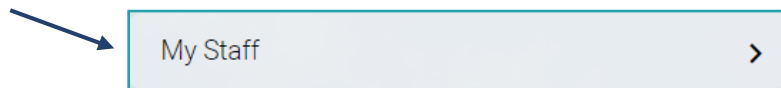


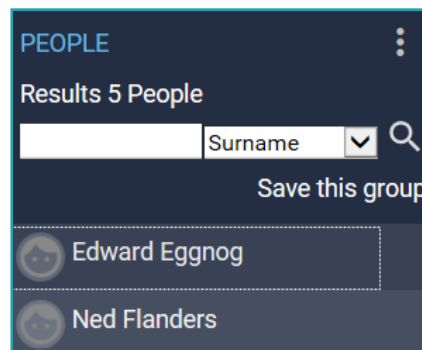
# PiP For My Team

## Adding a new Maternity, Adoption or Paternity absence

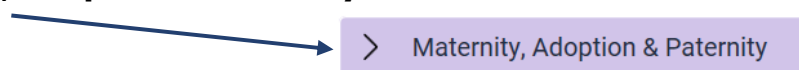
**Step 1.** Log onto **PiP For My Team** and from the menu click on **My Staff**



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



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



**Step 4.** Click on either **New Maternity Details**, **New Adoption Details**, or **New Paternity Details**

**Step 5.** Complete the details of the absence on the relevant screen click **Save**.

**NOTE:** For maternity absences you can upload a copy of the MATB1 form to the absence for more information **SEE: How do I add a MATB1 form to a maternity.**

For maternity and paternity absences you can update the absence with the date of the child's birth.

For adoption absences you can update the absence with the matching date and the placement date.

Maternity absence details Bernie Brown MENU

Absence dates

Absence type: Maternity

Expected birth date: 19/09/2016

Issue date of MATB1: 14/06/2016

Key maternity dates

Maternity absence start date: 15/09/2016

Maternity absence end date: 01/03/2017

Additional information

Actual date of childbirth

Stillbirth

Reason for early absence

**Step 6.** Click on the download merge letter button, click on the spyglass and this will show all templates available. Select the correct template and generate the confirmation of letter for your team member. Save and send to your team member.

Download Paternity/Maternity Letter Mer...

**Step 7.** If there are any changes to the start and end dates of the absence you should update this on the relevant absence by going into View Adoption Details, View Maternity Details or View Paternity Details.



For support please contact the PiP Changes Team on 694303 or email [pipchanges@gov.im](mailto:pipchanges@gov.im)