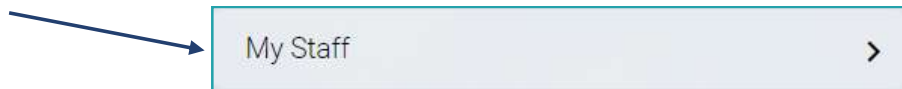


PIP For My Team

Override a Sickness Absence Working Pattern

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 sickness absence for or type their surname in the search field and click on the **magnifying glass**:



Step 3. Click on **Sickness**



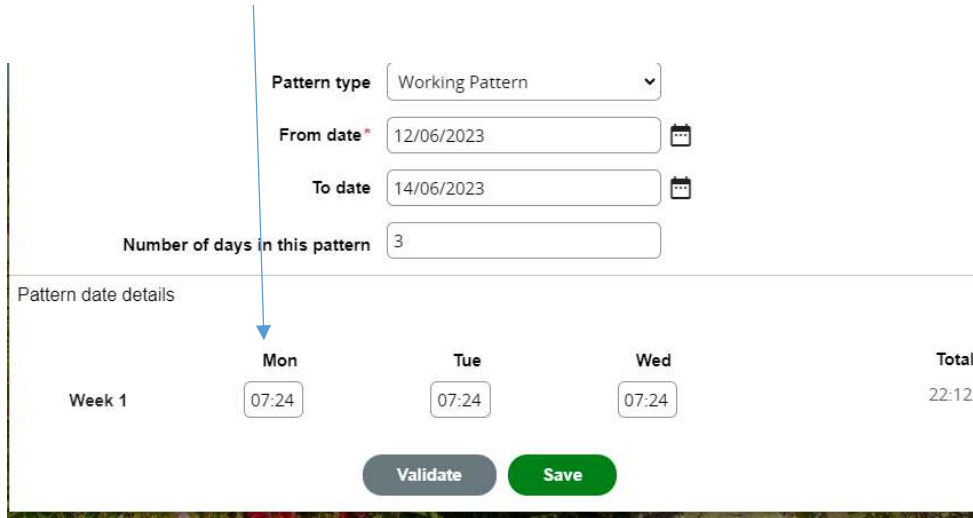
Step 4. Click on **Sickness Pattern Override**



Step 5. Click on the sickness absence you want to update from the **Sickness Absence List**



Step 6. On the day you wish to amend the pattern for, click in the day and add the hours and minutes absent for the day, if different from the working pattern saved on the team member's record. Then click **Save**.



Pattern type: Working Pattern

From date: 12/06/2023

To date: 14/06/2023

Number of days in this pattern: 3

Pattern date details

	Mon	Tue	Wed	Total
Week 1	07:24	07:24	07:24	22:12

Buttons: Validate, Save



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