sickness absence stage for or type their surname in the search field and click on the **magnifying glass**:

PEOPLE   ⋮
Results 5 People
[   ] [Surname ▾] 🔍
Save this group
Edward Eggnog
Ned Flanders
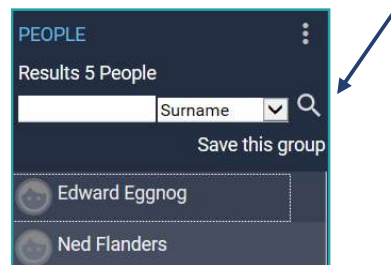
Step 3. Click on **Sickness**

>   Sickness

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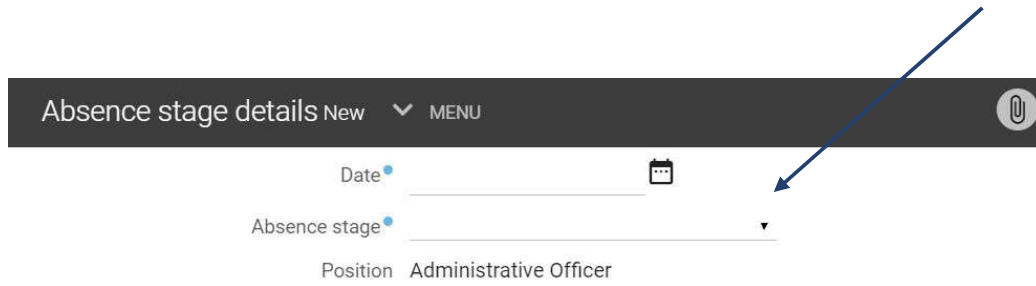
View Absence Stages

Step 5. Select the relevant sickness absence from the **Sickness Absence List**:

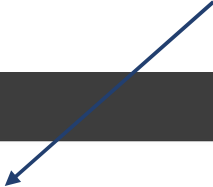SICKNESS ABSENCE LIST   ⋮
Show all
22/09/2017
18/09/2017

Step 6. Complete the date of the absence stage and select the relevant **Absence stage** from the drop down e.g. **Occupational Health Referral** and click **Save**.