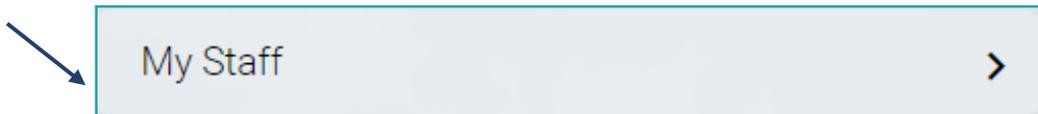


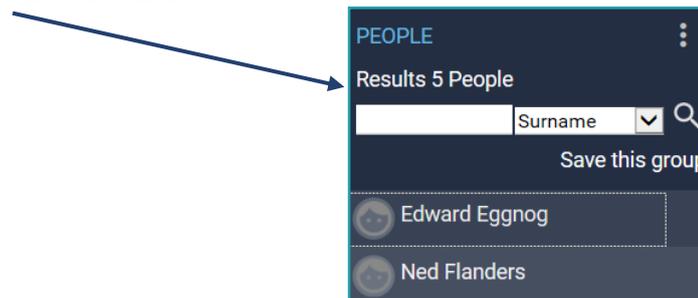
# PIP For My Team

## Updating a Maternity, Adoption or Paternity absence

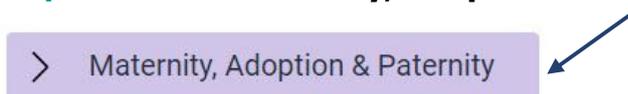
**Step 1.** Log onto **PIP For My Team** and from the menu click on **My Staff**



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

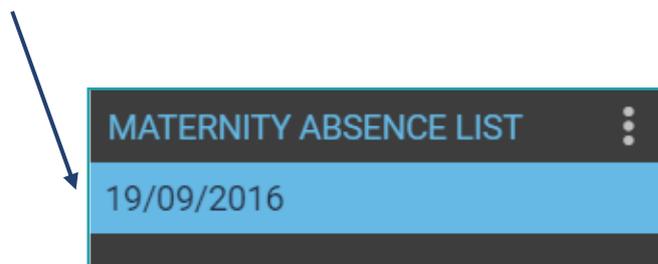


**Step 3.** Click on **Maternity, Adoption and Paternity**



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

**Step 5.** Click on the absence you want to update.



You should then see the details of that absence on the screen.

**Step 6.** If there are any changes to the start or end dates of the absence you can update this on the relevant absence.

**Step 7.**

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: [calendar icon]

Stillbirth:

Reason for early absence: [dropdown menu]



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