STEP ONE: Log onto **PiP For My Team** and from the shortcut menu click on **My Staff**

My Staff	>

STEP TWO: From the menu on the left hand side either click on the name of your team member you want to view the absence for or type their surname in the search field and click on the **magnifying glass**:

PEOPLE

Results 5 People

[ ] Surname [v] 🔍

Save this group

Edward Eggnog

Ned Flanders
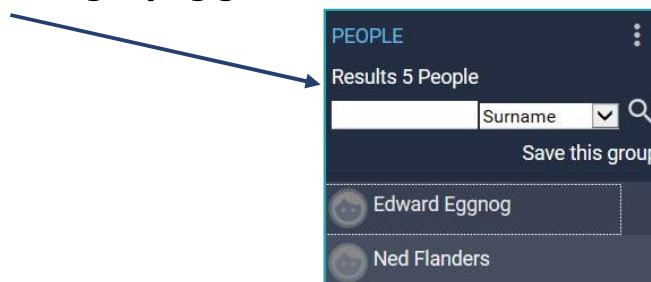
STEP THREE: Click on **Maternity, Adoption and Paternity**

> Maternity, Adoption & Paternity
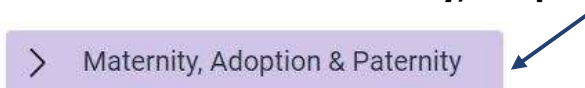
STEP FOUR: Click on either **View Maternity Details**, **View Adoption Details** or **View Paternity Details**

STEP FIVE: Click on the absence you want to view from the absence list such as the **Maternity Absence List**
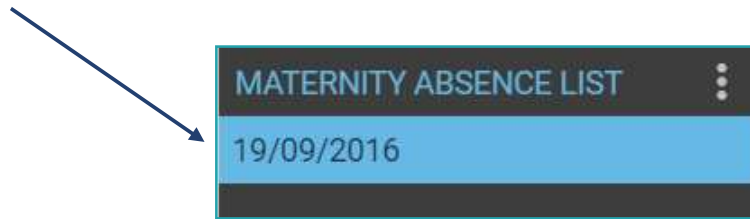
You should then see the details of that absence on the screen.