# PiP For My Team
# Record a phased return to work

**NOTE:** Refer to the relevant Terms and Conditions/Department Policies for information about return to work entitlements.
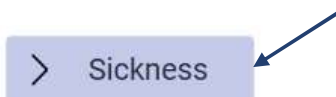
**Step 1.** Log onto **PiP For My Team** and from the menu click on **My Staff**

| 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 phased return to work for or type their surname in the search field and click on the **magnifying glass**:
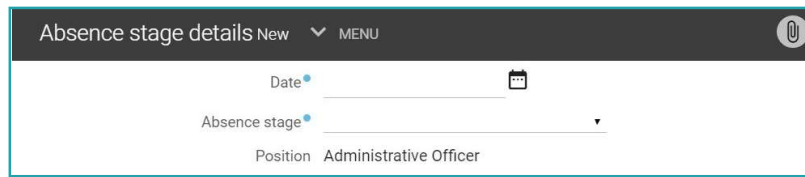
PEOPLE ⋮
Results 5 People
[                ] [Surname ▾] 🔍
Save this group
Edward Eggnog
Ned Flanders
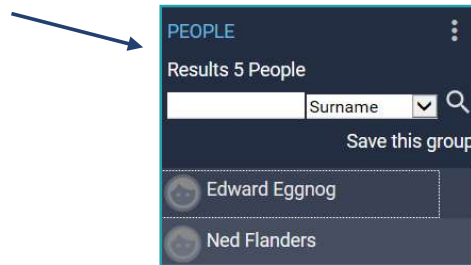
**Step 3.** Click on **Sickness**

> 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 **Absence stage details** selecting the relevant phased return option as the **Absence stage** and click **Save**