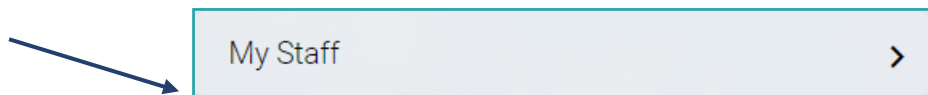


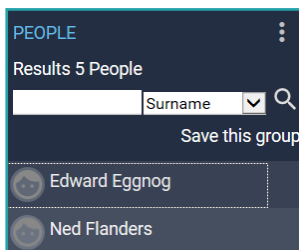
PiP For My Team

Updating a Sickness absence

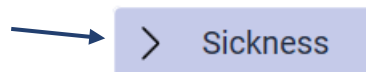
Step 1. Log onto **PiP For My Team** and from the menu click on **My Staff**



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



Step 3. Click on **Sickness**



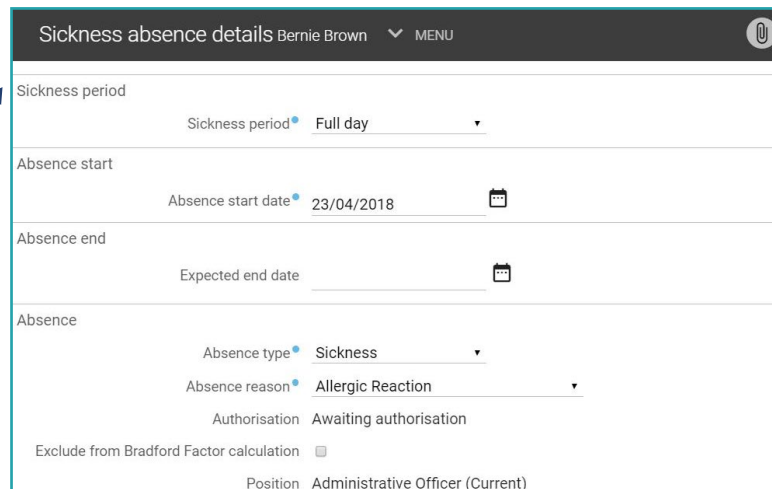
Step 4. Click on **View Sickness Absence**



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



You can now amend the details of the sickness absence you clicked on if required.



Sickness absence details Bernie Brown MENU

Sickness period
Sickness period Full day

Absence start
Absence start date 23/04/2018

Absence end
Expected end date

Absence
Absence type Sickness
Absence reason Allergic Reaction
Authorisation Awaiting authorisation
Exclude from Bradford Factor calculation
Position Administrative Officer (Current)

This could be:

- Amending the start date
- Amending the end date
- Changing from full day to half day
- Updating the absence reason
- Updating the Bradford factor field

Click on the field you wish to change, update to the new information and press **Save**.

