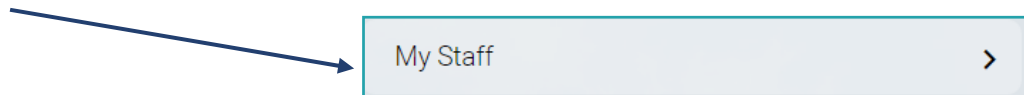


# PiP For My Team

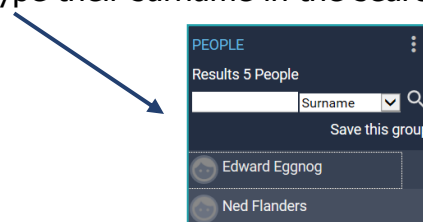
## Adding a MATB1 to a maternity absence

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

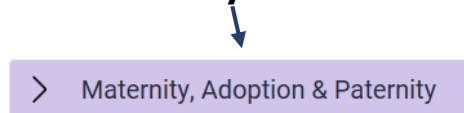


**Step 2.** From the menu on the left hand side either click on the name of your team member you want to add the MATB1 to or type their surname in the search field and click on the **magnifying glass**.

Their record will open.



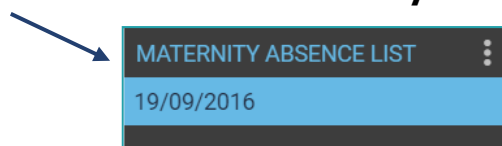
**Step 3.** Click on the **Maternity, Adoption & Paternity** menu



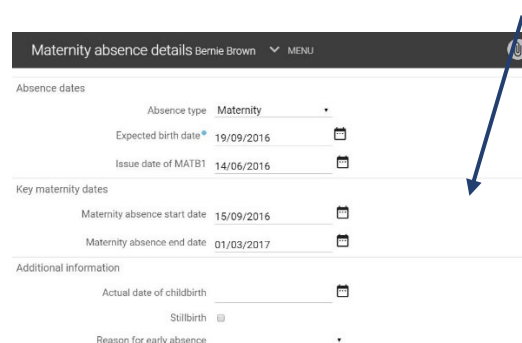
**Step 4.** Click on **View Maternity Details**



**Step 5.** Click on the relevant absence from the **Maternity Absence List**



**Step 6.** Complete the **Issue date of MATB1** and click **Save**

A screenshot of the "Maternity absence details" form for Bernie Brown. The form has a header with the name and a menu icon. It is divided into three sections: "Absence dates", "Key maternity dates", and "Additional information". The "Absence dates" section includes "Absence type" (Maternity), "Expected birth date" (19/09/2016), and "Issue date of MATB1" (14/06/2016). The "Key maternity dates" section includes "Maternity absence start date" (15/09/2016) and "Maternity absence end date" (01/03/2017). The "Additional information" section includes "Actual date of childbirth", "Stillbirth" (checkbox), and "Reason for early absence". A blue arrow points from the text above to the "Issue date of MATB1" field.