

PiP For My Team

Producing and Viewing an Absence letter in PiP (Maternity, Adoption, Paternity and Sick pay reduction)

Producing the letter

Step 1. Log into **PiP For My Team** and open your team members record from the **My Staff** menu.

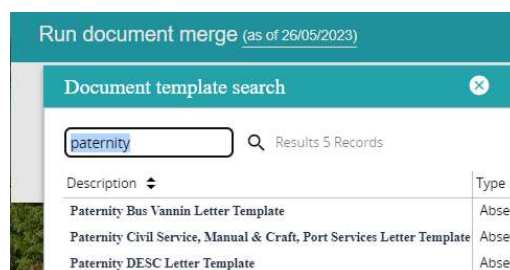
Step 2.

- If maternity, adoption or paternity, click on the **Maternity, Paternity & Adoption** menu and from the sub menu click on **Run Maternity/Paternity/Adoption Letter Merge**.
- If sickness, click on the **Sickness** menu and from the sub menu click on **Run Sickness Letter Merge**.

Step 3. You will be prompted to select the absence you wish to produce a letter for. This absence will appear on the pane on the left hand side of your screen, click on the absence and confirm the effective date.



Step 4. In the template description search bar, search for the letter template you need. E.g. if searching for a paternity letter, type paternity and click on the magnifying glass and all available paternity letter templates will appear. Select your template and click **Run**. Your letter will take a few minutes to produce.

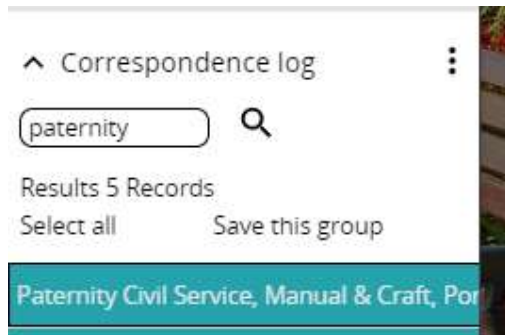


Viewing the letter

Step 1. To view your letter, click on the **Download Letter merge** button in either the Sickness, Maternity, Adoption & Paternity **menus of your team members record.**

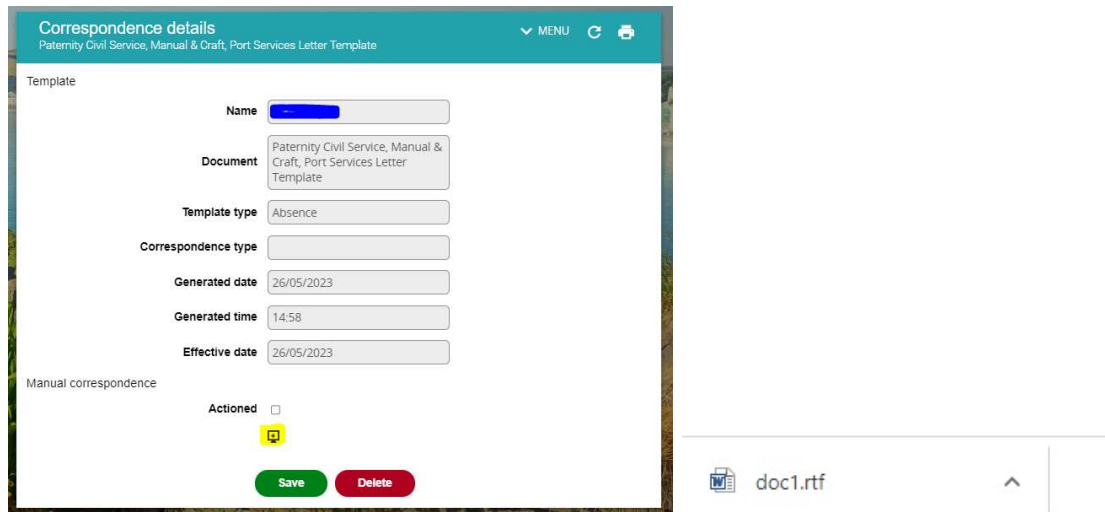


Step 2. You will be prompted on the left hand side of your screen to search for your letter. Search by the template name, e.g. paternity, sickness and your letter will appear and any previous letters you have produced. Click on the letter.



Step 3. The details of your letter merge will open which will include the date and time run.

Click on the **download icon**  to download your letter.



Step 4. Open the word document and format and personalise as you wish, then print and post a copy to your team member.



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